

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

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

Amendment 3

Approved by: Deputy Administrator, Farm Programs



Amendment Transmittal

A Reasons for Amendment

Part 2 has been added to provide automated procedure for recording the following information for dairy operations applying for MPP-Dairy benefits:

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

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Part 1 General Information

1 Handbook Coverage

A Purpose

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

B Authority and Responsibilities

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

C Related FSA Handbooks

The following FSA handbooks concern MPP-Dairy.

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

2 Responsibilities

A Background

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

B Office Responsibilities

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

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

3-10 (Reserved)

***--Part 2 MPP-Dairy Automated System**

Section 1 General Information About the MPP-Dairy System

11 General Information

A Introduction

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

B Purpose of the MPP-Dairy System

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

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

***--12 Accessing the MPP-Dairy System**

A Overview

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

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

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

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

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

B Accessing MPP-Dairy System

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

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

--*

*--13 MPP Main Menu

A MPP Main Menu With “Main” Section

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

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

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

MPP Menu
Welcome:
Role: County User
Options
Main Menu

MPP Main Menu

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

Main

Select the Dairy Operation’s State, County and Program Year:

*State/County: Mississippi / Coahoma
*Program Year: Select Program Year

Select Dairy Operation below to search:

Dairy Operation:

*Select one of the following options:

Production History:
Contract:
Collection:

Continue

Screen ID: MPP-WEB-007
Last Modified: 06/03/2015

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MPP Home | FSA Internet | FSA Intranet | USDA.gov | Site Map | Policies and Links
FOIA | Accessibility Statement | Privacy Policy | Non-Discrimination Statement | Information Quality | FirstGov | White House

--*

*--13 MPP Main Menu (Continued)

A MPP Main Menu With “Main” Section (Continued)

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

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*--13 MPP Main Menu (Continued)

B Top Navigation Bar

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

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

Link	Explanation
"MPP Home"	MPP Main Menu will be displayed.
"About MPP"	A page describing the purpose of MPP-Dairy will be displayed.
"Help"	Price Support Home Page will be displayed for a selection of options that may provide additional assistance.
"Contact Us"	<p>A page with information about the following will be displayed:</p> <ul style="list-style-type: none"> • who to contact for help • information to include in user's e-mail or voice mail message.
"Exit MPP"	FSA Intranet, FSA Applications Page (subparagraph 12 B, step 1) will be displayed.
"Logout of eAuth"	The window browser will close and a pop-up window will be displayed with the message, "for security reasons, your browser window will close automatically". On the pop-up window, when users click "OK", they will be logged off the USDA eAuthentication System.

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*--13 MPP Main Menu (Continued)

C MPP Main Menu Selection Criteria

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

Field/Button	Description
"State/County"	County Office users will default to their assigned State/county. If the user is assigned to multiple County Offices, use the drop-down list to select applicable State/county.
"State"	State Office users with only 1 State assigned to their eAuthentication user ID will be defaulted to their State. If the user is assigned to multiple States, use the drop-down list to select applicable State.
"County"	State Office user must select a county.
"Program Year"	Select applicable program year for MPP-Dairy.
"Dairy Operation"	Allows a search for a dairy operation in SCIMS.
"Production History"	Production History Search Results Screen will be displayed.
"Contract"	Contracts Screen with "Search Results" section will be displayed.
"Collection"	Collections Screen with "Search Results" section will be displayed.
"Continue"	If "Dairy Operation" box is: <ul style="list-style-type: none"> • checked, SCIMS Search Page will be displayed • not checked, search results screen for the option selected will be displayed.
"Main Menu"	MPP Main Menu will be displayed.

--*

*--13 MPP Main Menu (Continued)

D MPP Main Menu Error Messages

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

Message	Reason for Message	Corrective Action
“State is required.”	State Office was not selected from the drop-down list.	Select the State Office from the drop-down list.
“County is required.”	County Office was not selected from the drop-down list.	Select the County Office from the drop-down list.
“Program Year is required.”	Program Year was not selected from the drop-down list.	Select the program year from the drop-down list.
“One of the options is required.”	One of the following options was not selected: <ul style="list-style-type: none"> • “Production History” • “Contract” • “Collection”. 	Select the applicable option for the process to be performed for the dairy operation.

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14-19 (Reserved)

***--Section 2 MPP-Dairy Production History**

20 Recording Production History

A Introduction

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

B Automatic Migration

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

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

***--21 Selecting Dairy Operations**

A Steps for Selecting Dairy Operations

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

Step	Action
1	Select the State and County Office from the “State/County” drop-down list. Note: State users will select the State Office from the “State” drop-down list and County Office from the “County” drop-down list.
2	Select the program year from the drop-down list. Note: New dairy operations have 90 calendar days from the time they began marketing milk within the calendar year to establish production history.
3	Perform either of the following: <ul style="list-style-type: none"> • click the box next to “Dairy Operation” to search for dairy operations in the selected State and county using the SCIMS Search Page that will be displayed • do not click the box next to “Dairy Operation” to search for dairy operations with existing production history records. Note: All dairy operations with production history information recorded in the selected State and county will be displayed.
4	CLICK “ Production History ”.
5	CLICK “ Continue ”.
6	The Production History Search Results Screen will be displayed based on the selection criteria.

--*

*--21 Selecting Dairy Operations (Continued)

B Production History Search Results Screen

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

MPP Menu

Welcome:

Role: National Admin

Options

[Main Menu](#)

Production History Search Results

State: Mississippi County: Coahoma Program Year: 2016

Search Results

Select	Dairy Operation	Farm	Tract	Operator	Production	Status
<input type="radio"/>	ANY DAIRY OPERATION	61	1574	ANY DAIRY OPERATION	1,500,000	Initiated
<input type="radio"/>	ANY DAIRY OPERATION	301	786	ANY DAIRY OPERATION	1,250,000	Producer Certified
<input type="radio"/>	ANY DAIRY OPERATION	291	1312	ANY PRODUCER	5,564,500	Approved
<input type="radio"/>	ANY DAIRY OPERATION	293	1431	ANY DAIRY OPERATION	5,500,000	Disapproved
<input type="radio"/>	ANY DAIRY OPERATION	295	27	ANY PRODUCER		
<input type="radio"/>	ANY DAIRY OPERATION	59	1676	ANY DAIRY OPERATION		
<input type="radio"/>	ANY DAIRY OPERATION	62	1595	ANY DAIRY OPERATION		

Create New
Revise
Record Signatures
View CCC-781
Cancel

Screen ID: MPP-PHE-004
Last Modified: 06/03/2015 [Back to Top](#) ^

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*--21 Selecting Dairy Operations (Continued)

C Production History Search Results Screen Information

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

Field/Button	Description
“State”	State Office selected from MPP Main Menu.
“County”	County Office selected from MPP Main Menu.
“Program Year”	Program year selected from MPP Main Menu.
“Select”	Click next to the dairy operation, farm, and/or tract to be updated.
“Dairy Operation”	Common customer name from SCIMS for the dairy operation.
“Farm”	Farm number from the Farm Records System associated with the dairy operation.
“Tract”	Tract number from the Farm Records System associated with the dairy operation.
“Operator”	Common customer name from Business Partner of the operator on the farm from the Farm Records System.
“Production”	Established production history for the dairy operation. Note: Blank for dairy operations without production history established.
“Status”	Production history status, as follows: <ul style="list-style-type: none"> • blank, production history information has not been entered for dairy operation • “Initiated”, production history information has been entered; however, producers have not signed the certification of production history • “Producer Certified”, production history information has been entered and producers have signed the certification of production history; however, COC has not made a determination • “Approved”, production history information has been entered, producers certified, and COC approved • “Disapproved”, production history information has been entered, producers certified, and COC disapproved.

--*

*--21 Selecting Dairy Operations (Continued)

C Production History Search Results Screen Information (Continued)

Field/Button	Description
"Create New"	Production History Dairy Operation Production Screen will be displayed. Note: Only displayed if there are dairy operations in the search results with no production history established.
"Revise"	Revise Production History Screen will be displayed. Note: Only displayed if there are dairy operations in the search results with production history established.
"Record Signatures"	Production History Signature Screen will be displayed. Note: Only displayed if there are dairy operations in the search results with production history established.
"View/Print CCC-781"	CCC-781 for the selected dairy operation will be displayed.
"Cancel"	MPP Main Menu will be displayed.
"Main Menu"	MPP Main Menu will be displayed.

--*

*--21 Selecting Dairy Operations (Continued)

D Production History Search Results Screen Error Messages

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

Message	Reason for Message	Corrective Action
<p>“Please select a dairy operation to work with.”</p>	<p>User clicked 1 of the following, but did not select a dairy operation:</p> <ul style="list-style-type: none"> • “Create New” • “Revise” • “Record Signatures” • “View/Print CCC-781”. 	<p>Perform either of the following:</p> <ul style="list-style-type: none"> • select a dairy operation and click type of action • CLICK “Cancel”.
<p>“Production History already exists for selected dairy operation.”</p>	<p>User selected a dairy operation with production history information recorded and clicked “Create New”.</p>	<p>Perform either of the following:</p> <ul style="list-style-type: none"> • select a different dairy operation to create new production history • click a different type of action to perform for the dairy operation.
<p>“Cannot revise Production History for a dairy operation that has not been created.”</p>	<p>User selected a dairy operation with no production history information recorded and clicked “Revise”.</p>	<p>Perform either of the following:</p> <ul style="list-style-type: none"> • select a different dairy operation to revise production history • click a different type of action to perform for the dairy operation.

--*

*--21 Selecting Dairy Operations (Continued)

D Production History Search Results Screen Error Messages (Continued)

Message	Reason for Message	Corrective Action
<p>“Historical Production has not been established for the dairy operation; unable to record signatures.”</p>	<p>User selected a dairy operation with no production history information recorded and clicked “Record Signatures”.</p>	<p>Perform either of the following:</p> <ul style="list-style-type: none"> • select a different dairy operation to record signatures for production history • click a different type of action to perform for the dairy operation.
<p>“Historical Production has not been established for the dairy operation. Unable to View CCC-781.”</p>	<p>User selected a dairy operation with no production history information recorded and clicked “View CCC-781”.</p>	<p>Perform either of the following:</p> <ul style="list-style-type: none"> • select a different dairy operation to view CCC-781 for production history • click a different type of action to perform for the dairy operation.

--*

***--22 Production History Data Migration**

A Introduction

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

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

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

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

*--22 Production History Data Migration (Continued)

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

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

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

IF the uploaded data indicated CCC-781...	AND the uploaded data indicates...	FOR...	THEN production history is...
was approved by COC	CCC-782 for calendar year 2015 was approved by COC Note: Includes CCC-782's filed because of: <ul style="list-style-type: none"> • "Permanent Dissolution" • "Retirement" • "Death". 	2014	established based on the data on CCC-781.
		2015	adjusted by multiplying the 2014 production history times 1.0087 bump adjustment.
		2016	adjusted by multiplying the calculated 2015 production history times 1.0261 bump adjustment.
	<ul style="list-style-type: none"> • the dairy operation is not registered for 2015, or • CCC-782 for calendar year 2015 was disapproved by COC 	2014	established based on the data on CCC-781.
		2015	equal to the 2014 production history.
		2016	equal to the 2015 production history.
was disapproved by COC		2014	0.
		2015	0.
		2016	0.

--*

*--22 Production History Data Migration (Continued)

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

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

IF the uploaded data indicated CCC-781...	AND the uploaded data indicates...	FOR...	THEN production history is...
was approved by COC	CCC-782 for calendar year 2015 was approved by COC Note: Includes CCC-782's filed because of: <ul style="list-style-type: none"> • "Permanent Dissolution" • "Retirement" • "Death". 	2014	0.
		2015	<ul style="list-style-type: none"> • established based on the data on CCC-781 • adjusted by multiplying CCC-781 production history times 1.0087 bump adjustment.
		2016	adjusted by multiplying the calculated 2015 production history times 1.0261 bump adjustment.
	<ul style="list-style-type: none"> • the dairy operation is not registered for 2015, or • CCC-782 for calendar year 2015 was disapproved by COC 	2014	0.
		2015	established based on the data on CCC-781.
		2016	equal to the 2015 production history.
was disapproved by COC		2014	0.
		2015	0.
		2016	0.

--*

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

D Modifications to Migrated Production History Data

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

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

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

- deny the request for modification if the documentation does **not** support the modification
- forward the documentation, along with the State Office concurrence, to DAFP, PECD, Program Delivery Branch by e-mail to request a change to the web-based production history data.--*

***--23 Establishing Production History for Dairy Operations**

A Establishing Production History for a Dairy Operation

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

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

--*

***--23 Establishing Production History for Dairy Operations (Continued)**

B Dairy Operation Production History Screen

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

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

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

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

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

*--23 Establishing Production History for Dairy Operations (Continued)

B Dairy Operation Production History Screen (Continued)

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

MPP Menu	Production History	
Welcome:	State: Mississippi	County: Coahoma
Role: National Admin	Program Year: 2016	
Options	Dairy Operation: ANY DAIRY OPERATION	Dairy Number:
Main Menu	Farm: 295	Tract: 27
Forms	Status: Initiated	
View CCC-781	All required fields are denoted by an asterisk (*).	
	Dairy Operation Production	
	*Did the Dairy Operation produce and commercially market milk as of February 7, 2013?	
	<input type="radio"/> Yes <input type="radio"/> No	
	<input type="button" value="Back"/>	<input type="button" value="Cancel"/>
	Screen ID: MPP-PHE-001 Last Modified: 06/03/2015	
	Back to Top ^	

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*--23 Establishing Production History for Dairy Operations (Continued)

C Production History Screen Header Information

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

Field	Description
"State"	State Office selected from MPP Main Menu.
"County"	County Office selected from MPP Main Menu.
"Program Year"	Program year selected from MPP Main Menu.
"Dairy Operation"	Common Customer name from SCIMS for the dairy operation.
"Dairy Number"	Dairy operation number assigned after COC determination of the dairy operation production history.
"Farm"	Farm number from the Farm Records System associated with the dairy operation.
"Tract"	Tract number from the Farm Records System associated with the dairy operation.
"Status"	Status of production history: <ul style="list-style-type: none"> • "Initiated", production history information has been entered; however, the producer has not signed the certification of production history • "Producer Certified", production history information has been entered and producer has signed the certification of production history, however, COC has not made a determination • "Approved", production history information has been entered, producer certified and COC approved. • "Disapproved", production history information has been entered, producer certified and COC disapproved.

--*

***--23 Establishing Production History for Dairy Operations (Continued)**

D Left Navigation Menu Information for Production History Screens

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

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

E Button Information for Production History Screens

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

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

--*

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

A Dairy Operation Production in Pounds

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

Users shall:

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

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

--*

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

B Dairy Operation Production in Pounds Error Messages

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

Message	Reason for Message	Corrective Action
“Pounds must be a number greater than or equal to 0.”	User responded “Yes” to commercially producing and marketing milk as of February 7, 2013, and did not enter the pounds for 2011, 2012, and/or 2013.	Perform either of the following: <ul style="list-style-type: none"> • enter the pounds for each year Note: If the dairy operation did not commercially produce or market milk for a specific year, enter “0” for that year. • change the response to “No”.
“Pounds must be entered as a numeric value less than 1 trillion.”	User did not enter the pounds as a whole number in 2011, 2012, and/or 2013 or the entry was greater than 999,999,999,999.	Enter the pounds for each year as a whole number equal to or greater than “0” and less than 1 trillion.
“At least one pound of production history is required.”	User did not enter pounds greater than 0 for at least 1 year in 2011, 2012, or 2013.	Perform either of the following: <ul style="list-style-type: none"> • enter the pounds greater than “0” for the appropriate years • change the response to “No”.

--*

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

A Dairy Operation Production History Establishment

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

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

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

B Example of the Dairy Operation Production History Establishment Screen

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

The screenshot displays the 'Production History Establishment' screen. On the left is a sidebar menu with the following items: 'MPP Menu', 'Welcome:', 'Role: National Admin', 'Options', 'Main Menu', 'Forms', and 'View CCC-781'. The main content area has a green header 'Production History Establishment'. Below the header, the following information is displayed: 'State: Mississippi', 'County: Coahoma', 'Program Year: 2016', 'Dairy Operation: ANY DAIRY OPERATION', 'Dairy Number:', 'Farm: 295', 'Tract: 27', and 'Status: Initiated'. There are two expandable sections: 'Production Summary' showing '2011: 1,000,000', '2012: 1,250,000', and '2013: 1,500,000'; and 'Selected Option' showing 'Production History: 1,500,000'. At the bottom, there are three buttons: 'Save and Continue', 'Back', and 'Cancel'. Footer text includes 'Screen ID: MPP-PHE-003', 'Last Modified: 06/03/2015', and a 'Back to Top' link.

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--26 New Dairy Operation Production History*A Production History for New Dairy Operations**

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

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

Users shall provide a response:

- to the date the dairy operation first began marketing milk

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

- “mm/dd/yyyy”
 - “mmddy”
 - “mmddyyyy”.
- to the seasonal dairy operation question, “Is the production history for a Seasonal dairy operation?”

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

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

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

A Production History for New Dairy Operations (Continued)

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

MPP Menu	Production History		
Welcome:	State: Mississippi	County: Coahoma	Program Year: 2016
Role: National Admin	Dairy Operation: ANY DAIRY OPERATION	Dairy Number:	
Options	Farm: 295	Tract: 27	Status: Initiated
Main Menu	All required fields are denoted by an asterisk (*).		
Forms	Dairy Operation Production		
View CCC-781	*Did the Dairy Operation produce and commercially market milk as of February 7, 2013? <input type="radio"/> Yes <input checked="" type="radio"/> No		
	*What date did the Dairy Operation first begin to market milk (mm/dd/yyyy)? 03/15/2015		
	Seasonal Dairy		
	*Is the production history for a Seasonal Dairy Operation? <input checked="" type="radio"/> Yes <input type="radio"/> No		
	Indicate the number of months the Seasonal Dairy Operation will produce milk on an annual basis. 6		
	Save and Continue	Back	Cancel
	Screen ID: MPP-PHE-008 Last Modified: 06/03/2015		
			Back to Top ^

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

B Dairy Operation Production for a New Operation Error Messages

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

Message	Reason for Message	Corrective Action
“The marketing start date is required.”	User responded “No” to commercially producing and marketing milk as of February 7, 2013, and did not enter the date the dairy operation began marketing milk.	Enter either of the following: <ul style="list-style-type: none"> • date the dairy operation began marketing milk • correct response for commercially producing and marketing milk as of February 7, 2013.
“A seasonal dairy operation selection [Yes/No] is required.”	User responded “No” to commercially producing and marketing milk as of February 7, 2013, and did not enter a response for the seasonal dairy operation.	Perform either of the following: <ul style="list-style-type: none"> • provide a “Yes” or “No” response to the seasonal dairy operation question • enter the correct response for commercially producing and marketing milk as of February 7, 2013.
“The marketing start date may not be in the future.”	User responded “No” to commercially producing and marketing milk as of February 7, 2013, and entered a date greater than the current system date.	Perform either of the following: <ul style="list-style-type: none"> • update the date the dairy operation began marketing milk later than February 7, 2013, through the current system date • enter the correct response for commercially producing and marketing milk as of February 7, 2013.

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

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

Message	Reason for Message	Corrective Action
“The marketing start date may not be before February 7, 2013.”	User responded “No” to commercially producing and marketing milk as of February 7, 2013, and entered a date before February 7, 2013.	Perform either of the following: <ul style="list-style-type: none"> • update the date the dairy operation began marketing milk later than February 7, 2013, through the current system date • enter the correct response for commercially producing and marketing milk as of February 7, 2013.
“The date marketing started should be in the format (mm/dd/yyyy).”	User entered the date format incorrectly.	Enter the date in 1 of the appropriate date formats: <ul style="list-style-type: none"> • “mm/dd/yyyy” • “mmdyy” • “mmdyyyy”.
“Seasonal dairy operations must specify a number of operating months.”	User responded “Yes” indicating the dairy operation is a seasonal dairy operation and did not enter the number of months.	Enter either of the following: <ul style="list-style-type: none"> • number of months for the seasonal dairy operation • correct response for seasonal dairy operation.
“The number of months a seasonal operation produced milk must be a number.”	User responded “Yes” indicating the dairy operation is a seasonal dairy operation and did not enter the number of months as a whole number between 1 and 11.	Enter either of the following: <ul style="list-style-type: none"> • number of months for the seasonal dairy operation with a whole number between 1 and 11 • correct response for seasonal dairy operation.
“Seasonal dairy operating months must be between 1 and 11.”	User responded “Yes” indicating the dairy operation is a seasonal dairy operation and did not enter the number of months as a whole number between 1 and 11.	Enter either of the following: <ul style="list-style-type: none"> • number of months for the Seasonal dairy operation with a whole number between 1 and 11 • correct response for seasonal dairy operation.

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

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

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

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

Users shall:

- enter the monthly production as a whole number for each month displayed
Note: “0” may be entered for months without monthly production.
- enter the number of dairy cows as a whole number, **excluding** heifers not yet fresh
- enter the monthly production and/or number of dairy cows
- CLICK “**Save and Continue**” after confirming the entries are correct.--*

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

A Monthly Production and Herd Size (Continued)

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

MPP Menu

Welcome:

Role: National Admin

Options

Main Menu

Forms

View CCC-781

Production History

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

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

Farm: 295 **Tract:** 27 **Status:** Initiated

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

Monthly Production

Month	Year	*Production (pounds)	Seasonal Index
April	2015	<input type="text" value="100000"/>	0.0854
May	2015	<input type="text" value="125000"/>	0.0883

Herd Size

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

Screen ID: MPP-PHE-009
Last Modified: 06/03/2015

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

B Monthly Production and Herd Size Error Messages

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

Message	Reason for Message	Corrective Action
“Please enter production in pounds and/or herd size.”	User did not enter the monthly milk marketings or number of dairy cows.	Enter 1 or both of the following: <ul style="list-style-type: none"> • monthly milk marketing for each applicable month • number of dairy cows
“Pounds must be entered as a numeric value less than 10 billion.”	User did not enter a whole number for the monthly milk marketings or entered a number greater than 9,999,999,999.	Do 1 of the following: <ul style="list-style-type: none"> • enter monthly milk marketings as a whole number less than 10 billion • enter “0” for the monthly milk marketings • do not enter the monthly milk marketings and instead enter the number of dairy cows.
“Herd size must be entered as a numeric value less than ten billion.”	User did not enter a whole number for the number of dairy cows or entered a number greater than 9,999,999,999.	Do 1 of the following: <ul style="list-style-type: none"> • enter number of dairy cows as a whole number less than 10 billion • enter “0” for the number of dairy cows • do not enter the number of dairy cows and instead enter the monthly milk marketings.

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--28 New Dairy Operation Production History Establishment*A Production History Establishment for New Dairy Operations**

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

Option:

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

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

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

Users shall:

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

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

B Example of the Production History Screen

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

MPP Menu	Production History														
Welcome:	State: Mississippi County: Coahoma Program Year: 2016														
Role: National Admin	Dairy Operation: ANY DAIRY OPERATION Dairy Number:														
Options	Farm: 295 Tract: 27 Status: Initiated														
Main Menu	Production Summary														
Forms	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #006633; color: white;">Month</th> <th style="background-color: #006633; color: white;">Year</th> <th style="background-color: #006633; color: white;">Production (pounds)</th> <th style="background-color: #006633; color: white;">Seasonal Index</th> </tr> </thead> <tbody> <tr> <td>April</td> <td>2015</td> <td>100,000</td> <td>0.0854</td> </tr> <tr> <td>May</td> <td>2015</td> <td>125,000</td> <td>0.0883</td> </tr> </tbody> </table>			Month	Year	Production (pounds)	Seasonal Index	April	2015	100,000	0.0854	May	2015	125,000	0.0883
Month	Year	Production (pounds)	Seasonal Index												
April	2015	100,000	0.0854												
May	2015	125,000	0.0883												
View CCC-781	Herd Size Summary														
	Number of dairy cows in the dairy operation, including dry cows (excludes heifers not yet fresh): 150														
	Select Option														
	Began marketing milk as of 03/15/2015														
	<input type="radio"/> Option 1 647,668 Annual Production History based on Monthly Production <input checked="" type="radio"/> Option 2 3,338,700 Annual Production History based on Herd Size														
	<input type="button" value="Save and Continue"/> <input type="button" value="Back"/> <input type="button" value="Cancel"/>														
	Screen ID: MPP-PHE-010 Last Modified: 06/03/2015		Back to Top ^												

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*--29 Production History Signature

A Production History Signature Screen

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

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

MPP Menu

Welcome:

Role: National Admin

Options

Main Menu

Forms

View CCC-781

Production History Signature

State: Mississippi County: Coahoma Program Year: 2016

Dairy Operation: ANY DAIRY OPERATION Dairy Number:

Farm: 295 Tract: 27 Status: Initiated

Established Production History: 3,338,700

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

Record Signatures

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

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

Approve Disapprove

Save Save and Continue Back Cancel

Screen ID: MPP-PHE-007
Last Modified: 06/03/2015

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--29 Production History Signature (Continued)*B Producer Signature**

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

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

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

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

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

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

C COC Determination

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

- update COC determination to “Approve” or “Disapprove” based on the determination provided by COC or designee
- enter COC determination date as the date entered on CCC-781.

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

- “mm/dd/yyyy”
- “mmddy”
- “mmddyyyy”.--*

*--29 Production History Signature (Continued)

D Production History Signature Errors

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

Message	Reason for Message	Corrective Action
“Producer Signature date is required.”	User clicked either of the following and did not enter the producer signature date: <ul style="list-style-type: none"> • “Save” • “Save and Continue”. 	Perform either of the following: <ul style="list-style-type: none"> • enter the producer signature date • CLICK “Cancel” or “Main Menu” to return to the MPP Main Menu.
“The Producer Signature date should be in the format (mm/dd/yyyy).”	User did not enter the producer signature date in 1 of the following formats: <ul style="list-style-type: none"> • “mm/dd/yyyy” • “mmddy” • “mmddyyyy”. 	Enter the producer signature date in 1 of the following date formats allowed or select the date from the calendar icon: <ul style="list-style-type: none"> • “mm/dd/yyyy” • “mmddy” • “mmddyyyy”.
“The COC Determination date should be in the format (mm/dd/yyyy).”	User did not enter COC determination date in 1 of the following formats: <ul style="list-style-type: none"> • “mm/dd/yyyy” • “mmddy” • “mmddyyyy”. 	Enter COC determination date in 1 of the following date formats allowed or select the date from the calendar icon: <ul style="list-style-type: none"> • “mm/dd/yyyy” • “mmddy” • “mmddyyyy”.
“Producer Signature date cannot be a future date.”	User entered the producer signature date later than the current system date.	Enter the correct producer signature date that shall not be later than the current system date.

--*

*--29 Production History Signature (Continued)

D Production History Signature Errors (Continued)

Message	Reason for Message	Corrective Action
“COC Determination date cannot be a future date.”	User entered COC Determination date later than the current system date.	Enter the correct COC determination date that shall not be later than the current system date.
“An approve or disapprove option must be selected when there is a COC Determination date.”	User entered COC Determination date and did not select either of the following: <ul style="list-style-type: none"> • “Approve” • “Disapprove”. 	Perform either of the following: <ul style="list-style-type: none"> • select “Approve” or “Disapprove”, as applicable • remove COC determination date.
“COC Determination date is required.”	User did not enter COC determination date and selected either of the following: <ul style="list-style-type: none"> • “Approve” • “Disapprove”. 	Perform 1 of the following: <ul style="list-style-type: none"> • enter COC determination date • CLICK “Back” to return to the previous screen • CLICK “Cancel” to return to the MPP Main Menu.
“COC Determination date must be greater than or equal to the Producer Signature date.”	User entered a COC determination date before the producer signature date.	Update either of the following: <ul style="list-style-type: none"> • producer signature date to the correct date signed on CCC-781 • COC determination date to the correct date signed on CCC-781.
“Producer Signature date should be after the program start date.”	User entered a producer signature date before the MPP-Dairy start date.	Update the producer signature date to the correct date signed on CCC-781.

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***--30 Revising Production History**

A MPP-Dairy Production History Revisions

The MPP-Dairy System provides the ability to revise the MPP-Dairy production history to correct the production history during open enrollment or within 90 calendar days for a new dairy operation. If production history data is updated for the dairy operation, the status will update to “Initiated” and new producer certification and COC determination are required.

B Future Enhancements to MPP-Dairy Production History Revisions

Future enhancements to the MPP-Dairy System will provide the ability to update the dairy operation for:

- farm and/or tract transfers, including updates from the MIDAS Farm Records for farms and tracts
- succession-in-interest to a new dairy operation, including updates from the MIDAS Farm Records for producers
- mergers for multiple dairy operations.--*

***--30 Revising Production History (Continued)**

C Revising Production History for Corrections

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

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

Currently the only buttons available in the MPP-Dairy System are:

- “Edit”
- “Back”
- “Cancel”.

If users CLICK “Edit”, the dairy operation Production History Screen will be displayed.

Users can click “Save and Continue” or “Back” to navigate through the MPP production history screens to perform the revision described in subparagraph A.

Future enhancements will provide the ability to perform other types of revisions as described in subparagraph B.--*

*--30 Revising Production History (Continued)

C Revising Production History for Corrections (Continued)

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

MPP Menu

Welcome:

Role: National Admin

Options

Main Menu

Forms

View CCC-781

Revise Production History

State: Mississippi County: Coahoma Program Year: 2016

Dairy Operation: ANY DAIRY OPERATION Dairy Number:

Farm: 295 Tract: 27 Status: Initiated

Revise Production History

Dairy Operation	Farm	Tract	Operator	Production	Status
ANY DAIRY OPERATION	295	27	ANY PRODUCER	3,338,700	Initiated

Edit Back Cancel

Screen ID: MPP-PHE-002
Last Modified: 06/03/2015

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***--31 Production History Rollover**

A Production History Rollover Information

Established production history shall automatically rollover each year.

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

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

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

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

32-58 (Reserved)

Section 3 CCC-781's

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

A CCC-781 for Production History Establishment

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

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

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

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

This form is available electronically. (See Page 2 for Privacy Act and Paperwork Reduction Act Statements)											
CCC-781 (08-28-14)	U.S. DEPARTMENT OF AGRICULTURE Commodity Credit Corporation										
MARGIN PROTECTION PROGRAM FOR DAIRY PRODUCERS (MPP-DAIRY) PRODUCTION HISTORY ESTABLISHMENT											
For County Office Use Only											
1. Type of Action:	Initial Establishment										
2. Admin State Name:	Mississippi										
3. Admin County Name:	Coahoma										
4a. Farm Number:	295										
4b. Tract Number:	27										
5. Dairy Operation Number:											
PART A - GENERAL INFORMATION											
6a. Dairy Operation Name ANY DAIRY OPERATION											
6b. Effective Date of Production History Establishment											
PART B - ANNUAL PRODUCTION HISTORY											
7. Did the dairy operation produce and commercially market milk as of February 7, 2013? If "YES", enter the total production history for the dairy operation for each applicable year in Item 8, and then proceed to Part D. If "NO", proceed to Part C.											
YES											
8. Enter the total marketings for the dairy operation for each applicable calendar year below:											
2011:	1,000,000 lbs.	2012:	1,250,000 lbs.	2013:	1,500,000 lbs.						
PART C - NEW DAIRY OPERATION PRODUCTION HISTORY											
9. What date did the dairy operation first begin to market milk?											
Complete Option I and/or Option II to determine the highest marketings that may be used to establish the production history.											
Option I Actual production history as adjusted by the seasonal index.											
10. Enter the actual milk marketings for each month the dairy has been in operation beginning with the first full month of production as indicated in Item 9. For months with no production enter "0". If you are a seasonal dairy producing operation, meaning, your dairy operation customarily operates only a specific number of months annually, check here: <input type="checkbox"/> If this box is checked, indicate the number of months your seasonal dairy operation will produce milk on an annual basis: _____ months											
Mo.	Year	Marketings	Index	Mo.	Year	Marketings	Index	Mo.	Year	Marketings	Index
Jan		0 lbs.	0.0838	May		0 lbs.	0.0838	Sep		0 lbs.	0.0838
Feb		0 lbs.	0.0838	Jun		0 lbs.	0.0838	Oct		0 lbs.	0.0838
Mar		0 lbs.	0.0838	Jul		0 lbs.	0.0838	Nov		0 lbs.	0.0838
Apr		0 lbs.	0.0838	Aug		0 lbs.	0.0838	Dec		0 lbs.	0.0838
11. Calculate and enter annual production history by using the sum of available full month milk marketings above divided by the sum of the seasonal index percentages for the applicable months. Or, if this is a seasonal dairy, as indicated by a check in the box in Item 10, calculate and enter annual production history by using the sum of available full month milk marketings above divided by the sum of the index percentages, dividing the resulting by 12, and multiplying the result by the number of months indicated in Item 10.											For County Office Use Only
											lbs.
Option II The annual production history will be based on the herd size of the participating dairy operation relative to the national rolling herd average data published by USDA.											
12. Enter the current number of dairy cows in the dairy operation, including dry cows (excludes heifers not yet fresh):											
13. National annual milk production per cow (21,822 lbs. for 2014 and 2015 registration; subsequent years will use NASS data as published):						For County Office Use Only					
						lbs.					
14. Calculate annual production history by multiplying Item 12 and Item 13 and enter amount:						For County Office Use Only					
						lbs.					
The U.S. Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the basis of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.) Persons with disabilities, who wish to file a program complaint, write to the address below or if you require alternative means of communication for program information (e.g., Braille, large print, audiotape, etc.) please contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). Individuals who are deaf, hard of hearing, or have speech disabilities and wish to file either an EEO or program complaint, please contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (in Spanish).											
If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html , or at any USDA office, or call (866) 632-9902 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter by mail to U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov . USDA is an equal opportunity provider and employer.											

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

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

CCC-781 (08-28-14)		Page 2 of 2
PART D - DAIRY OPERATION'S ESTABLISHED PRODUCTION HISTORY AND CERTIFICATION		
15. FSA representative will enter the applicable production history for the dairy operation as established in Part B in Item 15A or the dairy operation shall designate in Item 15B the option selected under Part C for new dairy operations with less than 12 full months of actual monthly marketings.		15A. 1,500,000 lbs. 15B. <input type="checkbox"/> Option 1 <input type="checkbox"/> Option 2
16A. Signature of Producer (By)	16B. Title/Relationship of the individual Signing in the Representative Capacity	16C. Date (MM-DD-YYYY)
17A. Signature of COC or Designee		17B. <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved
		17C. Date (MM-DD-YYYY)
18. Remarks		
<p><small>The following statement is made in accordance with the Privacy Act of 1974 (5 USC 552a – as amended). The authority for requesting the information identified on this form is 7 CFR Part 1430, the Commodity Credit Corporation Charter Act (15 U.S.C. 714 et seq.), and the Agricultural Act of 2014 (Pub. L. 113-79). The information will be used to determine eligibility to participate in and receive benefits under the Margin Protection Program for dairy producers. The information collected on this form may be disclosed to other Federal, State, Local government agencies, Tribal agencies, and nongovernmental entities that have been authorized access to the information by statute or regulation and/or as described in applicable Routine Uses identified in the System of Records Notice for USDA/FSA-2, Farm Records File (Automated). Providing the requested information is voluntary. However, failure to furnish the requested information will result in a determination of ineligibility to participate in and receive benefits under the Margin Protection Program for dairy producers.</small></p> <p><small>This information collection is exempted from the Paperwork Reduction Act as specified in the Agricultural Act of 2014 (Pub. L. 113-79, Title I, Subtitle F, Administration).</small></p> <p><small>The provisions of appropriate criminal and civil fraud, privacy, and other statutes may be applicable to the information provided. RETURN THIS COMPLETED FORM TO YOUR COUNTY FSA OFFICE.</small></p>		

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

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

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

This form is available electronically. (See Page 2 for Privacy Act and Paperwork Reduction Act Statements)											
CCC-781 (08-28-14)	U.S. DEPARTMENT OF AGRICULTURE Commodity Credit Corporation										
MARGIN PROTECTION PROGRAM FOR DAIRY PRODUCERS (MPP-DAIRY) PRODUCTION HISTORY ESTABLISHMENT											
For County Office Use Only											
1. Type of Action:	Initial Establishment										
2. Admin State Name:	Mississippi										
3. Admin County Name:	Coahoma										
4a. Farm Number:	295										
4b. Tract Number:	27										
5. Dairy Operation Number:											
PART A - GENERAL INFORMATION											
6a. Dairy Operation Name ANY DAIRY OPERATION											
6b. Effective Date of Production History Establishment											
PART B - ANNUAL PRODUCTION HISTORY											
7. Did the dairy operation produce and commercially market milk as of February 7, 2013? If "YES", enter the total production history for the dairy operation for each applicable year in Item 8, and then proceed to Part D. If "NO", proceed to Part C.											
NO											
8. Enter the total marketings for the dairy operation for each applicable calendar year below:											
2011:	0 lbs.	2012:	0 lbs.	2013:	0 lbs.						
PART C - NEW DAIRY OPERATION PRODUCTION HISTORY											
9. What date did the dairy operation first begin to market milk?					03-15-2015						
Complete Option I and/or Option II to determine the highest marketings that may be used to establish the production history.											
Option I Actual production history as adjusted by the seasonal index.											
10. Enter the actual milk marketings for each month the dairy has been in operation beginning with the first full month of production as indicated in Item 9. For months with no production enter "0". If you are a seasonal dairy producing operation, meaning, your dairy operation customarily operates only a specific number of months annually, check here: <input checked="" type="checkbox"/> If this box is checked, indicate the number of months your seasonal dairy operation will produce milk on an annual basis: <u>6</u> months											
Mo.	Year	Marketings	Index	Mo.	Year	Marketings	Index	Mo.	Year	Marketings	Index
Jan		0 lbs.	0.0844	May	2015	125,000 lbs.	0.0883	Sep		0 lbs.	0.0795
Feb		0 lbs.	0.0782	Jun		0 lbs.	0.0841	Oct		0 lbs.	0.0820
Mar		0 lbs.	0.0872	Jul		0 lbs.	0.0840	Nov		0 lbs.	0.0800
Apr	2015	100,000 lbs.	0.0854	Aug		0 lbs.	0.0831	Dec		0 lbs.	0.0838
11. Calculate and enter annual production history by using the sum of available full month milk marketings above divided by the sum of the seasonal index percentages for the applicable months. Or, if this is a seasonal dairy, as indicated by a check in the box in Item 10, calculate and enter annual production history by using the sum of available full month milk marketings above divided by the sum of the index percentages, dividing the resulting by 12, and multiplying the result by the number of months indicated in Item 10.										For County Office Use Only 647,668 lbs.	
Option II The annual production history will be based on the herd size of the participating dairy operation relative to the national rolling herd average data published by USDA.											
12. Enter the current number of dairy cows in the dairy operation, including dry cows (excludes heifers not yet fresh):										150	
13. National annual milk production per cow (21,822 lbs. for 2014 and 2015 registration; subsequent years will use NASS data as published):										For County Office Use Only 22,258 lbs.	
14. Calculate annual production history by multiplying Item 12 and Item 13 and enter amount:										For County Office Use Only 3,338,700 lbs.	
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If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html , or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter by mail to U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov . USDA is an equal opportunity provider and employer.											

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Section 3 Contract and Annual Coverage Election

*--70 Recording Contract and Annual Coverage Election

A Introduction

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

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

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

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

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

***--71 Selecting Dairy Operations**

A Selecting Dairy Operations for Contract and Annual Election Updates

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

Step	Action
1	Select the State and county from the “State/County” drop-down list. Note: State users will select the State from the “State” drop-down list and county from the “County” drop-down list.
2	Select program year from the drop-down list. Note: New dairy operations have 90 calendar days from the time they began marketing milk within the calendar year to register for MPP-Dairy.
3	Perform either of the following: <ul style="list-style-type: none"> • click the box next to “Dairy Operation” to search for dairy operations in the selected State and county using the SCIMS Search Page that will be displayed • do not click the box next to “Dairy Operation” to search for dairy operations with existing contract and annual election records. Note: All dairy operations with contract and annual election information recorded in the selected State and county will be displayed.
4	CLICK “ Contract ”.
5	CLICK “ Continue ”.
6	Contracts Screen with “Search Results” section will be displayed based on the selection criteria. Note: Only dairy operations with COC approved production history will be displayed on the Contracts Screen, “Search Results” section.

--*

*--71 Selecting Dairy Operations (Continued)

B Contracts Screen With Search Results

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

MPP Menu

Welcome:

Role: County User

Options

Main Menu

Contracts

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

Search Results

Select	Dairy Operation	Dairy Operation Number	Farm	Tract	Established Production History	Contract Status
<input type="radio"/>	ANY DAIRY OPERATION	81	295	27	1,500,000	
<input type="radio"/>	ANY DAIRY OPERATION	31	61	1574	1,500,000	Disapproved
<input type="radio"/>	ANY DAIRY OPERATION	32	301	786	1,250,000	Initiated
<input type="radio"/>	ANY DAIRY OPERATION	33	291	1312	5,564,500	Approved
<input type="radio"/>	ANY DAIRY OPERATION	34	293	1431	5,500,000	Producer Certified

Screen ID: MPP-FSU-001
 Last Modified: 06/03/2015

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*--71 Selecting Dairy Operations (Continued)

C Contract Screen Search Results Information

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

Field/Button	Description
“State”	State Office selected from MPP Main Menu.
“County”	County Office selected from MPP Main Menu.
“Program Year”	Program year selected from MPP Main Menu.
“Select”	Click next to the dairy operation, farm, and tract to be updated.
“Dairy Operation”	Common customer name from SCIMS for the dairy operation.
“Dairy Operation Number”	Dairy operation number assigned when the production history COC determination was completed.
“Farm”	Farm number from the Farm Records System associated with the dairy operation.
“Tract”	Tract number from the Farm Records System associated with the dairy operation.
“Established Production History”	Established production history for the dairy operation.
“Contract Status”	<p>Status of contract and annual election:</p> <ul style="list-style-type: none"> • blank, contract and annual coverage election information has not been entered for dairy operation • “Initiated”, contract and annual coverage election information has been entered; however, producers have not signed the certification on CCC-782 • “Producer Certified”, contract and annual coverage election information has been entered and producers have signed the certification on the contract; however, COC has not made a determination • “Approved”, contract and annual coverage election information has been entered, producers certified, and COC approved. • “Disapproved”, contract and annual coverage election information has been entered, producers certified, and COC disapproved.

--*

*--71 Selecting Dairy Operations (Continued)

C Contract Screen Search Results Information (Continued)

Field/Button	Description
"New Contract"	Contracts Screen, "General Information" section will be displayed. Note: Only displayed if there are dairy operations in the search results with "blank" status for "Contract and Annual Election Coverage".
"Revise"	Contracts Screen, "General Information" section will be displayed. Note: Only displayed if there are dairy operations in the search results with no "blank" status for "Contract and Annual Election Coverage".
"View/Print CCC-782"	CCC-782 for the selected dairy operation will be displayed.
"Back"	MPP Main Menu will be displayed.
"Main Menu"	MPP Main Menu will be displayed.

--*

*--71 Selecting Dairy Operations (Continued)

D Contracts Screen Search Results Error Messages

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

Message	Reason for Message	Corrective Action
“Please select a dairy operation to continue.”	User clicked 1 of the following, but did not select a dairy operation: <ul style="list-style-type: none"> • “New Contract” • “Revise” • “View/Print CCC-781”. 	Perform either of the following: <ul style="list-style-type: none"> • select a dairy operation and click type of action • CLICK “Back”.
“The selected contract already exists. Please click on Revise to Edit the Contract.”	User selected a dairy operation with contract and annual election information recorded and clicked “New Contract”.	Perform either of the following: <ul style="list-style-type: none"> • select a different dairy operation to create a new contract • click a different type of action to perform for the dairy operation.
“The selected contract does not exist. Please click on New Contract to create a new contract.”	User selected a dairy operation without contract and annual election information recorded and clicked “Revise”.	Perform either of the following: <ul style="list-style-type: none"> • select a different dairy operation to revise an existing contract • click a different type of action to perform for the dairy operation.

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***--72 Creating Contract for MPP-Dairy Annual Coverage Election**

A Creating Contract for Annual Coverage Election for a Dairy Operation

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

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

B Contracts Screen With General Information

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

- “Does the Dairy Operation currently produce and commercially market milk?”
- “Is the dairy operation facility currently being leased or rented?”
- “Do all dairy producers in the operation make contributions (including land, labor, management, equipment, or capital) to the dairy operation, which are at least commensurate with their shares of the proceeds of the operation?”
- “Do any of the producers collectively have more than a 50% interest in both this dairy operation and another dairy operation that is covered under MPP-Dairy?”
- “Does the dairy operation currently have a policy under RMA’s Livestock Gross Margin for Dairy Program (LGM-Dairy)?”

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

A response is required to each question.

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

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

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

B Contracts Screen With General Information (Continued)

The following is an example of the Contracts Screen with “General Information” section.

MPP Home About MPP Help Contact Us Exit MPP Logout of eAuth			
MPP Menu Welcome: Role: County User Options Main Menu Forms View CCC-782 View CCC-781	Contracts		
	State: Mississippi	County: Coahoma	Program Year: 2016
	Dairy Operation: ANY DAIRY OPERATION		Dairy Number: 81
	Farm: 295	Tract: 27	Status: Initiated
	Established Production History: 1,500,000		
	All required fields are denoted by an asterisk (*).		
General Information			
* Does the Dairy Operation currently produce and commercially market milk? <input type="radio"/> Yes <input type="radio"/> No			
* Is the dairy operation facility currently being leased or rented? <input type="radio"/> Yes <input type="radio"/> No			
* Do all dairy producers in the operation make contributions (including land, labor, management, equipment, or capital) to the dairy operation, which are at least commensurate with their shares of the proceeds of the operation? <input type="radio"/> Yes <input type="radio"/> No			
* Do any of the producers collectively have more than a 50% interest in both this dairy operation and another dairy operation that is covered under MPP-Dairy? <input type="radio"/> Yes <input type="radio"/> No			
* Does the dairy operation currently have a policy under RMA’s Livestock Gross Margin for Dairy Program (LGM-Dairy) <input type="radio"/> Yes <input type="radio"/> No			
<input type="button" value="Save and Continue"/> <input type="button" value="Back"/> <input type="button" value="Cancel"/>			
Screen ID: MPP-FSU-003 Last Modified: 06/03/2015		Back to Top ^	

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

C Contracts Screen General Information Header

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

Field	Description
"State"	State Office selected from MPP Main Menu.
"County"	County Office selected from MPP Main Menu.
"Program Year"	Program year selected from MPP Main Menu.
"Dairy Operation"	Common customer name from SCIMS for the dairy operation.
"Dairy Number"	Dairy operation number assigned after COC determination of the dairy operation production history.
"Farm"	Farm number from the Farm Records System associated with the dairy operation.
"Tract"	Tract number from the Farm Records System associated with the dairy operation.
"Status"	Status of production history: <ul style="list-style-type: none"> • "Initiated", contract and annual coverage election information has been entered; however, producers have not signed the certification on contract • "Producer Certified", contract and annual coverage election information has been entered and producers have signed the certification on contract; however, COC has not made a determination • "Approved", contract and annual coverage election information has been entered, producer certified, and COC approved • "Disapproved", contract and annual coverage election information has been entered, producer certified, and COC disapproved.
"Established Production History"	Established production history for the dairy operation.

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

D Left Navigation Menu General Information

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

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

E General Button Information

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

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

F Contracts Screen “General Information” Section Errors

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

Message	Reason for Message	Corrective Action
“Please select if the dairy operation currently produces and commercially markets milk.”	User did not provide a “Yes” or “No” response to the question, “Does the dairy operation currently produce and commercially market milk?”	Perform 1 of the following: <ul style="list-style-type: none"> • provide a “Yes” or “No” response to the question • CLICK “Back” • CLICK “Cancel”.

--*

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

F Contracts Screen Errors (Continued)

Message	Reason for Message	Corrective Action
<p>“Please select if the dairy operation facility is currently being leased or rented.”</p>	<p>User did not provide a “Yes” or “No” response to the question, “Is the dairy operation facility currently being leased or rented?”</p>	<p>Perform 1 of the following:</p> <ul style="list-style-type: none"> • provide a “Yes” or “No” response to the question • CLICK “Back” • CLICK “Cancel”.
<p>“Please select if all dairy producers in the operation make contributions.”</p>	<p>User did not provide a “Yes” or “No” response to the question, “Do all dairy producers in the operation make contributions (including land, labor, management, equipment, or capital) to the dairy operation, which are at least commensurate with their shares of the proceeds of the operation?”</p>	<p>Perform 1 of the following:</p> <ul style="list-style-type: none"> • provide a “Yes” or “No” response to the question • CLICK “Back” • CLICK “Cancel”.
<p>“Please select if the dairy operation currently has a policy under RMA’s Livestock Gross Margin for Dairy Program (LGM-Dairy).”</p>	<p>User did not provide a “Yes” or “No” response to the question, “Does the dairy operation currently have a policy under RMA’s Livestock Gross Margin for Dairy Program (LGM-Dairy)?”</p>	<p>Perform 1 of the following:</p> <ul style="list-style-type: none"> • provide a “Yes” or “No” response to the question • CLICK “Back” • CLICK “Cancel”.
<p>“Please select if the producers collectively have more than a 50% interest.”</p>	<p>User did not provide a “Yes” or “No” response to the question, “Do any of the producers collectively have more than a 50 percent interest in both this dairy operation and another dairy operation that is covered under MPP-Dairy?”</p>	<p>Perform 1 of the following:</p> <ul style="list-style-type: none"> • provide a “Yes” or “No” response to the question • CLICK “Back” • CLICK “Cancel”.

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

F Contracts Screen Errors (Continued)

Message	Reason for Message	Corrective Action
<p>“Please enter the last date of target marketings insured under LGM-Dairy Policy.”</p>	<p>User responded “Yes” to the question, “Does the dairy operation currently have a policy under RMA’s Livestock Gross Margin for Dairy Program (LGM-Dairy)?”; however, a response was not provided for the last month and year the target marketings insured under the LGM-Dairy policy.</p>	<p>Perform 1 of the following:</p> <ul style="list-style-type: none"> • update the response to the LGM-Dairy policy to “No” • enter the last month and year for the target marketings insured under the LGM-Dairy policy • CLICK “Back” • CLICK “Cancel”.

--*

*--73 Contract Coverage Level Elections

A Contracts Screen With Coverage Level Elections

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

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

MPP Menu

Welcome:

Role: County User

Options

Main Menu

Forms

View CCC-782

View CCC-781

Contracts

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

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

Farm: 295 **Tract:** 27 **Status:** Initiated

Established Production History: 1,500,000

Coverage Level Elections

Coverage Level Percentage Election

Percentage Selected:

Select	Coverage Level Threshold Election	Tier 1 1,125,000	Tier 2 0	Calculated Premium
<input type="radio"/>	\$4.00	\$0.00	\$0.00	\$0.00
<input type="radio"/>	\$4.50	\$113.00	\$0.00	\$113.00
<input type="radio"/>	\$5.00	\$281.00	\$0.00	\$281.00
<input type="radio"/>	\$5.50	\$450.00	\$0.00	\$450.00
<input checked="" type="radio"/>	\$6.00	\$619.00	\$0.00	\$619.00
<input type="radio"/>	\$6.50	\$1,013.00	\$0.00	\$1,013.00
<input type="radio"/>	\$7.00	\$2,441.00	\$0.00	\$2,441.00
<input type="radio"/>	\$7.50	\$3,375.00	\$0.00	\$3,375.00
<input type="radio"/>	\$8.00	\$5,344.00	\$0.00	\$5,344.00

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

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*--73 Contract Coverage Level Elections (Continued)

B Contracts Screen With Coverage Level Election Information

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

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

C Selecting Contract Coverage Level Election

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

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

--*

***--73 Contract Coverage Level Elections (Continued)**

D Contracts Screen Coverage Level Election Errors

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

Message	Reason for Message	Corrective Action
“Selection required for the Coverage Level Percentage Election.”	User did not select the coverage level percentage.	Select the desired coverage level percentage.
“If CAT Level Coverage (\$4 per cwt) is selected, then the Coverage Level percentage should be 90%.”	User selected \$4 for the coverage level threshold, but did not select 90 percent for the coverage level percentage.	Perform either of the following: <ul style="list-style-type: none"> • select 90 percent for the coverage level percentage • select a different coverage level threshold other than \$4.
“Selection required for the Coverage Level Threshold Election.”	User did not select the coverage level threshold.	Select the desired coverage level threshold.

--*

***--74 Contracts Screen Coverage Summary**

A Contracts Screen With Coverage Summary

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

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

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

*--74 Contracts Screen Coverage Summary (Continued)

B Example of Contracts Screen With Coverage Summary

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

MPP Menu

Welcome:

Role: County User

Options

Main Menu

Forms

View CCC-782

View CCC-781

Contracts

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

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

Farm: 295 **Tract:** 27 **Status:** Initiated

Established Production History: 1,500,000

Coverage Summary

Coverage Level Percentage Election

Percentage Selected: 75%

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

Administrative Fee (Due by end of election period of the coverage year.) \$100.00

Calculated Premium \$619.00

Total Amount Due \$719.00

Screen ID: MPP-FSU-005
Last Modified: 06/03/2015

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***--75 Contracts Screen Payments Due**

A Contracts Screen With Payments Due

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

- administrative fee (\$100)
- calculated premium (Tier 1 calculated premium + Tier 2 calculated premium)
- premium minimum due by February 1 (25 percent of the premium due)
- remaining premium due by June 1 (100 percent of the remaining premium due).

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

*--75 Contracts Screen Payments Due (Continued)

B Example of Contracts Screen With Payments Due

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

MPP Menu		Contracts		
Welcome:		State: Mississippi	County: Coahoma	Program Year: 2016
Role: County User				
Options				
Main Menu				
Forms				
View CCC-782				
View CCC-781				
		Dairy Operation: ANY DAIRY OPERATION	Dairy Number: 81	
		Farm: 295	Tract: 27	Status: Initiated
		Established Production History: 1,500,000		
Payments Due				
		Administrative Fee (Due by end of election period of the coverage year.)	\$100.00	
		Calculated Premium	\$619.00	
		Premium Minimum Due by February 1	\$155.00	
		Full Premium Balance Due by June 1	\$464.00	
		<input type="button" value="Save And Continue"/> <input type="button" value="Back"/> <input type="button" value="Cancel"/>		
		Screen ID: MPP-FSU-006 Last Modified: 06/03/2015		Back to Top ^

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***--76 Producers With Interest in Dairy Operation**

A Contracts Screen With Add Producer Option

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

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

Contracts		
State: Mississippi	County: Coahoma	Program Year: 2016
Dairy Operation: ANY DAIRY OPERATION		Dairy Number: 81
Farm: 295	Tract: 27	Status: Initiated
Established Production History: 1,500,000		
• No producers on selected contract, click Add Producer to add new producers to contract		
<input type="button" value="Add Producer"/>	<input type="button" value="Back"/>	<input type="button" value="Cancel"/>

Screen ID: MPP-FSU-007
Last Modified: 06/03/2015

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

B Adding Producers With Interest in the Dairy Operation

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

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



--*

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

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

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

Step	Action
1	Enter date producer signed CCC-782 in “Signature Date” block.
2	Enter producer’s share as a percentage in the “Share” block. The share shall: <ul style="list-style-type: none"> • be greater than 0 percent • not exceed 100 percent (all producers shall total 100 percent) • be entered as <u> </u> percent with no more than 2 decimal places.
3	Check box under “Not Commensurate”, if producers indicated they are not commensurate with their shares in the dairy operation.
4	Check box under “Refuse Payment”, if producers indicated they are refusing payment in the dairy operation.
5	Select a point-of-contact. Note: Only 1 point-of-contact selection is allowed for the dairy operation.
6	CLICK “ Add Producer ” and repeat steps 1 through 5 to add additional producers with interest in the dairy operation. Note: The total shares of producers with interest in the dairy operation shall equal 100 percent.
7	CLICK “ Save and Continue ” after entering all producer certification information.

--*

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

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

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

MPP Menu

Welcome:

Role: County User

Options

Main Menu

Forms

[View CCC-782](#)

[View CCC-781](#)

Contracts

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

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

Farm: 295 **Tract:** 27 **Status:** Initiated

Established Production History: 1,500,000

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

Producer Certification

If the producer is an Entity or Joint Operation with a direct ownership in the Dairy Operation, do not add the members of the Entity or Joint Operation.

*Producer Name	*Signature Date (mm/dd/yyyy)	*Share %	Not Commensurate	Refuse Payment	*Point of Contact	Remove Producer
ANY PRODUCER	06/10/2015 <input type="text"/>	100.00	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="radio"/>	Remove

Screen ID: MPP-FSU-007
Last Modified: 06/03/2015

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

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

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

The screenshot shows the MPP Menu on the left and the Contracts screen on the right. The Contracts screen displays the following information:

- State: Mississippi County: Coahoma Program Year: 2016
- Dairy Operation: ANY DAIRY OPERATION Dairy Number: 81
- Farm: 295 Tract: 27 Status: Initiated
- Established Production History: 1,500,000

A note states: "All required fields are denoted by an asterisk (*)."

The "Producer Certification" section contains the following table:

*Producer Name	*Signature Date (mm/dd/yyyy)	*Share %	Not Commensurate	Refuse Payment	*Point of Contact	Remove Producer
ANY PRODUCER	06/10/2015	100.00	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="radio"/>	Remove

Below the table are buttons for "Add Producer", "Save and Continue", "Back", and "Cancel". A red arrow points to the "Remove" link in the table. At the bottom, it says "Screen ID: MPP-FSU-007 Last Modified: 06/03/2015" and "Back to Top ^".

--*

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

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

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

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

The screenshot shows the MPP Menu on the left and the Contracts screen on the right. The Contracts screen displays the following information:

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

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

Farm: 295 **Tract:** 27 **Status:** Initiated

Established Production History: 1,500,000

Producer Certification

Producer Name	Signature Date (mm/dd/yyyy)	Share %	Not Commensurate	Refuse Payment	Point of Contact
ANY PRODUCER	06/10/2015	100.00	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="radio"/>

Below the table are three buttons: **Remove Producer** (highlighted with a red arrow), **Back**, and **Cancel**.

Screen ID: MPP-FSU-008
Last Modified: 06/03/2015

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

D Contract Screen Producer Certification Information

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

Field/Link	Description
“Producer Name”	Common customer name from SCIMS for the dairy operation.
“Signature Date”	Date the producer signed CCC-782.
“Share percent”	<p>Producer share percent interest in the dairy operation. Share shall:</p> <ul style="list-style-type: none"> • be greater than 0 percent • not exceed 100 percent (all producers shall total 100 percent) • be a share percent with no more than 2 decimal places.
“Not Commensurate”	Producer does not make contributions (including land, labor, management, equipment, or capital) to the dairy operation that are at least commensurate with their shares of the proceeds of the operation.
“Refuse Payment”	Producer indicated they are refusing payment in the dairy operation.
“Point of Contact”	Producer is the point-of-contact for the dairy operation.
“Remove Producer”	Will remove producer from the dairy operation.
“Add Producer”	SCIMS Search Page to select the producer with interest in the dairy operation will be displayed.

--*

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

E Contracts Screen With Producer Certification Errors

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

Message	Reason for Message	Corrective Action
“Signature date required.”	User did not enter the producer signature date.	Enter the date the producer signed CCC-782.
“Share is required.”	User did not enter the producer share.	Perform either of the following: <ul style="list-style-type: none"> • enter the producer share as a percent with up to 2 decimal places • remove the producer from the dairy operation.
“Point of Contact must be selected for dairy operation.”	User did not select a producer as the point of contact.	Select the appropriate producer as the point-of-contact.
“Signature date is invalid.”	User did not enter a valid signature date.	Enter the producer signature date using the calendar icon or in 1 of the following formats: <ul style="list-style-type: none"> • “mm/dd/yyyy” • “mmddyy” • “mmddyyyy”.
“Signature date cannot be later than current date.”	User entered a signature date greater than the current date.	Enter the date the producer signed CCC-782.
“Share is invalid.”	User did not enter the share as a percent with up to 2 decimal places.	Perform either of the following: <ul style="list-style-type: none"> • enter the producer share as a percent with up to 2 decimal places • remove the producer from the dairy operation
“Producer’s total shares do not equal 100%.”	User entered the producer shares and the total shares of all producers do not equal 100 percent.	Enter the producer’s shares for all producers with the total equaling 100 percent.

--*

***--77 Collecting and Remitting Fees**

A Contracts Screen With Collection History and Remittance Information

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

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

The dairy operation is required to pay:

- the administrative fee before COC determination
- 25 percent of the premium fee by February 1
- 100 percent of the remaining premium fee by June 1.

Users shall provide the following when remitting payment fees:

- “Remittance Office”
- “Remitter”
- “Remittance Type”
- “Check/Item Number”
- “Remittance Amount”
- “Check/Item Date”
- “Amount to Apply to MPP Margin Protection Program”.--*

*--77 Collecting and Remitting Fees (Continued)

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

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

MPP Menu

Welcome: MELISSA HILLHOUSE

Role: County User

Options

Main Menu

Forms

View CCC-782

View CCC-781

Contracts

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

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

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

Established Production History: 1,500,000

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

Collection History

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

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

Remittance Information

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

***Remitter:** ANY PRODUCER [Select from SCIMS](#)

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

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

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

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

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*--77 Collecting and Remitting Fees (Continued)

B Contracts Screen Collection History Information

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

Field/Link	Description
“Remaining Balance Due”	Current balance due for the dairy operation.
“Amount Paid”	Current amount paid for the dairy operation.
“Submitted”	Date the remittance received.
“Amount”	Amount of the remittance applied to MPP.
“NRRS Receipt ID”	Receipt number from NRRS confirming the NRRS process received the remittance.
“Status”	Status of the remittance from NRRS. Note: See subparagraph F for more information on NRRS statuses.
“Collection Type”	Remittance amount applied to either of the following fees for the dairy operation: <ul style="list-style-type: none"> • administrative • premium.
“Action”	Allows users to “Cancel” the remittance if the remittance status is “Unscheduled” or “Active Verified” .
Description of Remittance	Describes the type of remittance including: <ul style="list-style-type: none"> • “Remittance Type” • “Check/Item Date” • “Remittance Amount” • “Check/Item Number” • County Office that received the remittance.

--*

*--77 Collecting and Remitting Fees (Continued)

C Contracts Screen Remittance Information

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

Field/Link	Description
“Remittance Office”	User’s County Office will automatically default. If the user is associated with more than 1 county, a drop-down list will allow the County Office to be selected. The County Office receives the remittance. User’s County Office will automatically default.
“Remitter”	Common customer name of customer submitting the remittance.
“Select from SCIMS”	SCIMS Search Page will be displayed to select the customer paying the administrative fee and/or premium.
“Remittance Type”	Drop-down list to select 1 of the following: <ul style="list-style-type: none"> • “Cashier Check” • “Cash and Coin” • “Multi-Party Check” • “Money Order” • “Personal Check” • “Wire Transfer”.
“Check/Item Number”	Check or item number on the check or money order.
“Remittance Amount”	Amount of remittance being paid. The amount may include fees to other FSA programs. Amount shall be: <ul style="list-style-type: none"> • entered in dollars and cents • greater than 0.
“Check/Item Date”	Date the remittance is received.
“Amount to Apply to Margin Protection Program”	Amount of remittance fee paid that is applied to the dairy operation in the MPP-Dairy. Amount shall be: <ul style="list-style-type: none"> • entered in dollars and cents • greater than 0 • less than or equal to the remittance amount • less than or equal to the remaining balance due.
“Save and Submit”	Will submit the remittance fee to NRRS.
“Continue”	Continues to the COC Determination Screen.

--*

*--77 Collecting and Remitting Fees (Continued)

D Remittance Steps

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

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

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

E Remittance Errors

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

Message	Reason for Message	Corrective Action
“Remitter is required, Please select a remitter from SCIMS.”	User did not select the producer remitting the fee.	Click any of the following: <ul style="list-style-type: none"> • “Select from SCIMS” link to select the producer remitting the fee • “Continue” • “Back” • “Cancel”.
“Remittance amount is required.”	User did not enter remittance Amount.	Perform any of the following: <ul style="list-style-type: none"> • enter the “Remittance Amount” • CLICK “Continue”, “Back”, or “Cancel”.
“Must enter amount to apply to MPP Contract and Annual Election.”	User did not enter the amount to apply to contract and annual election for the dairy operation.	Perform any of the following: <ul style="list-style-type: none"> • enter the “Amount to Apply to Margin Protection Program” • CLICK “Continue”, “Back”, or “Cancel”.

--*

*--77 Collecting and Remitting Fees (Continued)

E Remittance Errors (Continued)

Message	Reason for Message	Corrective Action
"Remittance type should be selected."	User did not enter the type of remittance.	Perform any of the following: <ul style="list-style-type: none"> • select the "Remittance Type" from the drop-down list • CLICK "Continue", "Back", or "Cancel".
"Check/Item Date is required."	User did not enter the date of remittance.	Perform any of the following: <ul style="list-style-type: none"> • enter the "Check/Item Date" • CLICK "Continue", "Back", or "Cancel".
"Check/Item Number is required."	User did not select "Cash and Coin" as the "Remittance Type" and did not enter the "Check/Item Number".	Perform any of the following: <ul style="list-style-type: none"> • select "Cash and Coin" as the "Remittance Type" • enter the "Check/Item Number" • CLICK "Continue", "Back", or "Cancel".
"Remittance amount must be entered in dollars and cents."	User did not enter the remittance amount as a number with up to 2 decimal places.	Enter the "Remittance Amount" as a number with up to 2 decimal places.

--*

*--77 Collecting and Remitting Fees (Continued)

E Remittance Errors (Continued)

Message	Reason for Message	Corrective Action
“Remittance amount must be greater than zero, should not exceed 7 whole numbers and 2 decimal places.”	User did not enter the “Remittance amount” as a number with up to 2 decimal places.	Enter the “Remittance Amount” as a number with up to 2 decimal places.
“Check/Item Date is invalid.”	User did not enter a valid “Check/Item Date”.	Enter the date using the calendar icon or in 1 of the following formats: <ul style="list-style-type: none"> • “mm/dd/yyyy” • “mmddy” • “mmdyyy”.
“Check/Item Date cannot be a future date.”	User entered the “Check/Item Date” greater than the current date.	Enter either of the following: <ul style="list-style-type: none"> • date entered on the Check/Item • current system date if the “Remittance Type” is “Cash and Coin”.
“Amount applied to MPP must be entered in dollars and cents.”	User did not enter the “Amount to Apply to Margin Protection Program” as a number with up to 2 decimal places.	Enter the “Amount to Apply to Margin Protection Program” as a number with up to 2 decimal places.
“Amount applied to MPP must be greater than zero, should not exceed 7 whole numbers and 2 decimal places.”	User did not enter the “Amount to Apply to Margin Protection Program” as a number with up to 2 decimal places.	Enter the “Amount to Apply to Margin Protection Program” as a number with up to 2 decimal places.

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*--77 Collecting and Remitting Fees (Continued)

E Remittance Errors (Continued)

Message	Reason for Message	Corrective Action
“Remittance Amount should be greater than or equal to Amount to apply to Margin Protection Program.”	User entered the “Amount to Apply to Margin Protection Program” greater than the “Remittance Amount”.	Enter either of the following: <ul style="list-style-type: none"> • correct “Amount to Apply to Margin Protection Program” • correct “Remittance Amount”.
“Remittance amount should be greater than zero.”	User entered the “Remittance Amount” as 0.	Perform any of the following: <ul style="list-style-type: none"> • enter the correct “Remittance Amount” • CLICK “Continue”, “Back”, or “Cancel”.
“Must enter amount greater than 0 to apply to MPP Contract and Annual Election.”	User entered the “Amount to Apply to Margin Protection Program” as 0.	Perform any of the following: <ul style="list-style-type: none"> • enter the correct “Amount to Apply to Margin Protection Program” • CLICK “Continue”, “Back”, or “Cancel”.
“Amount to apply to MPP Contract and Annual Election Premium cannot be greater than the Remaining Balance Due.”	User entered the amount to apply to contract and annual election greater than the remaining balance due.	Perform any of the following: <ul style="list-style-type: none"> • enter the correct “Amount to Apply to Margin Protection Program” less than or equal to the remaining balance due • CLICK “Continue”, “Back”, or “Cancel”.

--*

*--77 Collecting and Remitting Fees (Continued)

F Remittance Fees Processed by NRRS

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

Status	Description
"Unscheduled"	Remittance has been created, but is not on a schedule of deposit.
"In Process"	Remittance is in the process of being placed on a schedule of deposit.
"Scheduled"	Remittance is on a schedule of deposit, but not verified.
"Verified"	Remittance is on a verified schedule of deposit.
"Active Verified"	Remittance is on a verified schedule of deposit and has been activated to allow receipts to be cancelled.
"Dishonored"	Remittance was returned to NRRS as unfunded. Note: If the remittance fee is returned as "Dishonored" and included the administrative fee and the dairy operation previously received a COC determination, the status will be reset to "Producer Certified", because COC or designee cannot provide a COC determination until administrative fees are paid-in-full.
"Cancelled"	Remittance was cancelled by the user.

--*

***--78 COC Determinations**

A Contracts Screen With COC Determination

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

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

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

--*

*--78 COC Determinations (Continued)

A Contracts Screen COC Determination (Continued)

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

MPP Menu

Welcome:
Role: County User

Options

Main Menu

Forms

View CCC-782
View CCC-781

Contracts

State: Mississippi County: Coahoma Program Year: 2016

Dairy Operation: ANY DAIRY OPERATION Dairy Number: 81
Farm: 295 Tract: 27 Status: Producer Certified

Established Production History: 1,500,000

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

COC Determination

Approve Disapprove

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

Save Save and Continue Back Cancel

Screen ID: MPP-FSU-111
Last Modified: 06/03/2015

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*--78 COC Determinations (Continued)

B Contracts Screen COC Determination Validation Messages

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

Message	Reason for Message	Corrective Action
“An Approve or Disapprove must be selected.”	User did not click “Approve” or “Disapprove” and clicked “Save” or “ Save and Continue ”.	Click any of the following: <ul style="list-style-type: none"> • “radio button” next to “Approve”, if COC has approved CCC-782 • “radio button” next to “Disapprove”, if COC disapproved CCC-782 • “Back” • “Cancel”.
“COC Determination date is required to approve or disapprove.”	User did not enter the “COC Determination Date”.	Perform any of the following: <ul style="list-style-type: none"> • enter the “COC Determination Date” as the date COC or designee signed CCC-782 • CLICK “Back” • CLICK “Cancel”.
“Dairy operation is not eligible for MPP since the LGM-Dairy Policy will not conclude prior to January of the enrollment year.”	Dairy operation indicated their LGM-Dairy policy month and/or year will not conclude before the calendar year for contract.	Perform any of the following: <ul style="list-style-type: none"> • correct the response for the LGM-Dairy policy • dairy operation is not eligible for MPP-Dairy if their LGM-Dairy policy will not conclude by December 31 of the current calendar year • CLICK “Back” • CLICK “Cancel”.

--*

*--78 COC Determinations (Continued)

B Contracts Screen COC Determination Validation Messages (Continued)

Message	Reason for Message	Corrective Action
<p>“Administrative fee has not been paid.”</p>	<p>Either of the following occurred:</p> <ul style="list-style-type: none"> • user did not enter the “Remittance Fee” and “Amount to Apply to MPP-Dairy” • “Amount to Apply to MPP-Dairy” was less than \$100. 	<p>Perform any of the following:</p> <ul style="list-style-type: none"> • enter the remittance fee on the Contracts Screen with “Collection History” and “Remittance Information” sections • COC determination cannot be provided until the administrative fee is paid • CLICK “Back” • CLICK “Cancel”.
<p>“COC Determination date has wrong format.”</p>	<p>User did not enter COC determination date in an acceptable date format.</p>	<p>Enter COC or designee signature date using the calendar icon or in 1 of the following formats:</p> <ul style="list-style-type: none"> • “mm/dd/yyyy” • “mmddy” • “mmddyyyy”.
<p>“COC Determination date cannot be a future date.”</p>	<p>User entered COC Determination date greater than the current system date.</p>	<p>Perform any of the following:</p> <ul style="list-style-type: none"> • enter the correct date COC or designee signed CCC-782. • CLICK “Back” • CLICK “Cancel”.

--*

*--78 COC Determinations (Continued)

B Contracts Screen COC Determination Validation Messages (Continued)

Message	Reason for Message	Corrective Action
"COC Determination date must be greater than or equal to the Producer Signature date."	User entered COC determination date before the date producers with interest in the dairy operation signed CCC-782.	Perform any of the following: <ul style="list-style-type: none"> • enter the correct date COC or designee signed CCC-782 • enter the correct date the producers with interest in the dairy operation signed CCC-782 in the Contracts Screen, "Producer Certification" section • CLICK "Back" • CLICK "Cancel".

--*

***--79 Revising Contracts**

A Contract Revisions

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

- correct the contract during open enrollment or within 90 calendar days for a new dairy operation
- update the producers with an interest in the dairy operation
- remit administrative fee and/or premium.

If contract is revised...	THEN contract status will...
only to remit fees	remain the same
to correct contract or update producers with interest in the dairy operation	be updated to “Initiated”.

B Future Enhancements to Contract Revisions

Future enhancements to the MPP-Dairy System will provide the ability to:

- update the dairy operation to:
 - retirement
 - permanent dissolution
 - death
- process the following for the dairy operation from production history:
 - transfers
 - successions
 - mergers
- “Waive” the administrative fee and/or premium due (authorized national users **only**)
- “Refund” the administrative fee and/or premium previously paid (authorized national users **only**).--*

*--79 Revising Contracts (Continued)

C Revising Contracts for Corrections, Updating Producers With Interest in the Dairy Operation, and Remitting Fees

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

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

Currently the only options available in the MPP-Dairy System are “Edit” or “Back”.

If the users click “Edit”, the Contracts Screen, “General Information” section will be displayed.

Users can click “Save and Continue” or “Back” to navigate through contracts screens to perform the revisions described in subparagraph A.

Future enhancements will provide the ability to perform other types of revisions as described in subparagraph B.

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

The screenshot shows the MPP Menu on the left and the Contracts screen on the right. The Contracts screen displays the following information:

- Contracts** header
- State: Mississippi County: Coahoma Program Year: 2016
- Revise Contracts** section containing a table:

Dairy Operation	Dairy Operation Number	Farm	Tract	Established Production History	Contract Status
ANY DAIRY OPERATION	81	295	27	1,500,000	Producer Certified

Below the table are buttons for **Edit** and **Back**. At the bottom, it shows "Screen ID: MPP-FSU-002" and "Last Modified: 06/03/2015" along with a "Back to Top" link.

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80-108 (Reserved)

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

A CCC-782

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

B Example of CCC-782

<p>This form is available electronically.</p> <p>CCC-782 (11-25-14)</p> <p>U.S. DEPARTMENT OF AGRICULTURE Commodity Credit Corporation</p> <p>MARGIN PROTECTION PROGRAM FOR DAIRY PRODUCERS (MPP-DAIRY) CONTRACT AND ANNUAL COVERAGE ELECTION</p>		<p>For County Office Use Only</p> <p>1. Admin State Name: Mississippi</p> <p>2. Admin County Name: Coahoma</p> <p>3a. Farm Number: 295</p> <p>3b. Tract Number: 27</p> <p>4. Dairy Operation Number: 81</p> <p>5. Coverage Year: 2016</p>	
<p>PART A - GENERAL INFORMATION</p>			
<p>6. Dairy Operation Name and Address</p> <p>ANY DAIRY OPERATION</p> <p>ROCKINGHAM VA 22801-2487 USA</p>		<p>7. Type of Action:</p> <p><input checked="" type="checkbox"/> New Contract <input type="checkbox"/> Annual Coverage Election <input type="checkbox"/> Successor-In-Interest</p> <p><input type="checkbox"/> Contract Revision <input type="checkbox"/> Retirement <input type="checkbox"/> Permanent Dissolution</p>	
		YES	NO
8A. Does the dairy operation currently produce and commercially market milk?		<input checked="" type="checkbox"/>	<input type="checkbox"/>
8B. Is the dairy operation facility currently being leased or rented?		<input type="checkbox"/>	<input checked="" type="checkbox"/>
9. Do all dairy producers in the operation make contributions (including land, labor, management, equipment, or capital) to the dairy operation, which are at least commensurate with their shares of the proceeds of the operations? If "NO", indicate which producer(s) are not commensurate in Part F.		<input checked="" type="checkbox"/>	<input type="checkbox"/>
10. Do any of the producers collectively have more than a 50% interest in both this dairy operation and another dairy operation that is covered under MPP - Dairy? (Not applicable to CY 2014/2015 election period).		<input type="checkbox"/>	<input checked="" type="checkbox"/>
11. Does any producer in the dairy operation currently have a policy under RMA's Livestock Gross Margin for Dairy Program (LGM-Dairy)? If "NO", skip to Part B.		<input type="checkbox"/>	<input checked="" type="checkbox"/>
12. If "YES" to Item 11, what is the last month/year of target marketings insured under your LGM-Dairy policy?		(MM-YYYY)	
<p>PART B - COVERAGE LEVEL THRESHOLD ELECTION</p>			
<p>13. Check one desired level:</p> <p><input type="checkbox"/> \$4.00 <input type="checkbox"/> \$5.50 <input type="checkbox"/> \$7.00</p> <p><input type="checkbox"/> \$4.50 <input checked="" type="checkbox"/> \$6.00 <input type="checkbox"/> \$7.50</p> <p><input type="checkbox"/> \$5.00 <input type="checkbox"/> \$6.50 <input type="checkbox"/> \$8.00</p>			
<p>PART C - COVERAGE LEVEL PERCENTAGE ELECTION</p>			
<p>14. Check one desired level:</p> <p><input type="checkbox"/> 25.00 <input type="checkbox"/> 40.00 <input type="checkbox"/> 55.00 <input type="checkbox"/> 70.00 <input type="checkbox"/> 85.00</p> <p><input type="checkbox"/> 30.00 <input type="checkbox"/> 45.00 <input type="checkbox"/> 60.00 <input checked="" type="checkbox"/> 75.00 <input type="checkbox"/> 90.00</p> <p><input type="checkbox"/> 35.00 <input type="checkbox"/> 50.00 <input type="checkbox"/> 65.00 <input type="checkbox"/> 80.00</p>			
<p>PART D - ESTABLISHED PRODUCTION HISTORY (For County Office Use Only)</p>			
15. Enter applicable production history for the dairy operation from the MPP Production History and Premium Calculator Workbook:		1,500,000	lbs.
<p>PART E - CALCULATED PREMIUM AND PREMIUM PAYMENT OPTIONS (For County Office Use Only)</p>			
16. Administrative Fee		17. Premium	
A. Administrative Fee (due by end of election period)	\$ 100	A. Calculated Premium Amount	\$ 819.00
		B. Premium Minimum (Due by February 1 of the applicable year of coverage.)	\$ 155.00
		C. Remaining Balance (Due no later than June 1 of the applicable year of coverage.)	\$ 464.00
<p><small>The U.S. Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the basis of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.) Persons with disabilities, who wish to file a program complaint, write to the address below or if you require alternative means of communication for program information (e.g., Braille, large print, audiotape, etc.) please contact USDA's TARGET Center at (202) 725-2800 (voice and TDD). Individuals who are deaf, hard of hearing, or have speech disabilities and wish to file either an EEO or program complaint, please contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (in Spanish).</small></p> <p><small>If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter by mail to U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20260-9410, by fax (202) 690-7442 or email at program.intake@usda.gov. USDA is an equal opportunity provider and employer.</small></p>			

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

B Example of CCC-782 (Continued)

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

PART F - CERTIFICATION AND SIGNATURES

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

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

PART G - CCC ACCEPTANCE AND APPROVAL

26A. COC or Designee Signature	26B. Date (MM-DD-YYYY)	26C.
		<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved

27. Remarks

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

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

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

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110-119 (Reserved)

7-1-15

2-MPP Amend. 3

Page 2-212
(through 2-240)

***--Section 4 Collections**

120 Collecting Administrative Fee and Premium

A Introduction

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

Administrative fee and/or premium may also be collected through the contract and annual election process according to paragraph 77.--*

***--121 Selecting Dairy Operations**

A Steps for Selecting Dairy Operations

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

Step	Action
1	Select the State and county from the “State/County” drop-down list. Note: State users will select the State from the “State” drop-down list and county from the “County” drop-down list.
2	Select the “Program Year” from the drop-down list. Note: New dairy operations have 90 calendar days from the time they began marketing milk within the calendar year to register for MPP-Dairy.
3	Perform either of the following: <ul style="list-style-type: none"> • click the box next to “Dairy Operation” to search for dairy operations in the selected State and county using the SCIMS Search Page that will be displayed • do not click the box next to “Dairy Operation” to search for dairy operations with existing contract and annual election records. Note: Dairy operations with a producer certified or approved contract in the selected State and county will be displayed.
4	CLICK “ Collection ”.
5	CLICK “ Continue ”.
6	The Collections Screen with “Search Results” section will be displayed based on the selection criteria for contract with a status of either of the following: <ul style="list-style-type: none"> • “Producer Certified” • “Approved”.

--*

*--121 Selecting Dairy Operations (Continued)

B Collections Screen With Search Results

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

MPP Menu

Welcome:

Role: County User

Options

[Main Menu](#)

Collections

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

Search Results

Select	Dairy Operation	Dairy Operation Number	Farm	Tract	Established Production History	Contract Status
<input type="radio"/>	ANY DAIRY OPERATION	33	291	1312	5,564,500	Approved
<input type="radio"/>	ANY DAIRY OPERATION	34	293	1431	5,500,000	Producer Certified
<input type="radio"/>	ANY DAIRY OPERATION	81	295	27	1,500,000	Producer Certified

Screen ID: MPP-FSU-009
 Last Modified: 06/03/2015

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***--121 Selecting Dairy Operations (Continued)**

C Collections Screen Search Results Information

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

Field/Button	Description
“State”	State Office selected from MPP Main Menu.
“County”	County Office selected from MPP Main Menu.
“Program Year”	Program year selected from MPP Main Menu.
“Select”	Click next to the dairy operation, farm, and tract to be updated.
“Dairy Operation”	Common customer name from SCIMS for the dairy operation.
“Dairy Operation Number”	Dairy operation number assigned when the production history COC determination is completed.
“Farm”	Farm number from the Farm Records System associated with the dairy operation.
“Tract”	Tract number from the Farm Records System associated with the dairy operation.
“Established Production History”	Established production history for the dairy operation.
“Contract Status”	<p>Status of contract and annual election:</p> <ul style="list-style-type: none"> • “Producer Certified”, contract and annual election coverage information has been entered and producers have signed the certification for the contract; however, COC has not made a determination • “Approved”, contract and annual election coverage information has been entered, producers have signed the certification for the contract, and COC approved. <p>Note: Only dairy operations in either “Producer Certified” or “Approved” status will be displayed on this screen.</p>
“Collection”	Contracts Screen with “Collection History” and “Remittance Information” sections will be displayed.
“View/Print CCC-782”	CCC-782 for the selected dairy operation will be displayed.
“Back”	MPP Main Menu will be displayed.
“Main Menu”	MPP Main Menu will be displayed.

--*

***--121 Selecting Dairy Operations (Continued)**

D Collections Screen Search Results Error Message

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

Message	Reason for Message	Corrective Action
"Please select a collection to continue."	User clicked either of the following, but did not select a dairy operation: <ul style="list-style-type: none"> • "Collections" • "View/Print CCC-782". 	Perform either of the following: <ul style="list-style-type: none"> • select a dairy operation and click type of action • CLICK "Back".

--*

***--122 Fee Collection and Remittance**

A Contracts Screen With Collection and Remittance Information

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

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

The dairy operation is required to pay:

- the administrative fee before COC determination
- 25 percent of the premium fee by February 1
- 100 percent of the remaining premium fee by June 1.

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

*--122 Fee Collection and Remittance (Continued)

A Contracts Screen With Collection and Remittance Information (Continued)

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

MPP Menu

Welcome:

Role: County User

Options

Main Menu

Forms

View CCC-782

View CCC-781

Contracts

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

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

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

Established Production History: 1,500,000

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

Collection History

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

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

Remittance Information

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

***Remitter:** [Select from SCIMS](#)

***Remittance Type:** --Select-- ***Check/Item Number:**

***Remittance Amount (\$):** ***Check/Item Date:**

(mm/dd/yyyy)

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

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

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***--122 Fee Collection and Remittance (Continued)**

B Collection and Remittance Information

See paragraph 77 for information on:

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

C Printing Collection History Information

Future enhancement will provide options to print information on:

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

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

123-160 (Reserved)

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		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	59	Part 2, 161, 186, 191
CCC-782	Margin Protection Program for Dairy Producers (MPP-Dairy) Contract and Annual Coverage Election	109	Part 2, 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

Approved Abbreviations	Term	Reference
LGM-Dairy	Livestock Gross Margin for Dairy Program, RMA	72, 78
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.

Menu or Screen	Title	Reference
CPS-WEB004	Modify Calculated Payment Confirmation Screen	184
CPS-WEB004	Record a Calculated Payment Screen	180
CPS-WEB005	Delete Calculated Payment Confirmation Screen	185
CPS-WEB005	Record Calculated Payment Confirmation Screen	181
CPS-WEB007	MPP Main Menu	13
CPS-WEB011	Select an Administrative State/County Screen	177
CPS-WEB013	Main Menu	178
CPS-WEB014	Enter a New Tract Number Screen	179
CPS-WEB014	Modify/Delete a Calculated Payment Screen	183
MPP-FSU-001	Contracts Screen	71
MPP-FSU-002	Contracts Screen	79
MPP-FSU-003	Contracts Screen	72
MPP-FSU-004	Contracts Screen	73
MPP-FSU-005	Contracts Screen	74
MPP-FSU-006	Contracts Screen	75
MPP-FSU-007	Contracts Screen	76
MPP-FSU-008	Contracts Screen	76
MPP-FSU-009	Collections Screen	122
MPP-FSU-010	Contracts Screen	77, 122
MPP-FSU-011	Contracts Screen	78
MPP-PHE-001	Production History Screen	23, 24
MPP-PHE-002	Revise Production History Screen	30
MPP-PHE-003	Production History Establishment Screen	25
MPP-PHE-004	Production History Search Results Screen	21
MPP-PHE-008	Production History Screen	26
MPP-PHE-009	Production History Screen	27
MPP-PHE-010	Production History Screen	28

