

**FSA**  
**HANDBOOK**

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Automation for the Margin  
Protection Program for Dairy Producers

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For State and County Offices

SHORT REFERENCE

2-MPP

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



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

**Amendment 1**

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**Approved by:** Deputy Administrator, Farm Programs



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**Amendment Transmittal**

**A Reason for Issuance**

This handbook has been issued to provide automation instructions and procedures for the Margin Protection Program for Dairy Producers.



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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 FSFL activity.

| <b>Office</b>    | <b>Responsibilities</b>   |
|------------------|---|
| PECD             | Implement payment process to support MPP-Dairy functions in State and County Offices.<br><br>Provide procedural assistance to State Offices on data entry requirements and software operations. |
| State Offices    | Provide application training to County Offices.<br><br>Provide procedural assistance to County Offices on data entry requirements and software operations.                                      |
| KC-ITSD and KCCO | Provide technical assistance to State and County Offices on nonprogram-related problems.  |

**3-10 (Reserved)**

**Part 2 (Reserved)**

**11-160 (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 MPP-Dairy payment process during the workday
- 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.

**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 signed CCC-781 or 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.

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.

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.

**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.

| <b>Eligibility Determination</b>                 | <b>Value</b>                     | <b>Eligible for MPP-Dairy Payment</b> |
|--|----------------------------------|---------------------------------------|
| 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                                    |
| 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.

| <b>Priority</b> | <b>Condition</b>        |
|-----------------|-------------------------|
| 1               | FCIC Fraud              |
| 2               | Conservation Compliance |
| 3               | Controlled Substance    |
| 4               | AD-1026                 |
| 5               | Foreign Person          |

**163 Funds Control**

**A eFunds Allotment**

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**

**164-174 (Reserved)**

## Section 2 Issuing MPP-Dairy Payments

## 175 Overview

## A Supporting Files for Integrated Payment Processing

The 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 | <p>To determine the members, shares, and values for the following:</p> <ul style="list-style-type: none"> <li>• member contribution value</li> <li>• substantive change value</li> <li>• members and member's share of the following: <ul style="list-style-type: none"> <li>• general partnership</li> <li>• joint ventures</li> <li>• entities.</li> </ul> </li> </ul> | 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: <ul style="list-style-type: none"> <li>• customer’s name</li> <li>• citizenship country and resident alien status, if applicable</li> <li>• TIN</li> <li>• address.</li> </ul> |
| 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 Program Year Selection Page****A Introduction**

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 payment process.

**B Accessing the Program Year Selection Page**

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 "MPP-Dairy Payment Process".

**Note:** Internet Explorer shall be used when accessing the MPP-Dairy payment process.

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 Introduction

After selecting “Record a Calculated Payment” from the MPP-Dairy Main Menu, 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.

The screenshot shows the 'Record a Calculated Payment' screen within the MPP Dairy system. At the top, the USDA logo and 'United States Department of Agriculture' are displayed, followed by 'Farm Service Agency' and 'Margin Protection Program for Dairy Producers (MPP Dairy)'. A navigation bar includes links for 'MPP Dairy Home', 'About FSA', 'Help', 'Contact Us', 'Exit MPP Dairy', and 'Logout of eAuth'. On the left, an 'MPP Dairy Menu' sidebar lists 'Welcome Lisa Davis', 'Role: County User', 'Payments', 'Change State/County', and 'Main Menu'. The main content area features a blue header for 'Record a Calculated Payment' and displays the following information: 'Year: 2015', 'Admin State: Kansas', 'Admin County: Johnson', and 'Tract Number: 129'. Below this, the 'Producer' is listed as 'IMA FARMER'. A section titled '2015 MPP Dairy' contains a text input field for 'Payment Period 01 (\$)' with the value '18620'. At the bottom of this section are 'Submit' and 'Cancel' buttons. The footer includes 'Screen ID: CPS-WEB004', 'Last Modified: Payment.jsp', and a 'Back to Top ^' link.

180 Record a Calculated Payment (Continued)

**C Recording Payment Amounts**

Users shall record the gross amount provided in the MPP-Dairy Gross Payment Report for the applicable payment period.

CLICK “Submit” to continue with the process and the Record Calculated Payment Confirmation Screen will be displayed with the payment amounts recorded.

CLICK “Cancel” to discontinue the process and return to the MPP-Dairy Main Menu without updating the payment amounts.

**Note:** Amounts shall be recorded in whole dollars without dollar signs or commas.

**D Error Messages**

The following error messages may be displayed depending on the data recorded.

| Error Message   | Description of Problem   | Corrective Action   |
|---|--|---|
| <p>“The amount recorded in each field must be in whole dollars”.</p>  | <ul style="list-style-type: none"> <li>• Amounts entered must be in whole dollars.</li> <li>• An amount must be recorded in each field, even if the amount is \$0.</li> <li>• Amounts entered include dollar signs or commas.</li> </ul>             | <p>Correct the amounts recorded in each field and ensure that:</p> <ul style="list-style-type: none"> <li>• only numeric data is entered <b>without</b> dollar signs or commas</li> </ul> |
| <p>“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”.</p> | <p>User attempted to record \$0 in all payment amount fields.</p> <p>Do <b>not</b> 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.</p> | <ul style="list-style-type: none"> <li>• an amount has been recorded in each field.</li> </ul>  |

## 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.

The screenshot shows the 'Record Calculated Payment Confirmation' screen. At the top, it features the USDA logo and the text 'United States Department of Agriculture Farm Service Agency Margin Protection Program for Dairy Producers (MPP Dairy)'. Below this is a navigation bar with links: 'MPP Dairy Home', 'About FSA', 'Help', 'Contact Us', 'Exit MPP Dairy', and 'Logout of eAuth'. On the left, there is a 'MPP Dairy Menu' with options: 'Welcome Lisa Davis', 'Role: County User', 'Payments', 'Change State/County', and 'Main Menu'. The main content area has a blue header 'Record Calculated Payment Confirmation'. Below the header, the following information is displayed: 'Year: 2015', 'Admin State: Kansas', 'Admin County: Johnson', and 'Tract Number: 129'. The 'Producer' is listed as 'IMA FARMER'. A blue information box contains the message: '• New Payment Confirmation. Press "Confirm" to proceed.' Below this, a table shows the payment details for '2015 MPP Dairy':

| 2015 MPP Dairy    |        |
|-------------------|--------|
| Payment Period 01 |        |
| (\$):             | 18,620 |

At the bottom of the screen, there are three buttons: 'Confirm', 'Back', and 'Cancel'. In the footer, the screen ID is 'CPS-WEB005', the last modified file is 'ConfirmPayment.jsp', and there is a 'Back to Top ^' link.

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.<br><br><b>Note:</b> 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 <b>without</b> 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.

| <b>IF previously recorded payment amounts are...</b> | <b>AND previously recorded payment amounts were...</b> | <b>AND the payment in NPS was...</b>   | <b>THEN the...</b>   |
|--|--|--|--|
| 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:<br><ul style="list-style-type: none"> <li>• <b>not</b> certified</li> <li>• certified, but <b>not</b> signed</li> </ul> | <ul style="list-style-type: none"> <li>• original amount in NPS will be canceled and the system will retrigger the payment to reprocess</li> <li>• new payment amount will be listed in NPS for certification and signature, provided all eligibility requirements are met.</li> </ul> |

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 |   | <ul style="list-style-type: none"> <li>• payment amounts will be deleted</li> <li>• system will retrigger the payment to reprocess to determine whether the producer is overpaid</li> <li>• overpayment may be put on the Pending Overpayment Report if a portion of the original payment amount was certified or signed.</li> </ul> |
|   | 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: <ul style="list-style-type: none"> <li>• not certified</li> <li>• certified, but not signed</li> </ul> | 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.

| <b>Step</b> | <b>Action</b>   | <b>Result</b>  |
|-------------|---|--|
| 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.

| <b>Step</b> | <b>Action</b>   | <b>Result</b>  |
|-------------|---|--|
| 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.

USDA United States Department of Agriculture  
Farm Service Agency Margin Protection Program for Dairy Producers (MPP Dairy)

MPP Dairy Home About FSA Help Contact Us Exit MPP Dairy Logout of eAuth

**MPP Dairy Menu**  
Welcome Lisa Davis  
Role: County User  
**Payments**  
Change State/County  
Main Menu

**Modify/Delete a Calculated Payment**

**Year:** 2015      **Admin State:** Kansas      **Admin County:** Johnson  
**Tract Number:** 129

**Producer:** D FARMER

**2015 MPP Dairy**  
Payment Period 01 (\$) :

Screen ID: CPS-WEB004  
Last Modified: Payment.jsp

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**183 Modify/Delete a Calculated Payment Screen (Continued)****C Options**

The following options are available on the Modify/Delete a Calculated Payment Screen.

| <b>Option</b> | <b>Action</b>  |
|---------------|--|
| 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 <b>without</b> 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.

The screenshot displays the 'Modify Calculated Payment Confirmation' screen within the USDA Farm Service Agency's MPP Dairy portal. The header includes the USDA logo and navigation links. A left-hand menu provides options like 'MPP Dairy Menu', 'Welcome Lisa Davis', and 'Payments'. The main content area shows the following details:

- Year:** 2015
- Admin State:** Kansas
- Admin County:** Johnson
- Tract Number:** 129
- Producer:** D FARMER

An information box contains the instruction: "Modify Confirmation. Press 'Confirm' to proceed." Below this, a box titled "2015 MPP Dairy" shows a payment amount of 18,630 for "Payment Period 01 (\$)". At the bottom, there are three buttons: "Confirm", "Back", and "Cancel".

Screen ID: CPS-WEB005  
 Last Modified: ConfirmPayment.jsp

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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 <b>without</b> 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.

The screenshot shows the 'Delete Calculated Payment Confirmation' screen within the MPP Dairy system. The header includes the USDA logo and 'United States Department of Agriculture'. The main title is 'Farm Service Agency Margin Protection Program for Dairy Producers (MPP Dairy)'. A navigation bar contains links for 'MPP Dairy Home', 'About FSA', 'Help', 'Contact Us', 'Exit MPP Dairy', and 'Logout of eAuth'. A left sidebar menu lists 'MPP Dairy Menu', 'Welcome Lisa Davis', 'Role: County User', 'Payments', 'Change State/County', and 'Main Menu'. The main content area features a blue header for 'Delete Calculated Payment Confirmation'. Below this, the following information is displayed: 'Year: 2015', 'Admin State: Kansas', 'Admin County: Johnson', and 'Tract Number: 129'. The 'Producer' is listed as 'D FARMER'. An information box with a blue 'i' icon contains the text: 'Delete Confirmation. The payment will be deleted and all amounts will be set to zero. Press "Confirm" to proceed.' Below this, a table shows '2015 MPP Dairy' with a payment period of 01 and a value of 18,630. At the bottom, there are three buttons: 'Confirm', 'Back', and 'Cancel'. The footer includes 'Screen ID: CPS-WEB005', 'Last Modified: ConfirmPayment.jsp', and a 'Back to Top ^' link.

USDA United States Department of Agriculture  
Farm Service Agency Margin Protection Program for Dairy Producers (MPP Dairy)

MPP Dairy Home About FSA Help Contact Us Exit MPP Dairy Logout of eAuth

**MPP Dairy Menu**  
Welcome Lisa Davis  
Role: County User  
**Payments**  
Change State/County  
Main Menu

**Delete Calculated Payment Confirmation**

**Year:** 2015      **Admin State:** Kansas      **Admin County:** Johnson  
**Tract Number:** 129

**Producer:** D FARMER

**i** • Delete Confirmation. The payment will be deleted and all amounts will be set to zero. Press "Confirm" to proceed.

| 2015 MPP Dairy          |        |
|-------------------------|--------|
| Payment Period 01 (\$): | 18,630 |

Confirm Back Cancel

Screen ID: CPS-WEB005  
Last Modified: ConfirmPayment.jsp

Back to Top ^

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 <b>without</b> 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.

| <b>IF the reason the payment entity and/or member is overpaid is because of...</b> | <b>THEN the discovery and/or debt basis code is:</b> |
|--|--|
| 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.    |   |  |
|   | <b>IF the amount is...</b>                                       | <b>AND a payment...</b>   | <b>THEN...</b>   |
|   | greater than \$0   |   | continue to step 3 for the applicable amount recorded.                 |
|   | \$0  | was <b>not</b> previously issued  | the payment process is discontinued for the applicable payment amount. |
| 3                                       | System reads SCIMS to obtain information for the payment entity. |   |  |
|   | <b>IF the payment entity is...</b>                               | <b>AND the resident alien field is...</b>   | <b>THEN...</b>   |
|   | an individual  | <ul style="list-style-type: none"> <li>• “Unknown” or “N/A”</li> <li>• “Yes”</li> </ul> | continue to step 4.  |
|   |  | “No”  | the payment entity is <b>not</b> 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)

| Step | Action   |   |   |
|------|--|---|---|
| 4    | System determines whether there is an MPP-Dairy payment for the payment entity in NPS.   |   |   |
|      | <b>IF a payment...</b>   | <b>THEN...</b>  |   |
|      | has <b>not</b> already been sent to NPS for the payment entity   | continue to step 5.   |   |
|      | <ul style="list-style-type: none"> <li>• has been sent to NPS for the payment entity</li> <li>• is signed</li> </ul>   | <ul style="list-style-type: none"> <li>• the payment in NPS is canceled and the new payment transaction is processed</li> <li>• continue to step 5.</li> </ul>    |   |
| 5    | For joint operations and entities, the system retrieves member data from Business File.  |   |   |
| 6    | 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. |   |   |
|      | <b>IF the payment entity is...</b>   | <b>AND...</b>   |   |
|      | an individual  | the payment entity is eligible to receive payment   | continue to step 7.   |
|      |  | the payment entity is <b>not</b> eligible to receive payment  | the producer will be listed on the Nonpayment Report with the reason the payment cannot be issued.                  |
|      | an entity or joint operation   | <ul style="list-style-type: none"> <li>• the payment entity is eligible to receive payment</li> <li>• at least 1 member is eligible to receive payment</li> </ul> | continue to step 7.   |
|      |  | the payment entity is <b>not</b> eligible to receive payment  | the joint operation or entity will be listed on the Nonpayment Report with the reason the payment cannot be issued. |
|      |  | the payment entity is eligible to receive payment   | the payment entity will be listed on the Payment Report.  |
|      |  | 1 or more of the members are ineligible to receive payment  | the payment entity will be listed on the Nonpayment Report.   |

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  | Live            | 9-CM, paragraph 65 |
| <b>Note:</b> The Pending Overpayment Report is accessed through the Pending Overpayment Summary Report according to 9-CM, paragraph 64.5. |                 |                    |
| 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.

| <b>Field</b>               | <b>Description</b>  |
|----------------------------|---|
| 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: <ul style="list-style-type: none"> <li>• for individuals: last name, middle name, first name, and suffix</li> <li>• for businesses: business name.</li> </ul>   |
| 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: <ul style="list-style-type: none"> <li>• an entity or joint operation where amounts were attributed to members</li> <li>• a member to show the payment entity through whom the amount was attributed.</li> </ul> |
| 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: <ul style="list-style-type: none"> <li>• Payment</li> <li>• Receivable</li> <li>• Canceled Payment</li> <li>• Canceled Receivable.</li> </ul> |
| 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<br>Alabama   |                  | <b>United States Department of Agriculture<br/>Farm Service Agency</b> |                      |                  |                                   | Date: 01/16/2015              |                     |                     |                |
|--|------------------|--|----------------------|------------------|-----------------------------------|-------------------------------|---------------------|---------------------|----------------|
| <b>2014 Margin Protection Program for Dairy Producers<br/>Payment History Report - Detail Level</b>              |                  |  |                      |                  |                                   |                               |                     |                     |                |
| Producer Name: I <b>D FARMER</b>   |                  |  |                      |                  |                                   |                               |                     |                     |                |
| Business Type: Individual  |                  |  |                      |                  |                                   |                               |                     |                     |                |
| Date   | State/<br>County | Payment Entity/<br>Member Name   | Payment ID<br>Number | Business<br>Type | Contract/<br>Application/<br>Farm | Commodity/<br>Payment<br>Type | Transaction<br>Type | Reduction<br>Amount | Net<br>Payment |
| 11/26/2014   | 01/001           | HAIGLER, H C   | 3857021              | 00               | 111E                              |                               | Receivable          | -\$5                | -\$65          |
| Payment has been reduced by a sequestration factor.  |                  |  |                      |                  |                                   |                               |                     |                     |                |
| 11/26/2014   | 01/001           | HAIGLER, H C   | 3857022              | 00               | 111E                              |                               | Receivable          | -\$3                | -\$47          |
| Payment has been reduced by a sequestration factor.  |                  |  |                      |                  |                                   |                               |                     |                     |                |
| 11/26/2014   | 01/001           | HAIGLER, H C   | 32398463             | 00               | 111E                              |                               | Payment             | \$12                | \$158          |
| Payment has been reduced by a sequestration factor.  |                  |  |                      |                  |                                   |                               |                     |                     |                |
| 12/01/2014   | 01/001           | HAIGLER, H C   | 3859016              | 00               | 111E                              |                               | Receivable          | -\$2                | -\$23          |
| Payment has been reduced by a sequestration factor.  |                  |  |                      |                  |                                   |                               |                     |                     |                |
| * Name may have changed due to SCIMS merge   |                  |  |                      |                  |                                   |                               |                     |                     |                |
| Disclaimer - The Net Payment may have had factors applied due to sequestration.                                  |                  |  |                      |                  |                                   |                               |                     |                     |                |
| <input type="button" value="Previous"/> <input type="button" value="Print"/> <input type="button" value="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.<br><br><b>Note:</b> If a single producer was selected for processing, this button will <b>not</b> 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.<br><br><b>Note:</b> If a single producer was selected for processing, this button will <b>not</b> 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.

| <b>Time of Determination</b>   | <b>Situation</b>   | <b>Overpayment Due Date</b> |
|--|--|-----------------------------|
| Any time.  | Payment was issued to the wrong producer.  | Immediately.                |
| After an entry affecting the payment amount is changed on either of the following: <ul style="list-style-type: none"> <li>• CCC-781</li> <li>• CCC-782.</li> </ul> | 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: <ul style="list-style-type: none"> <li>• CCC-781</li> <li>• CCC-782.</li> </ul>                                      | CCC-781 or CCC-782 was canceled after payments were issued to the producer.                                    |                             |



**Reports, Forms, Abbreviations, and Delegations of Authority**

**Reports**

None.

**Forms**

This table lists all forms referenced in this handbook.

| <b>Number</b> | <b>Title</b>   | <b>Display Reference</b> | <b>Reference</b> |
|---------------|--|--------------------------|------------------|
| AD-1026       | Highly Erodible Land Conservation (HELC) and Wetland Conservation (WC) Certification                         |                          | 161, 162, 175    |
| CCC-36        | Assignment of Payment  |                          | 175              |
| CCC-37        | Joint Payment Authorization  |                          | 175              |
| CCC-526       | Payment Eligibility Average Adjusted Gross Income Certification  |                          | 161              |
| CCC-781       | Margin Protection Program for Dairy Producers (MPP-Dairy) Production History Establishment                   |                          | 161, 186, 191    |
| CCC-782       | Margin Protection Program for Dairy Producers (MPP-Dairy) Contract and Annual Coverage Election              |                          | 161, 186, 191    |
| CCC-902       | Farm Operating Plan for Payment Eligibility – 2014 and Subsequent Program Years                              |                          | 161              |
| FSA-325       | Application for Payment of Amounts Due Persons Who Have Died, Disappeared, or Have Been Declared Incompetent |                          | 161              |

**Abbreviations Not Listed in 1-CM**

| <b>Approved Abbreviations</b> | <b>Term</b>                                   | <b>Reference</b> |
|-------------------------------|---|------------------|
| MPP-Dairy                     | Margin Protection Program for Dairy Producers | Text             |

**Delegations of Authority**

None.



**Menu and Screen Index**

The following menus and screens are displayed in this handbook.

| <b>Menu or Screen</b> | <b>Title</b>                                  | <b>Reference</b> |
|-----------------------|---|------------------|
|                       | Delete Calculated Payment Confirmation Screen | 185              |
|                       | Enter a New Tract Number Screen               | 179              |
|                       | Modify/Delete a Calculated Payment Screen     | 183              |
|                       | Modify Calculated Payment Confirmation Screen | 184              |
|                       | MPP-Dairy Main Menu                           | 178              |
|                       | Record a Calculated Payment Screen            | 180              |
|                       | Record Calculated Payment Confirmation Screen | 181              |
|                       | Select an Administrative State/County Screen  | 177              |

