

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

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

Amendment 2

Approved by: Deputy Administrator, Farm Programs



Amendment Transmittal

A Reasons for Amendment

Paragraph 176 has been amended to update references about accessing the web-based MPP-Dairy Application and State/County Selection Page.

Paragraph 179 has been amended to update the instructions provided for entering a new tract number when recording a calculated payment.

Subparagraph 180 C has been amended to update the instructions for selecting a producer from SCIMS when recording a calculated payment.

| Page Control Chart | | |
|---------------------------|---|----------------|
| TC | Text | Exhibit |
| 1 | 1-1, 1-2 3-33 through 3-38 3-38.5, 3-38.6 (add) | |

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Part 1 General Information

1 Handbook Coverage

A Purpose

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

B Authority and Responsibilities

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

C Related FSA Handbooks

The following FSA handbooks concern MPP-Dairy.

| Purpose | Handbook |
|---|----------|
| Appeals | 1-APP |
| Assignments and joint payments | 63-FI |
| Common Payment System | 9-CM |
| Foreign person provisions | 5-PL |
| HELC and/or WC provisions | 6-CP |
| Issuing payments | 1-FI |
| Misaction, misinformation, or equitable relief, scheme, device or failure to fully comply | 7-CP |
| MPP-Dairy program policy and procedure | 1-MPP |
| Offsets | 58-FI |
| Prompt payment provisions or foreign person tax withholding | 61-FI |
| Reporting to IRS | 62-FI |
| Signatures, estates, trusts, minors, or powers of attorney, registers, or controlled substance violations | 1-CM |
| Web-based eligibility records | 3-PL |

2 Responsibilities

A Background

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

B Office Responsibilities

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

| Office | Responsibilities |
|------------------|---|
| PECD | Implement payment process to support MPP-Dairy functions in State and County Offices. Provide procedural assistance to State Offices on data entry requirements and software operations. |
| State Offices | Provide application training to County Offices. Provide procedural assistance to County Offices on data entry requirements and software operations. |
| 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)

--176 Web-Based MPP-Dairy Application*A Overview**

Because an automated application process is **not** available, the amounts calculated through the MPP-Dairy Gross Payment Report **must** be recorded in the web-based MPP-Dairy application.

B Accessing the MPP-Dairy Main Menu

To access the MPP-Dairy Main Menu, go to FSA's Applications Intranet web site at **<http://fsaintranet.sc.egov.usda.gov/fsa/applications.asp>**. From the FSA Intranet Screen, under "FSA Applications", "Applications Directory", CLICK "G-O". The FSA Intranet Screen will be redisplayed with applications with names starting with G to O. CLICK "**Margin Protection Program (MPP-Dairy)**".

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

Users will be prompted to login through the USDA eAuthentication Login Screen. CLICK "**Login with LincPass (PIV)**" or enter user ID and password and CLICK "**Login**".

The Select an Administrative State/County Screen will be displayed.

177 **Select an Administrative State/County Screen**

A Overview

When a user has logged in through eAuthentication, the Select an Administrative State/County Screen will be displayed.

B Recording Payment Data

MPP-Dairy payments will be entered based on the administrative State and county location.

The Select an Administrative State/County Screen allows users to select the administrative State and county for processing.

C Example of Select an Administrative State/County Screen

The following is an example of the Select an Administrative State/County Screen.



D Action

User shall use the drop-down menu to select the applicable administrative State and county. CLICK “Continue”. The MPP-Dairy Main Menu will be displayed.

178 MPP-Dairy Main Menu

A Overview

When a user has selected the administrative State and county for processing and clicked “Continue”, the MPP-Dairy Main Menu will be displayed. The MPP-Dairy Main Menu allows users to:

- enter payment information using the “Record a Calculated Payment” option
- modify or delete previously entered payment information using the “Modify/Delete a Calculated Payment” option.

B Example of MPP-Dairy Main Menu

The following is an example of the MPP-Dairy Main Menu.



C Action

User shall select the applicable option according to the following:

- CLICK “Record a Calculated Payment” to record new payment information
- CLICK “Modify/Delete a Calculated Payment” to modify or delete existing payment information.

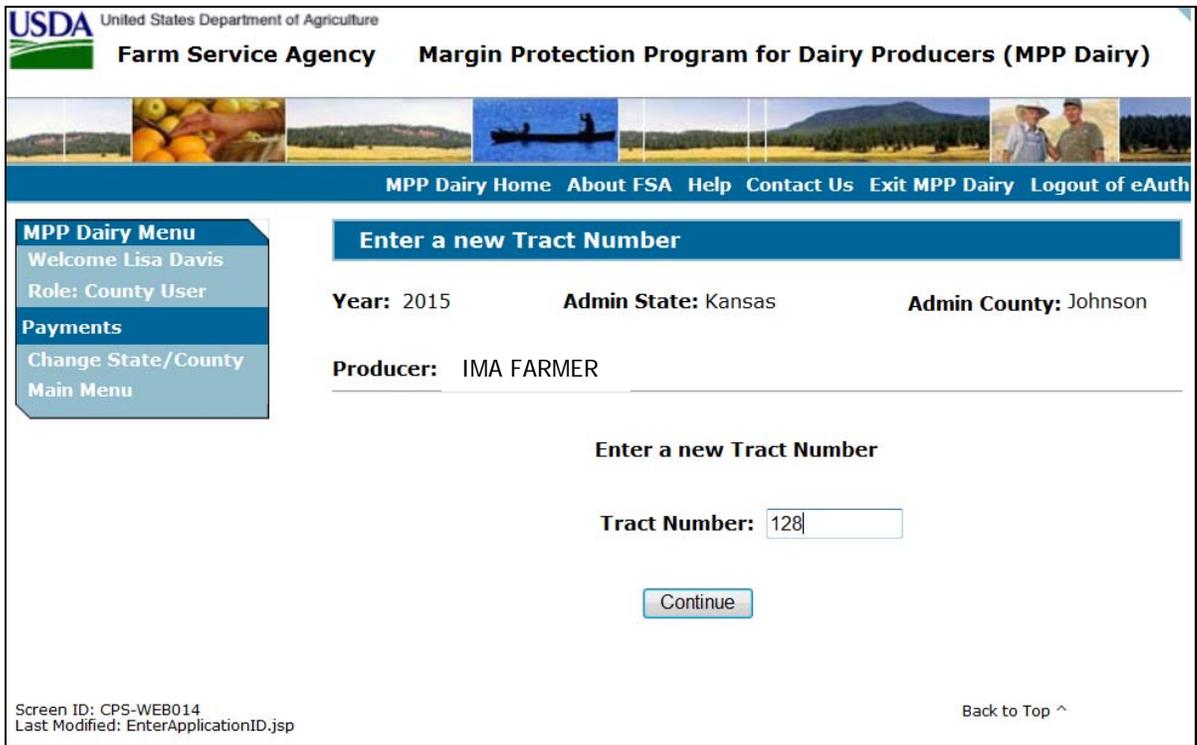
179 Enter a New Tract Number

*--A Overview

After selecting “Record a Calculated Payment” from the MPP-Dairy Main Menu and the applicable producer from SCIMS, the Enter a New Tract Number Screen will be--* displayed.

B Example of Enter a New Tract Number Screen

The following is an example of the Enter a New Tract Number Screen.



C Action

Enter the tract number from the MPP application. CLICK “Continue” to continue with the process.

180 Record a Calculated Payment

A Introduction

Manually calculated MPP-Dairy payment amounts must be recorded in the web-based system to initiate the payment process. The Record a Calculated Payment Screen allows the user to record the manually calculated MPP-Dairy payment amounts.

B Example of Record a Calculated Payment Screen

The following is an example of the Record a Calculated Payment Screen.

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

*--Follow these steps to record MPP-Dairy payment amounts.

| Step | Action | Result |
|------|---|---|
| 1 | On the MPP-Dairy Main Menu, CLICK “Record a Calculated Payment” . | SCIMS Search Page will be displayed that provides various options for selecting a producer. |
| 2 | Select the applicable producer from SCIMS. | Enter a New Tract Number Screen will be displayed. |
| 3 | On the Enter a New Tract Number Screen, enter the applicable tract number. | Record Calculated Payment Screen will be displayed. |
| 4 | <p>On the Record Calculated Payment Screen, record the gross amount provided in the MPP-Dairy Gross Payment Report for the applicable payment period.</p> <p>Note: Amounts shall be recorded in whole dollars without dollar signs or commas.</p> <p>Click either of the following:</p> <ul style="list-style-type: none"> • “Submit” to continue • “Cancel” to discontinue. | <div style="background-color: #cccccc; height: 150px; width: 100%;"></div> <ul style="list-style-type: none"> • Record a Calculated Payment Confirmation Screen will be displayed with the payment amounts recorded. • MPP-Dairy Main Menu Screen will be redisplayed without updating the payment amounts. |

--*

180 Record a Calculated Payment (Continued)

C Recording Payment Amounts (Continued)

*--

| Step | Action | Result |
|------|--|--|
| 5 | <p>On the Record Calculated Payment Confirmation Page, click 1 of the following:</p> <ul style="list-style-type: none"> • “Confirm” to record the payment amounts entered <p>Note: See paragraph 181 for additional information.</p> <ul style="list-style-type: none"> • “Back” to return to the Record a Calculated Payment Screen • “Cancel” to discontinue the process. | <ul style="list-style-type: none"> • MPP-Dairy Main Menu will be redisplayed. • Record a Calculated Payment Screen will be redisplayed. • MPP-Dairy Main Menu will be redisplayed without updating the payment amounts. |

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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"> • Amounts entered must be in whole dollars. • An amount must be recorded in each field, even if the amount is \$0. • Amounts entered include dollar signs or commas. | <p>Correct the amounts recorded in each field and ensure that:</p> <ul style="list-style-type: none"> • only numeric data is entered without dollar signs or commas |
| <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 not record payment amounts in the MPP-Dairy payment process if the calculated payment amounts for all commodities from the MPP-Dairy Gross Payment Report is \$0.</p> | <ul style="list-style-type: none"> • an amount has been recorded in each field. |

