

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

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

Amendment 4

Approved by: Deputy Administrator, Farm Programs



Amendment Transmittal

A Background

MPP-Dairy automated software was previously provided to record production history, contracts and collections.

MPP-Dairy requires the ability to update dairy operations because of the following according to 1-MPP Part 3:

- farm and/or tract transfer relocation
- dairy operation successor-in-interest
- merger of multiple dairy operations.

B Reasons for Amendment

Subparagraphs 21 D, 71 D, 76 E and 78 B have been amended to include additional error messages that may be displayed during the interview process.

Paragraph 23 has been amended to include software procedure on the production history dairy operation facility leased or rented question.

Paragraph 29 has been amended to provide software procedure for the Production History Screen “Producer Signature” section for obtaining information if more than 1 producer signature is required.

Paragraph 30 has been amended to provide information on the current options available for production history revisions.

Paragraph 32 has been added to provide software procedure for dairy operations with a “review required” status.

Paragraphs 33 and 82 have been added to provide software procedure for farm transfers/relocations.

Amendment Transmittal (Continued)

B Reasons for Amendment (Continued)

Paragraphs 34 and 83 have been added to provide software procedure for successor-in-interest.

Paragraphs 35 and 84 have been added to provide software procedure for mergers.

Subparagraph 70 A has been amended to instruct that 2015 contracts not be recorded in the automated system.

Paragraph 72 has been amended to remove software procedure on the contract dairy operation facility leased or rented question.

Subparagraphs 75 A and 122 A have been amended to include current payment due information.

Subparagraphs 76 F and G have been added to provide software procedure for the Producer Summary Screen.

Subparagraphs 78 C and 78 D provides software procedure on a bulk COC approval process for contracts.

Paragraph 79 has been amended to provide information on the current option available for contract revisions.

Paragraph 80 has been added to provide software procedure for correcting a contract.

Paragraph 81 has been added to provide software procedure for updating producers with interest in the dairy operation.

Paragraph 123 has been added to provide software procedure for modifying or canceling a collection.

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21 Selecting Dairy Operations (Continued)

C Production History Search Results Screen Information (Continued)

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

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”. <p>* * *</p>	<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>*--“ A Dairy Operation was not selected for the view CCC-781.”</p>	<p>User clicked “View CCC-781”, but did not select a dairy operation.</p>	<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
“Historical Production has not been established for the dairy operation; unable to record signatures.”	User selected a dairy operation with no production history information recorded and clicked “Record Signatures”.	Perform either of the following: <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.
--“Cannot view CCC-781 for a Dairy Operation that has not been created.”--	User selected a dairy operation with no production history information recorded and clicked “View CCC-781”.	Perform either of the following: <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.
*--“ <i>Dairy Operation</i> does not have a legacy link to the selected State and County in Business Partner.”	User selected a dairy operation that is not linked to the selected State and County in Business Partner.	Perform either of the following: <ul style="list-style-type: none"> select a different dairy operation and click the applicable option access Business Partner and record a legacy link for the customer to the State and county, if applicable.
“ <i>Dairy Operation</i> is not active on any farms or tracts in the selected State and County.”	User selected a dairy operation that is not active on any farms or tracts in the selected State and county.	Perform either of the following: <ul style="list-style-type: none"> select a different dairy operation and click the applicable option access MIDAS CRM Farm Records to update the customer to Farms and/or Tracts, if applicable.
No Production History on file for the specified search criteria.	User selected production history for a State and county that does not have any dairy operations with production history data recorded.	Perform either of the following: <ul style="list-style-type: none"> select a different State and county with the production history option select dairy operation on the MPP Dairy main menu and the option for production history to search SCIMS for a specific producer to record production history.--*

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

A Introduction

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

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

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

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

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

D Modifications to Migrated Production History Data

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

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

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

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

23 Establishing Production History for Dairy Operations

A Establishing Production History for a Dairy Operation

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

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

*--B Dairy Operation Facility Screen

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

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

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

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

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

--*

23 Establishing Production History for Dairy Operations (Continued)

*--B Dairy Operation Facility Screen (Continued)

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

The screenshot shows a web interface for 'Production History Summary'. On the left is a 'MPP Menu' with options like 'Welcome: County User', 'Options', 'Main Menu', and 'Forms'. The main content area displays summary information: State: Mississippi, County: Coahoma, Program Year: 2016, Dairy Operation: ANY DAIRY OPERATION, Dairy Number: 81, Farm: 295, Tract: 27, Status: Approved, and Established Production History: 1,500,000. A note states 'All required fields are denoted by an asterisk (*)'. Below this is a section titled 'Dairy Operation Facility' containing a required question: '* Is the dairy operation facility currently being leased or rented?' with radio buttons for 'Yes' and 'No' (where 'No' is selected). At the bottom are buttons for 'Save And Continue', 'Back', and 'Cancel'. Footer text includes 'Screen ID: MPP-PHE-100 Last Modified: 10/13/2015' and a 'Back to Top ^' link.

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C Dairy Operation Production History Screen

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

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

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

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

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

23 Establishing Production History for Dairy Operations (Continued)

C Dairy Operation Production History Screen (Continued)

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

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 ^

23 Establishing Production History for Dairy Operations (Continued)

D Production History Screen Header Information

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

Field	Description
“State”	State Office selected from MPP Main Menu.
“County”	County Office selected from MPP Main Menu.
“Program Year”	Program year selected from MPP Main Menu.
“Dairy Operation”	Common Customer name from SCIMS for the dairy operation.
“Dairy Number”	Dairy operation number assigned after COC determination of the dairy operation production history.
“Farm”	Farm number from the Farm Records System associated with the dairy operation.
“Tract”	Tract number from the Farm Records System associated with the dairy operation.
“Status”	<p>Status of production history:</p> <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)

E Left Navigation Menu Information for Production History Screens

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

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

F Button Information for Production History Screens

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

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

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	Production History Signature	
Welcome:	State: Mississippi County: Coahoma Program Year: 2016	
Role: National Admin	Dairy Operation: ANY DAIRY OPERATION Dairy Number: 81	
Options	Farm: 295 Tract: 27 Status: Approved	
Main Menu	Established Production History: 1,500,000	
Forms	All required fields are denoted by an asterisk (*).	
View CCC-781	<div style="border: 1px solid black; padding: 10px;"> <p>Producer Signature</p> <p>*Is more than one signature required for the Dairy Operation?</p> <p><input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>*Number of Signatures Required: <input type="text"/></p> <p>*Producer Signature Date (mm/dd/yyyy): <input type="text"/> </p> </div>	
	<div style="border: 1px solid black; padding: 10px;"> <p>COC Determination</p> <p><input type="radio"/> Approve <input type="radio"/> Disapprove</p> <p>*COC Determination Date (mm/dd/yyyy): <input type="text"/> </p> </div>	
	<input type="button" value="Save"/> <input type="button" value="Save and Continue"/> <input type="button" value="Back"/> <input type="button" value="Cancel"/>	
	Screen ID: MPP-PHE-007 Last Modified: 07/31/2015 Back to Top ^	

--*

29 Production History Signature (Continued)

B Producer Signature

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

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

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

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

Users select:

- “No”, if only 1 producer signature is required on CCC-781; if “No” is selected only 1 producer signature row will be displayed on CCC-781
- “Yes”, if more than 1 producer signature is required on CCC-781, and enter the number of signatures required:
 - as a whole number
 - greater than 1
 - less than 251.

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

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

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

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

29 Production History Signature (Continued)

C COC Determination

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

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

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

- “mm/dd/yyyy”
- “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.
***	***	***

--*

29 Production History Signature (Continued)

D Production History Signature Errors (Continued)

Message	Reason for Message	Corrective Action
*--“Producer signature date cannot be earlier than September 1, 2014 or the date the new dairy operation started marketing milk.”	User entered a producer signature with 1 of the following: <ul style="list-style-type: none"> • before the MPP-Dairy start date • before the date the new dairy operation began marketing milk. 	Update the producer signature date to the correct date signed on CCC-781.
“Number of signatures must be a numeric whole number less or equal to 250.”	User indicated more than 1 signature is required and entered a non-numeric character.	Perform 1 of the following: <ul style="list-style-type: none"> • change the response to “No” if only 1 signature is required • enter the number of producer signatures as a whole number greater than 1 and less than or equal to 250
“Number of signatures must be greater than 1.”	User indicated more than 1 signature is required and entered a number less than 2.	
“Number of signatures must be equal to or less than 250.”	User indicated more than 1 signature is required and entered a number greater than 250.	
“Number of signatures required.”	User indicated more than 1 signature is required and did not enter the number of signatures required.	

--*

30 Revising Production History

A MPP-Dairy Production History Revisions

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

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

* * *

B Revising Production History for Corrections

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

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

30 Revising Production History (Continued)

B Revising Production History for Corrections (Continued)

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

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

--*

30 Revising Production History (Continued)

B Revising Production History for Corrections (Continued)

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

*--

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
Forms
 View CCC-781

Revise Production History

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

Dairy Operation: ANY DAIRY OPERATION **Dairy Number:** 31
Farm: 61 **Tract:** 1574 **Status:** Approved
Established Production History: 1,000,000

Revise Production History

Dairy Operation	Farm	Tract	Operator	Production	Status
ANY DAIRY OPERATION	61	1574	ANY DAIRY OPERATION	1,000,000	Approved

Edit Transfer Merge Succession Back Cancel

Screen ID: MPP-PHE-002
 Last Modified: 12/07/2015

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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 Production History Review Required**

A Introduction

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

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

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

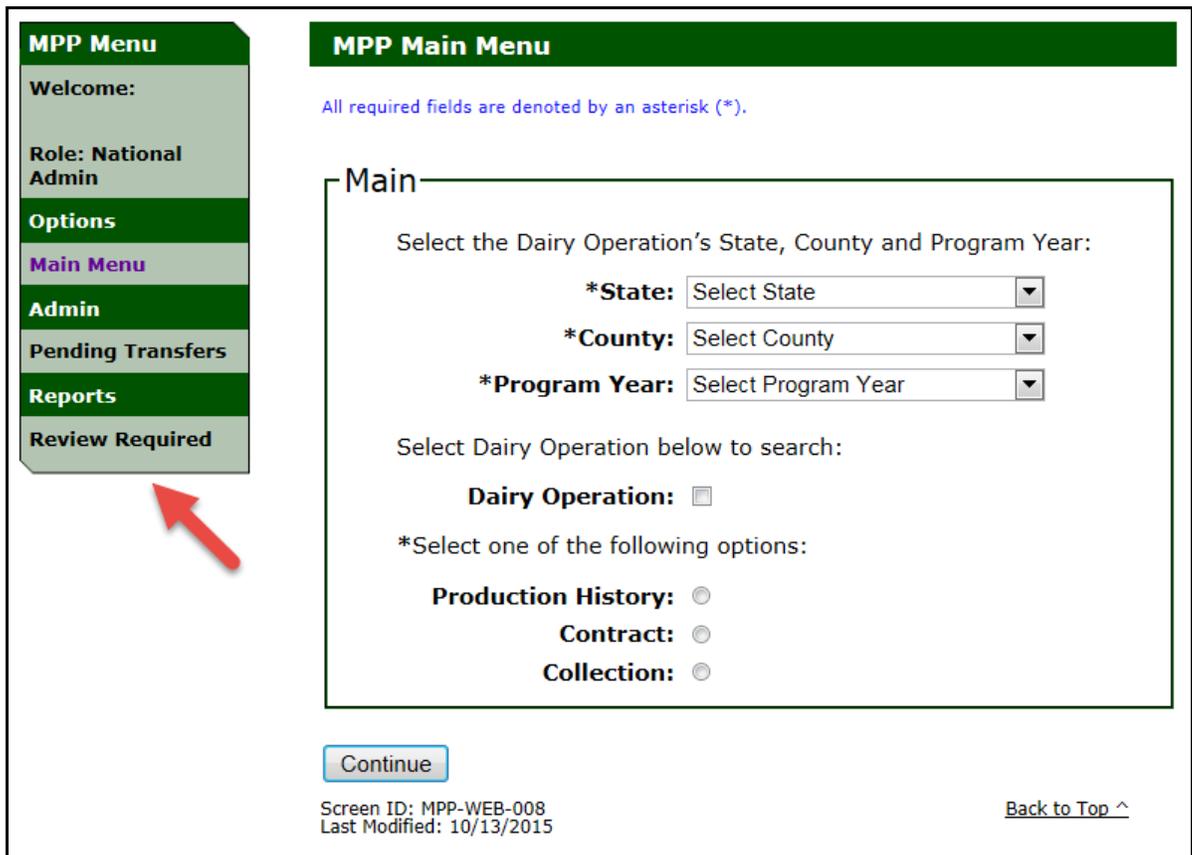
*--32 Production History Review Required (Continued)

B Review Required Option

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

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

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



***--32 Production History Review Required (Continued)**

C Review Required Screen

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

The following is an example of the Review Required Screen.

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

D Review Required Screen Descriptions

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

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

--*

***--32 Production History Review Required (Continued)**

E Review Required - Transfer

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

- farm transfer
- farm reconstitution
- tract reconstitution.

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

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

F Review Required – Successor-In-Interest

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

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

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

***--33 Production History Transfer/Relocation**

A Introduction

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

The transfer/relocation process is required if:

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

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

B Revising Production History for Farm Transfers

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

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

--*

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

C Selecting Farm and Tract to Transfer To

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

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

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

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

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

MPP Menu

Welcome:

Role: County User

Options

Main Menu

Forms

View CCC-781

Select Transfer To

State: Mississippi
County: Coahoma
Program Year: 2016

Dairy Operation: ANY DAIRY OPERATION
Dairy Number: 33

Farm: 291
Tract: 1312
Status: Approved

Established Production History: 5,564,500

Transfer Search Results

Select	State	County	Farm	Tract	Operator
<input type="radio"/>	Mississippi	Coahoma	62	1595	ANY DAIRY OPERATION

Screen ID: MPP-PHE-020
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--*

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

D Select Transfer To Screen Error Messages

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

Message	Reason for Message	Corrective Action
“Please select a dairy operation to work with”	User clicked “Continue” and did not select a dairy operation to transfer the operation to.	Perform either of the following: <ul style="list-style-type: none"> • select a dairy operation and click continue • click the “Back” or “Cancel” option.
“No potential transfer destinations found”	User selected a dairy operation to perform a farm and/or tract transfer and the dairy operation is not associated with any other farms and/or tracts that do not have production history information recorded.	Click the “Back” or “Cancel” option.

--*

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

E Transfer Production History Confirmation

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

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

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

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

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

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
 Forms
 View CCC-781

Transfer Production History

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

Transfer From

State	County	Dairy Operation	Farm	Tract
Mississippi	Coahoma	ANY DAIRY OPERATION	291	1312

Transfer To

State	County	Dairy Operation	Farm	Tract
Mississippi	Coahoma	ANY DAIRY OPERATION	62	1595

Confirm Back Cancel

Screen ID: MPP-PHE-013
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--*

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

F Pending Farm and/or Tract Transfer

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

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

- “Transferred To” for the dairy operation, State, county, farm and tract the dairy operation is being transferred to
- “Transferred From” for the dairy operation, State, county, farm and tract the dairy operation is being transferred from.

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

<input type="radio"/>	ANY DAIRY OPERATION	62	1595	ANY DAIRY OPERATION	5,564,500	Initiated Transferred To
<input type="radio"/>	ANY DAIRY OPERATION	291	1312	ANY PRODUCER	5,564,500	Approved Transferred From

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

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

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

<input type="radio"/>	ANY DAIRY OPERATION	33	291	1312	5,564,500	Approved Transferred From
-----------------------	---------------------	----	-----	------	-----------	---------------------------

--*

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

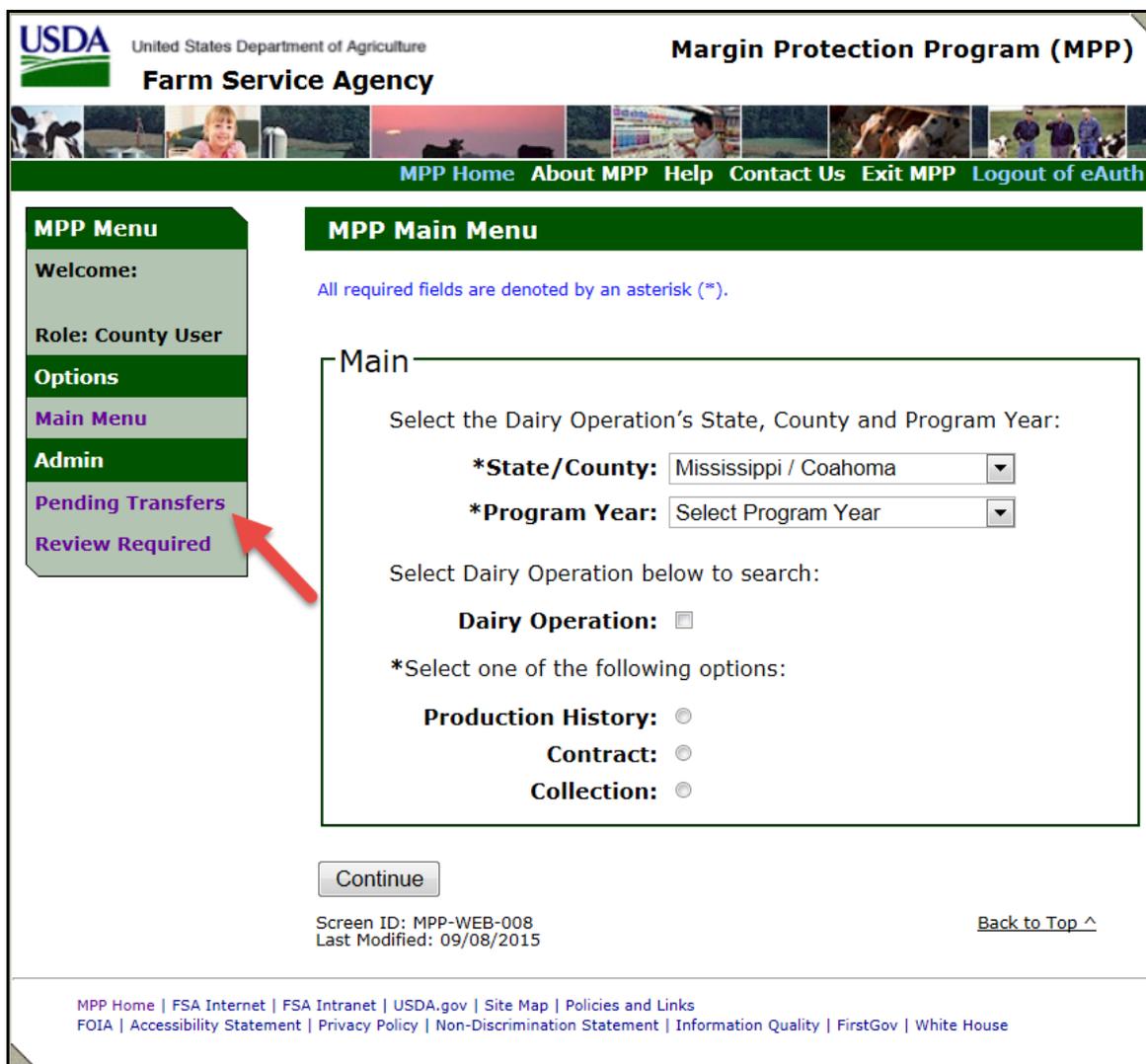
F Pending Farm and/or Tract Transfer (Continued)

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

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

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

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



--*

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

G Pending Transfer State and County Search

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

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

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

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

Transfer Production History

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

Pending Transfer Search

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

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

Continue Cancel

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

H Pending Transfer Search Error Messages

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

Message	Reason for Message	Corrective Action
"No Pending Transfer records found"	User selected a State, county and program year that do not have any pending transfers.	Perform either of the following: <ul style="list-style-type: none"> • click the "Back" button to select a different State, county and program year • click the "Cancel" button to return to the MPP Main Menu.
"Program year is required"	User clicked "Continue" but did not select a program year.	Perform either of the following: <ul style="list-style-type: none"> • select the program year and CLICK "Continue" • click the "Cancel" button to return to the MPP Main Menu.

--*

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

I Review Transfer

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

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

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

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

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

The screenshot shows the MPP Farm Service Agency interface. At the top, it displays the USDA logo and 'United States Department of Agriculture'. The main header reads 'Margin Protection Program (MPP) Farm Service Agency'. Below this is a navigation bar with links: 'MPP Home', 'About MPP', 'Help', 'Contact Us', 'Exit MPP', and 'Logout of eAuth'. On the left, there is an 'MPP Menu' sidebar with 'Welcome: Role: County User' and 'Options: Main Menu'. The main content area is titled 'Transfer Production History' and shows the following details: 'State: Mississippi', 'County: Coahoma', and 'Program Year: 2016'. Below this is a 'Review Transfer' section containing a table:

Select	Dairy Operation	Production	State	County	Farm	Tract
<input type="radio"/>	ANY DAIRY OPERATION	5,564,500	Mississippi Mississippi	Coahoma Coahoma	291 62	1312 1595

Below the table are buttons for 'Accept', 'Reject', 'View CCC 781', 'Back', and 'Cancel'. At the bottom of the screen, it displays 'Screen ID: MPP-PHE-022' and 'Last Modified: 09/08/2015', along with a 'Back to Top ^' link. The footer contains various links: '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'.

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

J Review Transfer Error Messages

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

Message	Reason for Message	Corrective Action
“Please select a transfer dairy operation to work with”	User clicked 1 of the following options and did not select a dairy operation: <ul style="list-style-type: none"> • Accept • Reject • View CCC-781. 	Perform either of the following: <ul style="list-style-type: none"> • select the dairy operation and click one of the following options: <ul style="list-style-type: none"> • Accept • Reject • View CCC-781 • click the “Back” or “Cancel” button.

K Cancelling Transfer/Relocation

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

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

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

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

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

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

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

The effective date shall be either of the following:

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

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

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

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

L Approving Transfer/Relocation (Continued)

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

MPP Menu

Welcome:

Role: County User

Options

Main Menu

Forms

CCC-781

Production History Signature

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

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

Farm: 62 **Tract:** 1595 **Status:** Initiated

Established Production History: 5,564,500 Transferred To

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

*Effective Date(mm/dd/yyyy):

Producer Signature

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

Yes No

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

COC Determination

Approve Disapprove

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

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--*

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

M Production History Signature Error Messages

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

Message	Reason for Message	Corrective Action
“Effective date cannot be a future date”	User entered an effective date of transfer that is later than the current system date.	Enter the correct transfer effective date on or before the current system date.
“Effective date cannot be earlier than September 1, 2014 or date the new dairy operation started marketing milk”	User entered an effective date of transfer that is earlier than either the: <ul style="list-style-type: none"> • program start date • date the dairy operation began marketing milk. 	Enter the correct transfer effective date on or later than either the: <ul style="list-style-type: none"> • program start date • date the dairy operation began marketing milk.
“Number of signatures required”	User clicked “Yes” to more than 1 signature required and did not enter the number of signatures required.	Perform either of the following: <ul style="list-style-type: none"> • change the response to “No” if only 1 signature is required • enter the number of producer signatures as a whole number greater than 1 and less than or equal to 250.
“Number of signatures must be a numeric whole number less than or equal to 250”	User entered one of the following: <ul style="list-style-type: none"> • a non-numeric character for the number of signatures required • a number greater than 250 • a number with decimal places. 	Perform either of the following: <ul style="list-style-type: none"> • select “No” to more than 1 signature required • enter the number of signatures as a whole number.

--*

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

M Production History Signature Error Messages (Continued)

Message	Reason for Message	Corrective Action
“Number of signatures must be greater than 1”	User entered a number less than 2 for the number of signatures required.	Perform either of the following: <ul style="list-style-type: none"> • select “No” to more than 1 signature required • enter the number of signatures as a number greater than 1.
“Producer Signature date cannot be a future date”	User entered a producer signature date later than the current system date.	Enter the correct producer signature date on or before the current system date.
“Producer Signature date cannot be earlier than September 1, 2014 or date the new dairy operation started marketing milk”	User entered a producer signature date that is earlier than either the: <ul style="list-style-type: none"> • program start date • date the dairy operation began marketing milk. 	Enter the correct producer signature date on or later than either the: <ul style="list-style-type: none"> • program start date • date the dairy operation began marketing milk.
“Producer Signature date must be greater than or equal to the Effective date”	User entered a producer signature date that is before the effective date of transfer.	Perform either of the following: <ul style="list-style-type: none"> • correct the producer signature date • correct the effective date of transfer.
“COC Approval not allowed to Transfer Dairy Operation if the facility is being leased or rented”	The dairy operation is currently being leased or rented and County Office users are not allowed to enter COC approval for dairy operations on a leased or rented farm/tract.	Contact your State Office for assistance in approving a dairy operation leasing or renting a farm/tract.

--*

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

M Production History Signature Error Messages (Continued)

Message	Reason for Message	Corrective Action
“COC Determination date has wrong format”	User entered the COC determination date as an: <ul style="list-style-type: none"> • invalid date format • invalid date. 	Enter one of the following valid date formats or select the date from the calendar icon. <ul style="list-style-type: none"> • mm/dd/yyyy • mm/dd/yy • mmddyy.
“COC Determination date cannot be a future date”	User entered a COC determination date later than the current system date.	Enter the correct COC determination date that must be on or before the current system date.
“COC Determination date must be greater than or equal to the Producer Signature date”	User entered a COC determination date that is before the producer signature date.	Perform either of the following: <ul style="list-style-type: none"> • correct the producer signature date • correct the COC determination date.
“An approve or disapprove option must be selected when there is a COC Determination date”	User entered a COC determination date but did not select the COC determination.	Select the COC determination.

--*

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

N COC Approval of Transfer/Relocation

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

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

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

<input type="radio"/>	ANY DAIRY OPERATION	62	1595	ANY DAIRY OPERATION	5,564,500	Approved
<input type="radio"/>	ANY DAIRY OPERATION	291	1312	ANY PRODUCER	5,564,500	Approved Transferred

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

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

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

<input type="radio"/>	ANY DAIRY OPERATION	33	291	1312	5,564,500	Approved Transferred
<input type="radio"/>	ANY DAIRY OPERATION	33	62	1595	5,564,500	Initiated

--*

***--34 Production History Successor-In-Interest**

A Introduction

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

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

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

B Revising Production History for Successor-In-Interest

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

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

--*

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

C Review Succession

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

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

Users shall:

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

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

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

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

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

--*

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

C Review Succession (Continued)

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

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

Forms

View CCC-781

Succession Production History

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

Dairy Operation: ANY DAIRY OPERATION **Dairy Number:** 25249

Farm: 59 **Tract:** 1676 **Status:** Approved

Established Production History: 16,000,000

Succession Review

From: ANY DAIRY OPERATION

To: ANY PRODUCER

Accept Reject Back Cancel

Screen ID: MPP-PHE-011
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*--34 Production History Successor-In-Interest (Continued)

D Succession Review Error Messages

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

Message	Reason for Message	Corrective Action
<p><i>“Dairy Operation is not associated with this farm or any of its tracts”</i></p>	<p>User selected a producer as the successor-in-interest and the producer is not associated with the dairy operation farm or tract as an operator, owner or other tenant.</p>	<p>Perform either of the following:</p> <ul style="list-style-type: none"> • select the correct producer as the successor-in-interest for the dairy operation • if applicable, access MIDAS/FRS and add the producer to the farm or tract as an operator, owner or other tenant • click the “Back” or “Cancel” button.

--*

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

E Pending Succession

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

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

- “Succession To” for the dairy operation, State, county, farm and tract the dairy operation is succeeding to
- “Succession From” for the previous dairy operation, State, county, farm and tract the dairy operation is succeeding from.

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

<input type="radio"/>	ANY DAIRY OPERATION	59	1676	ANY DAIRY OPERATION	16,000,000	Approved Succession From
<input type="radio"/>	ANY PRODUCER	59	1676	ANY DAIRY OPERATION	16,000,000	Initiated Succession To

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

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

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

<input type="radio"/>	ANY DAIRY OPERATION	25249	59	1676	16,000,000	Producer Certified Succession From
-----------------------	---------------------	-------	----	------	------------	------------------------------------

--*

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

F Cancelling Successor-In-Interest

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

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

G Approving Successor-In-Interest

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

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

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

The effective date shall be either of the following:

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

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

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

G Approving Successor-In-Interest (Continued)

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

MPP Menu Welcome: Role: County User Options Main Menu Forms CCC-781	Production History Signature		
	State: Mississippi	County: Coahoma	Program Year: 2016
	Dairy Operation: ANY PRODUCER		Dairy Number:
	Farm: 59	Tract: 1676	Status: Initiated
	Established Production History: 16,000,000		Succession To
All required fields are denoted by an asterisk (*).			
Succession Effective Date			
*Effective Date(mm/dd/yyyy): <input type="text"/>			
Producer Signature			
*Is more than one signature required for the Dairy Operation?			
<input type="radio"/> Yes <input checked="" type="radio"/> No			
*Producer Signature Date(mm/dd/yyyy): <input type="text"/>			
COC Determination			
<input type="radio"/> Approve <input type="radio"/> Disapprove			
*COC Determination Date(mm/dd/yyyy): <input type="text"/>			
<input type="button" value="Save"/> <input type="button" value="Save And Continue"/> <input type="button" value="Back"/> <input type="button" value="Cancel"/>			
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*--34 Production History Successor-In-Interest (Continued)

H Production History Signature Error Messages

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

Message	Reason for Message	Corrective Action
“Effective date cannot be a future date”	User entered an effective date of succession that is later than the current system date.	Enter the correct succession effective date that is on or before the current system date.
“Effective date cannot be earlier than September 1, 2014 or date the new dairy operation started marketing milk”	User entered an effective date of succession that is before either the: <ul style="list-style-type: none"> • program start date • date the dairy operation began marketing milk. 	Enter the correct succession effective date that is on or later than either the: <ul style="list-style-type: none"> • program start date • date the dairy operation began marketing milk.
“Number of signatures required”	User clicked “Yes” to more than 1 signature required and did not enter the number of signatures required.	Perform either of the following: <ul style="list-style-type: none"> • change the response to “No” if only 1 signature is required • enter the number of producer signatures as a whole number greater than 1 and less than or equal to 250.
“Number of signatures must be a numeric whole number less than or equal to 250”	User entered 1 of the following: <ul style="list-style-type: none"> • a non-numeric character for the number of signatures required • a number greater than 250 • a number with decimal places. 	Perform either of the following: <ul style="list-style-type: none"> • select “No” to more than 1 signature required • enter the number of signatures as a whole number.
“Number of signatures must be greater than 1”	User entered a number less than 2 for the number of signatures required.	Perform either of the following: <ul style="list-style-type: none"> • select “No” to more than 1 signature required • enter the number of signatures as a number greater than 1.

--*

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

H Production History Signature Error Messages

Message	Reason for Message	Corrective Action
“Producer Signature date cannot be a future date”	User entered the producer signature date later than the current system date.	Enter the correct producer signature date on or before the current system date.
“Producer Signature date cannot be earlier than September 1, 2014 or date the new dairy operation started marketing milk”	User entered a producer signature date that is before either the: <ul style="list-style-type: none"> • program start date • date the dairy operation began marketing milk. 	Enter the correct producer signature date that is on or later than either the: <ul style="list-style-type: none"> • program start date • date the dairy operation began marketing milk.
“Producer Signature date must be greater than or equal to the Effective date”	User entered a producer signature date that is before the effective date of succession.	Perform either of the following: <ul style="list-style-type: none"> • correct the producer signature date • correct the effective date of succession.
“COC Determination date has wrong format”	User entered the COC determination date as an: <ul style="list-style-type: none"> • invalid date format • invalid date. 	Enter 1 of the following valid date formats or select the date from the calendar icon. <ul style="list-style-type: none"> • mmddyy • mm/dd/yy • mm/dd/yyyy.
“COC Determination date cannot be a future date”	User entered a COC determination date that is later than the current system date.	Enter the correct COC determination date that is on or before the current system date.
“COC Determination date must be greater than or equal to the Producer Signature date”	User entered a COC determination date that is before the producer signature date.	Perform either of the following: <ul style="list-style-type: none"> • correct the producer signature date • correct the COC determination date.
“An approve or disapprove option must be selected when there is a COC Determination date”	User entered a COC determination date but did not select the COC determination.	Select the COC determination.

--*

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

I COC Approved Successor-In-Interest

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

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

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

<input type="radio"/>	ANY DAIRY OPERATION	59	1676	ANY DAIRY OPERATION	16,000,000	Approved Succession
<input checked="" type="radio"/>	ANY PRODUCER	59	1676	ANY DAIRY OPERATION	16,000,000	Approved

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

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

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

<input type="radio"/>	ANY DAIRY OPERATION	25249	59	1676	16,000,000	Producer Certified Succession
<input type="radio"/>	ANY PRODUCER	50447	59	1676	16,000,000	Approved

***--35 Production History Merger**

A Introduction

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

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

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

Note: Mergers must be completed during the enrollment period.

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

B Revising Production History for Merger

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

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

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

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

C Selecting Dairy Operations to Merge

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

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

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

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

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

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

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

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

--*

*--35 Production History Merger (Continued)

C Selecting Dairy Operations to Merge (Continued)

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

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
 Forms
 View CCC-781

Merger Production History

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

Dairy Operation: ANY DAIRY OPERATION **Dairy Number:** 31
Farm: 61 **Tract:** 1574 **Status:** Approved
Established Production History: 1,000,000

Merger

Dairy Operation Name: Search

Dairy Operation Number: Add

Sel	Dairy Number	Dairy Operation	Farm	Tract	Operator	Production	Status
<input type="checkbox"/>	50454	ANY FAMILY DAIRY	525	443	ANY FAMILY DAIRY	5,019,060	Approved

Continue Back Cancel

Screen ID: MPP-PHE-017
 Last Modified: 12/07/2015 [Back to Top ^](#)

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*--35 Production History Merger (Continued)

D Merger Production History Merger Error Messages

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

Message	Reason for Message	Corrective Action
“No dairy operation records found matching dairy operation name”	User selected a producer to include in the merger that does not have production history established as a dairy operation.	Perform 1 of the following: <ul style="list-style-type: none"> • CLICK “Search” to select the correct producer for the dairy operation • enter the correct dairy operation number and CLICK “Add” • click the “Back” or “Cancel” button.
“No dairy operation records found matching dairy operation number”	User entered a dairy operation number with 1 the following conditions: <ul style="list-style-type: none"> • incorrect dairy operation number • dairy operation was succeeded • dairy operation has a “Review Required” status. 	Perform 1 of the following: <ul style="list-style-type: none"> • enter the correct dairy operation number and CLICK “Add” • complete the steps for review required before merging the dairy operation • click the “Back” or “Cancel” button.
“Please enter a Dairy Operation number as numeric”	User did not enter the dairy operation number as a numeric number.	Enter the correct dairy operation number as a whole number greater than 0.
“Please enter a Dairy Operation number as a whole number”	User did not enter the dairy operation number as a number greater than 0.	
“Please select at least one Dairy Operation to merge”	User clicked “Continue” but did not select a dairy operation to include in the merger.	Select the dairy operation(s) to include in the merger and CLICK “Continue”.

--*

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

E Merger Results and Participants

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

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

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

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

Users shall:

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

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

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

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

--*

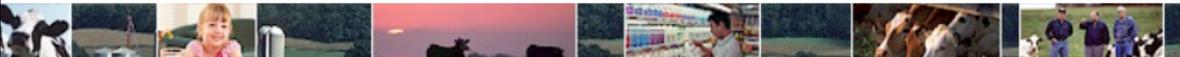
*--35 Production History Merger (Continued)

E Merger Results and Participants (Continued)

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


United States Department of Agriculture
Margin Protection Program (MPP)

Farm Service Agency



[MPP Home](#) [About MPP](#) [Help](#) [Contact Us](#) [Exit MPP](#) [Logout of eAuth](#)

MPP Menu

Welcome:

Role: County User

Options

Main Menu

Forms

View CCC-781

Merger Production History

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

Dairy Operation: ANY DAIRY OPERATION **Dairy Number:** 31

Farm: 61 **Tract:** 1574 **Status:** Approved

Established Production History: 1,000,000

Merger Result

Dairy Operation: ANY DAIRY OPERATION

Farm: 61 **Tract:** 1574

Total Production: 6,019,060 **Operator:** ANY DAIRY OPERATION

Merger Participants

Dairy Number	Dairy Operation	Farm	Tract	Operator	Production
31	ANY DAIRY OPERATION	61	1574	ANY DAIRY OPERATION	1,000,000
50454	ANY FAMILY DAIRY	525	443	ANY FAMILY DAIRY	5,019,060

Screen ID: MPP-PHE-018
Last Modified: 12/07/2015
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***--35 Production History Merger (Continued)**

F Merger Production History “Merger Results/Merger Participants” Error Messages

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

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

--*

*--35 Production History Merger (Continued)

G Pending Merger

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

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

- “Merger To” for the dairy operation, State, county, farm and tract the dairy operations are merging to
- “Merger From” for the dairy operation, State, county, farm and tract for the dairy operations included in the merger.

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

<input type="radio"/>	ANY DAIRY OPERATION	61	1574	ANY DAIRY OPERATION	1,000,000	Approved Merger From
<input type="radio"/>	ANY DAIRY OPERATION	61	1574	ANY DAIRY OPERATION	6,019,060	Initiated Merger To
<input type="radio"/>	ANY FAMILY DAIRY	525	443	ANY FAMILY DAIRY	5,062,726	Approved Merger From

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

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

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

<input type="radio"/>	ANY FAMILY DAIRY	50454	525	443	5,062,726	Producer Certified Merger From
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--35 Production History Merger (Continued)*H Canceling a Merger**

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

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

I Approving Merger

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

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

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

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

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

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

*--35 Production History Merger (Continued)

I Approving Merger (Continued)

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

Production History Signature

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

Dairy Operation: ANY DAIRY OPERATION	Dairy Number:
Farm: 61	Tract: 1574
Established Production History: 6,019,060	Status: Initiated

Merger To

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

Merge Effective Date

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

Producer Signature

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

Yes No

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

COC Determination

Approve Disapprove

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

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

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*--35 Production History Merger (Continued)

J Production History Signature Error Messages

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

Message	Reason for Message	Corrective Action
“Number of signatures required”	User clicked “Yes” to more than 1 signature required and did not enter the number of signatures required.	Perform either of the following: <ul style="list-style-type: none"> • change the response to “No” if only 1 signature is required • enter the number of producer signatures as a whole number greater than 1 and less than or equal to 250.
“Number of signatures must be a numeric whole number less than or equal to 250”	User entered 1 of the following: <ul style="list-style-type: none"> • a non-numeric character for the number of signatures required • a number greater than 250 • a number with decimal places. 	Perform either of the following: <ul style="list-style-type: none"> • select “No” to more than 1 signature required • enter the number of signatures as a whole number.
“Number of signatures must be greater than 1”	User entered a number less than 2 for the number of signatures required.	Perform either of the following: <ul style="list-style-type: none"> • select “No” to more than 1 signature required • enter the number of signatures as a number greater than 1.
“Producer Signature date cannot be a future date”	User entered a producer signature date that is later than the current system date.	Enter the correct producer signature date that is on or before the current system date.
“Producer Signature date cannot be earlier than September 1, 2014 or date the new dairy operation started marketing milk”	User entered a producer signature date that is before either the: <ul style="list-style-type: none"> • program start date • date the dairy operation began marketing milk. 	Enter the correct producer signature date that is on or later than either the: <ul style="list-style-type: none"> • program start date • date the dairy operation began marketing milk.

--*

*--35 Production History Merger (Continued)

J Production History Signature Error Messages (Continued)

Message	Reason for Message	Corrective Action
“The Producer Signature date should be in the format (mm/dd/yyyy)”	User entered the producer signature date as an: <ul style="list-style-type: none"> • invalid date format • invalid date. 	Enter one of the following valid date formats or select the date from the calendar icon. <ul style="list-style-type: none"> • mmddyy • mm/dd/yy • mm/dd/yyyy.
“The COC Determination date should be in the format (mm/dd/yyyy)”	User entered the COC determination date as an: <ul style="list-style-type: none"> • invalid date format • invalid date. 	Enter one of the following valid date formats or select the date from the calendar icon. <ul style="list-style-type: none"> • mmddyy • mm/dd/yy • mm/dd/yyyy.
“COC Determination date cannot be a future date”	User entered a COC determination date that is later than the current system date.	Enter the correct COC determination date that is on or before the current system date.
“COC Determination date must be greater than or equal to the Producer Signature date”	User entered a COC determination date that is earlier than the producer signature date.	Perform either of the following: <ul style="list-style-type: none"> • correct the producer signature date • correct the COC determination date.
“An approve or disapprove option must be selected when there is a COC Determination date”	User entered the COC determination date but did not select the COC determination.	Select the COC determination.
“COC Determination date is required to approve or disapprove”	User selected the COC determination but did not enter the COC determination date.	Enter the COC determination date.

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

K COC Approved Merger

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

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

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

<input type="radio"/>	ANY DAIRY OPERATION	61	1574	ANY DAIRY OPERATION	1,000,000	Approved Merger
<input type="radio"/>	ANY DAIRY OPERATION	61	1574	ANY DAIRY OPERATION	6,019,060	Approved
<input type="radio"/>	ANY FAMILY DAIRY	525	443	ANY FAMILY DAIRY	5,062,726	Approved Merger

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

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

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

<input type="radio"/>	ANY DAIRY OPERATION	50479	61	1574	6,019,060	Initiated
<input type="radio"/>	ANY FAMILY DAIRY	50454	525	443	5,062,726	Producer Certified Merger

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36-58 (Reserved)

Section 3 Contract and Annual Coverage Election

70 Recording Contract and Annual Coverage Election

A Introduction

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

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

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

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

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

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)

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 * * * CCC-782”. 	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.
--“No Contracts on file for the specified search criteria.”	User selected 1 of the following: <ul style="list-style-type: none"> • a dairy operation from SCIMS that does not have approved production history • a State and county that does not have any dairy operations with approved production history. 	Perform either of the following: <ul style="list-style-type: none"> • select a different dairy operation from SCIMS to update contracts • select a different State and county to update contracts.--

72 Creating Contract for MPP-Dairy Annual Coverage Election

A Creating Contract for Annual Coverage Election for a Dairy Operation

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

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

B Contracts Screen With General Information

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

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

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

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

A response is required to each question.

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

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

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

B Contracts Screen With General Information (Continued)

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

*--

MPP Menu	Contracts	
Welcome:	State: Mississippi County: Coahoma Program Year: 2016	
Role: County User	Dairy Operation: ANY DAIRY OPERATION Dairy Number: 81	
Options	Farm: 295 Tract: 27 Status: Approved	
Main Menu	Established Production History: 1,500,000	
Approve Contracts	All required fields are denoted by an asterisk (*).	
Forms	<p>General Information</p> <p>* Does the Dairy Operation currently produce and commercially market milk?</p> <p><input checked="" type="radio"/> Yes <input type="radio"/> No</p> <hr/> <p>* 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><input checked="" type="radio"/> Yes <input type="radio"/> No</p> <hr/> <p>* 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?</p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p> <hr/> <p>* Does the dairy operation currently have a policy under RMA’s Livestock Gross Margin for Dairy Program (LGM-Dairy)?</p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p>	
View CCC-782	<input type="button" value="Save and Continue"/> <input type="button" value="Back"/> <input type="button" value="Cancel"/>	
View CCC-781	<p>Screen ID: MPP-FSU-003 Back to Top ^</p> <p>Last Modified: 10/13/2015</p>	

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

--*

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

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

75 Contracts Screen Payments Due (Continued)

B Example of Contracts Screen With Payments Due

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

*--

MPP Menu	Contracts										
Welcome:	State: Mississippi County: Coahoma Program Year: 2016										
Role: County User	Dairy Operation: ANY DAIRY OPERATION Dairy Number: 81										
Options	Farm: 295 Tract: 27		Status: Approved								
Main Menu	Established Production History: 1,500,000										
Approve Contracts	<div style="border: 1px solid black; padding: 5px;"> <p>Payments Due</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Administrative Fee (Due by end of election period of the coverage year.)</td> <td style="text-align: right; padding: 2px;">\$100.00</td> </tr> <tr> <td style="padding: 2px;">Calculated Premium</td> <td style="text-align: right; padding: 2px;">\$619.00</td> </tr> <tr> <td style="padding: 2px;">Premium Minimum Due by September 1</td> <td style="text-align: right; padding: 2px;">\$0.00</td> </tr> <tr> <td style="padding: 2px;">Full Premium Balance Due by September 1</td> <td style="text-align: right; padding: 2px;">\$619.00</td> </tr> </table> </div>			Administrative Fee (Due by end of election period of the coverage year.)	\$100.00	Calculated Premium	\$619.00	Premium Minimum Due by September 1	\$0.00	Full Premium Balance Due by September 1	\$619.00
Administrative Fee (Due by end of election period of the coverage year.)	\$100.00										
Calculated Premium	\$619.00										
Premium Minimum Due by September 1	\$0.00										
Full Premium Balance Due by September 1	\$619.00										
Forms	<input type="button" value="Save and Continue"/> <input type="button" value="Back"/> <input type="button" value="Cancel"/>										
View CCC-782	Screen ID: MPP-FSU-006										
View CCC-781	Last Modified: 10/13/2015 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.

The screenshot displays a web application interface. On the left is a vertical 'MPP Menu' sidebar with sections: 'Welcome: Role: County User', 'Options' (with 'Main Menu' link), and 'Forms' (with 'View CCC-782' and 'View CCC-781' links). The main content area is titled 'Contracts' and shows 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 red message states: 'No producers on selected contract, click Add Producer to add new producers to contract'. Below this are three buttons: 'Add Producer' (highlighted in blue), 'Back', and 'Cancel'. At the bottom, it shows 'Screen ID: MPP-FSU-007' and 'Last Modified: 06/03/2015' on the left, and a 'Back to Top ^' link on the right.

--*

76 Producers With Interest in Dairy Operation (Continued)

E Contracts Screen With Producer Certification Errors

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

Message	Reason for Message	Corrective Action
“Signature date required.”	User did not enter the producer signature date.	Enter the date the producer signed CCC-782.
--“Share must be entered.”--	User did not enter the producer share.	Perform either of the following: <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 must be numeric.”--	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.

76 Producers With Interest in Dairy Operation (Continued)

E Contracts Screen With Producer Certification Errors (Continued)

Message	Reason for Message	Corrective Action
*--“Signature date cannot be earlier than September 1, 2014”	User entered a producer signature date that is earlier than the beginning of the MPP-Dairy program.	Enter the date the producer signed CCC-782 for the MPP coverage year.
“Share must be greater than 0%”	User entered the share percentage as 0%.	Perform either of the following: <ul style="list-style-type: none"> • enter the producer share as a percent greater than 0 with up to 2 decimal places • remove the producer from the dairy operation.
“Share shall not be greater than 100%”	User enter a share percentage greater than 100%.	Perform either of the following: <ul style="list-style-type: none"> • enter the producer share as a percent less than 100 with up to 2 decimal places • remove the producer from the dairy operation.
“Share shall not contain more than 2 decimal places”	User entered a share percentage with more than 2 decimal places.	Perform either of the following: <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.--*

76 Producers With Interest in Dairy Operation (Continued)

*--F **Producer Summary**

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

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

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

G Producer Summary Screen

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

Revise Contract Producer Summary

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

Dairy Operation: ANY DAIRY OPERATION **Dairy Number:** 81
Farm: 295 **Tract:** 27 **Status:** Approved

Established Production History: 1,500,000

Producer Summary By Effective Dates

Producer Name	Signature Date (mm/dd/yyyy)	Share %	Not Commensurate	Refuse Payment	Point of Contact
ANY PRODUCER	06/10/2015	100.00	N	N	Y

Continue Back Cancel

Screen ID: MPP-FSU-113
 Last Modified: 10/13/2015 [Back to Top ^](#)

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77 **Collecting and Remitting Fees**

A Contracts Screen With Collection History and Remittance Information

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

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

The dairy operation is required to pay:

- the administrative fee before COC determination
- * * *
- *--100 percent of the remaining premium fee by September 1 of the MPP coverage year--*

Users shall provide the following when remitting payment fees:

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

77 Collecting and Remitting Fees (Continued)

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 either 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 either of the following: <ul style="list-style-type: none"> • enter the “Amount to Apply to Margin Protection Program” • CLICK “Continue”, “Back”, or “Cancel”.
--Remittance office is required”	User did not select the remittance office.	Perform either of the following: <ul style="list-style-type: none"> • select the remittance office from the drop-down menu • CLICK “Continue”, “Back”, or “Cancel”.--

*--77 Collecting and Remitting Fees (Continued)

E Remittance Errors (Continued)

Message	Reason for Message	Corrective Action
"Remittance type should be selected"	User did not enter the type of remittance.	Perform any of the following: <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 8 whole--* numbers and 2 decimal places”	User did not enter the “Remittance amount” as a number with up to 2 decimal places.	Enter the “Remittance Amount” as a number with up to 2 decimal places.
“Check/Item Date is invalid.”	User did not enter a valid “Check/Item Date”.	Enter the date using the calendar icon or in 1 of the following formats: <ul style="list-style-type: none"> • “mm/dd/yyyy” • “mmddyy” • “mmddyyyy”.
“Check/Item Date cannot be a future date.”	User entered the “Check/Item Date” greater than the current date.	Enter either of the following: <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 8 whole--* numbers and 2 decimal places.”	User did not enter the “Amount to Apply to Margin Protection Program” as a number with up to 2 decimal places.	Enter the “Amount to Apply to Margin Protection Program” as a number with up to 2 decimal places.

*--77 Collecting and Remitting Fees (Continued)

E Remittance Errors (Continued)

Message	Reason for Message	Corrective Action
“Remittance Amount should be greater than or equal to Amount to apply to Margin Protection Program.”	User entered the “Amount to Apply to Margin Protection Program” greater than the “Remittance Amount”.	Enter either of the following: <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”.

--*

*--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”.
*--Dairy Operation is not eligible for MPP since they do not currently produce or commercially market milk”	Dairy operation indicated they do not currently produce and commercially market milk.	Perform any of the following: <ul style="list-style-type: none"> • correct the response if the dairy operation currently produces and commercially markets milk • dairy operation is not eligible for MPP-Dairy if they do not currently produce and commercially market milk • CLICK “Back” • CLICK “Cancel”.
“At least one producer must be selected as not commensurate if the response indicated all producer shares are not commensurate”	Dairy operation indicated not all dairy producers are commensurate with their shares of the proceeds of the dairy operation, but did not select the producer that is not commensurate on the producer certification page.	Perform any of the following: <ul style="list-style-type: none"> • correct the response if all producers are commensurate with their shares in the dairy operation • select the producers who are not commensurate with their shares on the producer certification page • CLICK “Back” • CLICK “Cancel”.--*

78 COC Determinations (Continued)

B Contracts Screen COC Determination Validation Messages (Continued)

Message	Reason for Message	Corrective Action
<p>*--Review required of all MPP Contracts associated with the Producer(s) with more than 50% interest in more than one Dairy Operation to determine if the Dairy Operation is Eligible”</p>	<p>Dairy operation indicated producers collectively have more than 50% interest in another dairy operation that is covered under MPP Dairy.</p>	<p>See 1-MPP, paragraph 11 for information on affiliation test and examples to determine if the dairy operation contract should be approved or disapproved.</p>
<p>“Response indicated all producer’s shares are commensurate, however, producer selected not commensurate”</p>	<p>Dairy operation indicated all dairy producers are commensurate with their shares of the proceeds of the dairy operation, however, 1 or more producers indicated they are not commensurate on the producer certification page.</p>	<p>Perform any of the following:</p> <ul style="list-style-type: none"> • correct the response if all producers are not commensurate with their shares in the dairy operation • correct the response for the producers who are commensurate with their shares on the producer certification page • CLICK “Back” • CLICK “Cancel”.--*

78 COC Determinations (Continued)

***--C Bulk COC Approval**

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

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

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

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

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

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

Approve multiple contracts according to the following table.

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

--*

78 COC Determinations (Continued)

*--C Bulk COC Approval (Continued)

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

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

The following is an example of the Approve Contracts Screen.

MPP Menu

Welcome:

Role: County User

Options

Main Menu

Approve Contracts

Contracts

State: Mississippi County: Coahoma Program Year: 2016

Approve Contracts

*Approval Date(mm/dd/yyyy):

Select	Dairy Operation	Dairy Operation Number	Farm	Tract	Established Production History	Contract Status
	ANY DAIRY OPERATION	25249	59	1676	16,000,000	Producer Certified Review Errors Succession
	ANY DAIRY OPERATION	34	293	1431	5,500,000	Producer Certified Review Errors
<input type="checkbox"/>	ANY DAIRY OPERATION	81	295	27	1,500,000	Producer Certified
<input type="checkbox"/>	ANY PRODUCER	50447	59	1676	16,000,000	Producer Certified
<input type="checkbox"/>	Any Family Dairy Operation	50453	4019	8238	987,654,123	Producer Certified

Screen ID: MPP-FSU-002
 Last Modified: 10/13/2015

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78 COC Determinations (Continued)

***--D Bulk COC Approval Error Messages**

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

Message	Reason for Message	Corrective Action
“At least one contract must be selected to approve”	User clicked “Approve” but did not select any dairy operations to COC approve.	Select the dairy operations to COC approve, enter the COC approval date and CLICK the “Approve” option.
“Approval date is required to approve”	User clicked “Approve”, but did not enter the COC approval date.	Select the dairy operations to COC approve, enter the COC approval date and CLICK the “Approve” option.
“Approval date is invalid”	User did not enter the COC approval date in an acceptable date format.	Enter the COC or designee signature date using the calendar icon or in 1 of the following formats: <ul style="list-style-type: none"> • mm/dd/yyyy • mmddyy • mmddyyyy.
“Approval date cannot be a future date”	User entered a COC approval date that is later than the current system date.	Enter the correct date COC or designee signed CCC-782.
“Approval date must be greater than or equal to the latest signature date xx/xx/xxxx of the all producers”	User entered a COC approval date earlier than the date producers with interest in the dairy operation signed CCC-782 on one or more of the contracts selected for COC approval.	Perform any of the following: <ul style="list-style-type: none"> • deselect the dairy operation with producer signature later than the COC date entered • enter the correct date COC or designee signed CCC-782 • return to the Contract Selection Screen to select the dairy operation and revise to correct the date producers with interest in the dairy operation signed CCC-782.

--*

***--79 Revising Contracts**

A Contract Revisions

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

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

* * *

B Future Enhancements to Contract Revisions

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

- *--dissolve dairy operations because of:--*
 - retirement
 - permanent dissolution
 - death
- * * *
- “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, Producers With Interest, Transfers, and Successor-in-Interest--

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.

*--The following provides descriptions of the options available on the Revise Contracts Screen:

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

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 PRODUCER	50447	59	1676	16,000,000	Initiated

Below the table are three buttons: **Edit**, **Producer Revise**, and **Back**.

At the bottom of the screen, it says: Screen ID: MPP-FSU-002, Last Modified: 10/13/2015, and a [Back to Top ^](#) link.

--*

***--80 Correcting a Contract**

A Revising a Contract for a Correction

Dairy operations may revise a contract:

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

B Procedure for Revising a Contract

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

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

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

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

--*

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

A Revising Producer With Interest

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

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

B Procedure for Revising a Producer With Interest

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

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

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

--*

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

C Revising Producers With Interest Error Messages

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

Message	Reason for Message	Corrective Action
“Fees must be paid in full prior to revising the contract for a Producer Revision”	User clicked “Producer Revise” and the administrative and premium fees have not been paid in full for the dairy operation.	Perform either of the following: <ul style="list-style-type: none"> click the “Back” option to return to the Contract Search Results Screen. click “Main Menu” to return to the MPP Main Menu.

82 Contract Transfer/Relocation

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

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

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

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

<input type="radio"/>	ANY DAIRY OPERATION	33	291	1312	5,564,500	Approved Transferred
<input type="radio"/>	ANY DAIRY OPERATION	33	62	1595	5,564,500	Initiated

--*

--82 Contract Transfer/Relocation (Continued)*B Producer Certification on a Contract for a Farm and/or Tract Transfer**

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

Users shall:

- select the dairy operation, farm and tract the dairy operation was transferred to and click the “Producer Revise” option described in subparagraph 79 C to record the producer signature for the farm and/or tract transfer
- enter the producer’s signature date(s) on the Contracts Producer Certification Screen
- CLICK “Save and Continue” to proceed to the COC Approval Screen.

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

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

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

Users shall:

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

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

***--83 Contract Successor-In-Interest**

A Completing a Successor-In-Interest on a Contract

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

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

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

<input type="radio"/>	ANY DAIRY OPERATION	25249	59	1676	16,000,000	Producer Certified Succession
<input type="radio"/>	ANY PRODUCER	50447	59	1676	16,000,000	Initiated

--*

--83 Contract Successor-In-Interest (Continued)*B Producer Certification on a Contract for a Successor-In-Interest**

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

Users shall:

- select the dairy operation, farm and tract the dairy operation was succeeded to and click the “Producer Revise” option described in subparagraph 79 C to record the producer signature for the successot-in-interest
- enter the producer’s signature date(s) on the Contracts Producer Certification Screen
- CLICK “Save and Continue” to proceed to the COC Approval Screen.

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

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

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

Users shall:

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

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

***--84 Contract Merger**

A Completing a Merger on a Contract

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

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

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

<input type="radio"/>	ANY FAMILY DAIRY	50454	525	443	5,062,726	Producer Certified Merger
<input type="radio"/>	ANY DAIRY OPERATION	50479	61	1574	6,019,060	Initiated

B Updating a Contract for a Merger

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

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

85-108 (Reserved)

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

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

*--122 Fee Collection and Remittance (Continued)

A Contracts Screen With Collection and Remittance Information (Continued)

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

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 (\$):**

[Back to Top ^](#)

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

--*

122 Fee Collection and Remittance (Continued)

B Collection and Remittance Information

See paragraph 77 for information on:

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

C Printing Collection History Information

Future enhancement will provide options to print information on:

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

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

***--123 Modifying or Canceling a Collection**

A Overview

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

- unscheduled
- active/verified.

Administrative fee and premium collections may need to be canceled when:

- remittance information was entered incorrectly
- the dairy operation revised the contract during open enrollment and change their coverage level.

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

Collection History

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

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

--*

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

B Canceling a Collection

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

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

Perform the following steps to cancel the collection in MPP:

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

C Modifying a Collection

To modify a collection, users shall:

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

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

124-160 (Reserved)

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