

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

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

Amendment 5

Approved by: Deputy Administrator, Farm Programs



Amendment Transmittal

A Background

Software was released on April 22, 2016, that provides the ability to record dissolutions and includes the automated payment process.

B Reasons for Amendment

Subparagraph 20 A has been amended to provide additional information when recording production history.

Subparagraph 70 A has been amended to provide additional information when recording a contract.

Paragraphs 85 through 88 have been added to provide software procedure for Contract Dissolutions.

Paragraphs 21 and 71 have been amended to provide updated Search Results Screen examples.

Paragraphs 161 through 163 have been amended to update the general payment provisions for 2016 and future MPP-Dairy payments.

Paragraph 175 has been amended to add that the procedure is only applicable to 2015 MPP-Dairy payments.

Part 3, Section 3 has been added to provide procedure for 2016 and future MPP-Dairy Payments.

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Section 2 MPP-Dairy Production History

20 Recording Production History

A Introduction

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

***--Note:** County Offices shall contact their State Office if production history is recorded incorrectly.--*

B Automatic Migration

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

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

***--21 Selecting Dairy Operations**

A Steps for Selecting Dairy Operations

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

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

--*

21 Selecting Dairy Operations (Continued)

B Production History Search Results Screen

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

*--

MPP Menu

Welcome:

Role: County User

Options

Main Menu

Reports

Review Required

Production History Search Results

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

Filter:

Search Results

Select	Dairy Operation	Farm	Tract	Operator	Production	Status
<input type="radio"/>	ANY FAMILY DAIRY	525	443	ANY FAMILY DAIRY	5,062,726	Approved Merger
<input type="radio"/>	ANY FAMILY DAIRY	525	443	ANY FAMILY DAIRY		
<input type="radio"/>	ANY FAMILY DAIRY	525	444	ANY FAMILY DAIRY		
<input type="radio"/>	ANY FAMILY DAIRY	535	543	ANY FAMILY DAIRY		
<input type="radio"/>	ANY FAMILY DAIRY	535	544	ANY FAMILY DAIRY		

--*

*--21 Selecting Dairy Operations (Continued)

C Production History Search Results Screen Information

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

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

--*

21 Selecting Dairy Operations (Continued)

C Production History Search Results Screen Information (Continued)

Field/Button	Description
Create New	Production History Dairy Operation Production Screen will be displayed. Note: Only displayed if there are dairy operations in the search results with no production history established.
Revise	Revise Production History Screen will be displayed. Note: Only displayed if there are dairy operations in the search results with production history established.
Record Signatures	Production History Signature Screen will be displayed. Note: Only displayed if there are dairy operations in the search results with production history established.
View 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.
--Apply Filter	Production History Search Results Screen will be displayed with all dairy operations with production history based on selected status. Note: The user will have to scroll through the different statuses to select and apply the filter.--

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.

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.

***--Note:** County Offices shall contact their State Office if a contract is recorded incorrectly.--*

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

***--71 Selecting Dairy Operations**

A Selecting Dairy Operations for Contract and Annual Election Updates

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

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

--*

71 Selecting Dairy Operations (Continued)

B Contracts Screen With Search Results

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

*--

MPP Menu

Welcome:

Role: County User

Options

Main Menu

Approve Contracts

Reports

Review Required

Contracts

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

Filter:

Search Results

Select	Dairy Operation	Dairy Operation Number	Farm	Tract	Established Production History	Contract Status
<input type="radio"/>	ANY DAIRY OPERATION	31	61	1574	1,000,000	Initiated Merger
<input type="radio"/>	ANY DAIRY OPERATION	32	301	786	1,250,000	Initiated Merger
<input type="radio"/>	ANY DAIRY OPERATION	33	291	1312	5,575,000	Initiated Review Required
<input type="radio"/>	ANY DAIRY OPERATION	33	62	1595	5,575,000	Initiated Review Required
<input type="radio"/>	ANY DAIRY OPERATION	34	293	1431	5,500,000	Dissolved
<input type="radio"/>	ANY DAIRY OPERATION	81	295	27	1,500,000	Dissolved
<input type="radio"/>	ANY DAIRY OPERATION	25249	59	1676	16,000,000	Producer Certified Succession
<input type="radio"/>	ANY DAIRY OPERATION	50479	61	1574	6,019,060	Initiated
<input type="radio"/>	ANY DAIRY OPERATION	50626	301	786	1,552,610	Approved

--*

*--71 Selecting Dairy Operations (Continued)

C Contract Screen Search Results Information

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

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

--*

71 Selecting Dairy Operations (Continued)

C Contract Screen Search Results Information (Continued)

Field/Button	Description
"New Contract"	Contracts Screen, "General Information" section will be displayed. Note: Only displayed if there are dairy operations in the search results with "blank" status for "Contract and Annual Election Coverage".
"Revise"	Contracts Screen, "General Information" section will be displayed. Note: Only displayed if there are dairy operations in the search results with a status recorded in the "Contract and Annual Election Coverage" field.
"View/Print CCC-782"	CCC-782 for the selected dairy operation will be displayed.
*--"View/Print CCC-783"	CCC-783 for the selected dairy operation will be displayed.
"Apply Filter"	Contract Search Results Screen will be displayed with all dairy operations with a contract based on the selected status.--*
"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.
--“CCC-783 cannot be displayed for this contract”	User selected a dairy operation with a contract that wasn’t dissolved.	Perform either of the following: <ul style="list-style-type: none"> • select a dairy operation with a status of dissolved • click a different type of action to perform for the dairy operation.--

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
- *--dissolve the contract.--*

* * *

--B Revising Contracts for Corrections, Producers With Interest, Transfers, Mergers, Successor-in-Interest, and Dissolutions--

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.

79 Revising Contracts (Continued)

--B Revising Contracts for Corrections, Producers With Interest, Transfers, Mergers, Successor-in-Interest, and Dissolutions (Continued)--

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.
*--Dissolve	Continues to the Dissolution Screen to dissolve the contract.
Back	Returns to the Contracts Search Results Screen.

The following provides information about the left navigation menu on all contract revision 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.
“Approve Contracts”	Approve Contracts Screen will be displayed.
“View CCC-781”	CCC-781 for the dairy operation will be displayed.
“View CCC-782”	CCC-782 for the dairy operation will be displayed.
“View CCC-783”	CCC-783 for the dairy operation will be displayed.

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

MPP Menu

Welcome:

Role: County User

Options

Main Menu

Approve Contracts

Forms

View CCC-781

View CCC-782

View CCC-783

Contracts

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

Revise Contracts

Dairy Operation	Dairy Operation Number	Farm	Tract	Established Production History	Contract Status
ANY DAIRY OPERATION	50626	301	786	1,552,610	Approved

Edit
Producer Revise
Dissolve
Back

Screen ID: MPP-FSU-002
Last Modified: 04/14/2016

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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 Contract Dissolutions**

A Introduction

The MPP-Dairy System provides the ability to revise the MPP-Dairy contract to perform a dissolution. See 1-MPP, paragraph 55 for additional information on dissolutions.

Notes: Dissolutions shall only be recorded in the MPP-Dairy web-based system for 2016 and future coverage years.

Dairy operations that dissolved during the 2015 coverage year shall be submitted to PECD for assistance. Assistance is needed because 2015 contracts were not migrated to the web-based system.

For policy and procedure on death, retirements, and dissolution see 1-MPP.

B Revising a Contract for Dissolution of a Dairy Operation

Users may revise a dairy operation contract according to subparagraph A. Revise a dairy operation contract for a dissolution according to the following table.

Step	Action
1	Perform the steps in subparagraph 79 B.
2	The Revise Contracts Screen will be displayed. County Offices shall review the information displayed for accuracy before continuing.
3	CLICK “Dissolve”.
4	The Contract Dissolutions Screen will be displayed.

--*

--85 Contract Dissolutions (Continued)*C Contracts Dissolutions Screen**

When a contract is selected and the “Dissolve” option is clicked, the Dissolutions Screen will be displayed to select:

- dissolution type
- continuation of coverage
- dissolution effective date.

Users shall:

- select 1 of the following dissolution types from the drop down menu:
 - Death
 - Dissolution
 - Retirement
- provide a response to the question “Will the Dairy Operation continue contract coverage for the remainder of the coverage year?”; available options are:
 - **“Yes”** if the dairy operation has selected to continue coverage for the remainder of the coverage year
 - **“No”** if the dairy operation has selected to terminate contract coverage for remainder of year
- enter the date the dairy operation notified the County Office as the “Dissolution Effective Date”.

The “Dissolution Effective Date” is the notification date as provided by 1-MPP, paragraph 55.

Note: The dissolution effective date may be entered using the calendar icon or in any of the following formats:

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

*--85 Contract Dissolutions (Continued)

C Contracts Dissolutions Screen (Continued)

The following table provides the available options on the Contract Dissolutions Screen.

Button	Description
“Save and Continue”	Saves entries and continues to the next screen in the dissolution process.
“Reject”	Cancels the dissolution for the dairy operation.
“Back”	The previous screen will be displayed.
“Cancel”	The MPP Main Menu will be displayed.

The following is an example of the Contract Dissolutions Screen.

Contracts

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

Dairy Operation: ANY FAMILY DAIRY **Dairy Number:** 50939
Farm: 535 **Tract:** 543 **Status:** Approved

Established Production History: 12,545,051

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

Dissolutions

* **Select Dissolution Type:** ▼

* Will the Dairy Operation continue contract coverage for the remainder of the coverage year?

Yes No

***Dissolution Effective Date(mm/dd/yyyy):**

Screen ID: MPP-FSU-116 [Back to Top ^](#)
 Last Modified: 04/14/2016

--*

*--85 Contract Dissolutions (Continued)

D Dissolutions Error Messages

The following table provides a list of error messages that may be displayed on the Contracts Dissolution Screen.

Message	Reason for Message	Corrective Action
“Please choose a dissolution type from the drop-down menu”	User clicked “Save and Continue” and did not select a type of dissolution.	Perform either of the following: <ul style="list-style-type: none"> • select the dissolution type and CLICK “Save and Continue” • click the “Back”, “Reject”, or “Cancel” option to cancel the dissolution process.
“Response must be provided to indicate if the dairy operation is selecting to continue contract coverage for the remainder of the year”.	User clicked “Save and Continue” and did not select “Yes” or “No” response if dairy operation chooses to continue contract coverage for remainder of the year.	Perform either of the following: <ul style="list-style-type: none"> • select “Yes” or “No” and CLICK “Save and Continue” based on the dairy operation’s decision. • click the “Back”, “Reject”, or “Cancel” option to cancel the dissolution process.
“Effective date must be entered”	User clicked “Save and Continue” and did not enter the dissolution effective date.	Enter the dissolution effective date and CLICK “Save and Continue”.
“Invalid Date”	User did not enter dissolution effective date in an acceptable date format.	Enter dissolution effective date using the calendar icon or by entering the date in 1 of the following formats: <ul style="list-style-type: none"> • “mm/dd/yyyy” • “mmdyy” • “mmdyyy”.
“Effective date cannot be later than current date”	User entered a dissolution effective date later than the current system date.	Enter the correct dissolution effective date based on the notification date for the dissolution.

--*

*--85 Contract Dissolutions (Continued)

E Terminate Coverage for Dissolution

The Dissolutions Premium Information Screen will be displayed when a “No” response is selected on the Contract Dissolutions Screen and includes the following information:

- remaining premium amount
- waiver premium amount
- refund premium amount.

Note: All 3 amounts should be reviewed for accuracy.

For policy and calculations on remaining premium due, waiver premium, and refund premium, see 1-MPP.

Users shall:

- provide a response to the question “Does the Dairy Operation request a waiver of obligation to pay outstanding premium fees based on the next 2-month period?”; available options are:

- **“Yes”**, if the dairy operation elects to request a waiver of obligation to pay outstanding premium fees for the remaining full payment periods in the coverage year

Note: “Yes” will be defaulted if there is a premium waived amount.

- **“No”**, if the dairy operation does **not** elect to request a waiver of obligation to pay outstanding premium fees for the remaining full payment periods in the coverage year

Note: “No” will be defaulted and radio buttons will be greyed out if the remaining premium amount is \$0.

- provide a response to the question “Does the Dairy Operation request prorated refund based on the next 2-month period?”; available options are:

- **“Yes”**, if the dairy operation elects to request a prorated refund of premiums paid in excess of the amount due for the applicable payment periods still covered

Note: “Yes” will be defaulted if there is a premium refund available.

- **“No”**, if the dairy operation does **not** elect to request prorated refund of excess premiums paid

Note: “No” will be defaulted and radio buttons will be greyed out if the premium amount paid is \$0.

- review the screen for accuracy and CLICK “Save and Continue”.--*

*--85 Contract Dissolutions (Continued)

E Terminate Coverage (Continued)

The following is an example of the Contract Dissolutions Premium Information Screen.

Contracts

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

Dairy Operation: ANY FAMILY DAIRY **Dairy Number:** 50939
Farm: 535 **Tract:** 543 **Status:** Approved

Established Production History: 12,545,051

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

Dissolutions Premium Information

Remaining Premium Amount(\$): 9,219.00

***Waiver Premium Amount(\$):**

* Does the Dairy Operation request a waiver of obligation to pay outstanding premium fees based on the next 2-month period?

Yes No

***Refund Premium Amount(\$):**

* Does the Dairy Operation request a prorated refund based on the next 2-month period?

Yes No

--*

***--86 Certifying Contract Dissolution**

A Overview

The Producer Certification for Dissolution Screen will be displayed to record the producer signatures after the dissolution premium information data is recorded for dissolving a dairy operation.

B Producer Certification for Dissolution Screen

The following is an example of Producer Certification for Dissolution Screen.

Contracts

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

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

Producer Certification For Dissolution

Producer Name	*Signature Date (mm/dd/yyyy)
ANY PRODUCER	<input style="width: 80%; height: 20px;" type="text"/> <input style="width: 15%; height: 20px;" type="button" value="..."/>

C Field Descriptions for Producer Certification

The following table provides the field descriptions for the Producer Certification for Dissolution Screen.

Field/Link	Description
“Producer Name”	Common customer name from SCIMS for the producers with interest in the dairy operation.
“Signature Date”	The date the producer signed the CCC-783 using one of the following formats: <ul style="list-style-type: none"> “mm/dd/yyyy” “mmddy” “mmddyyy”.

--*

*--86 Certifying Contract Dissolution (Continued)

C Field Descriptions for Producer Certification (Continued)

Field/Link	Description
“Save and Continue”	Saves entries and continues to the next screen in the dissolution process.
“Reject”	Cancels the dissolution for the dairy operation.
“Back”	The previous screen will be displayed.
“Cancel”	The MPP Main Menu will be displayed.

D Producer Certification for Dissolution Error Messages

The following table provides a list of error messages that may be displayed on the Producer Certification for Dissolution Screen.

Message	Reason for Message	Corrective Action
“Producer Signature date must be entered”	User clicked “Save and Continue” but did not record the signature date.	Perform either of the following: <ul style="list-style-type: none"> • enter the producer signature date • CLICK “Cancel”, “Reject” or “Main Menu” to cancel the process and to return 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 the correct format.	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”.
“Producer Signature date cannot be a future date.”	User entered a producer signature date that is later than the current system date.	Update the producer signature date to the date on the signed CCC-783.
“Producer signature date cannot be earlier than dissolution effective date”	User entered a producer signature date that is earlier than the dissolution effective date.	Record the date the dairy operation notified FSA of the dissolution. See 1-MPP, paragraph 55.

--*

--87 Approving Dissolution*A Overview**

The COC/DAFP Determination Screen provides the ability for COC or their designee, and DAFP or designee to approve or disapprove the dissolution request and enter the applicable determination dates.

Users shall:

- CLICK “**Approve**” or “**Disapprove**” for COC or designee recommendation
- enter the date COC or designee signed CCC-783 using the calendar icon or in one of the following formats:
 - “mm/dd/yyyy”
 - “mmddy”
 - “mmddyyy”
- CLICK “**Approve**” or “**Disapprove**” for DAFP or designee determination
- enter the date DAFP or designee signed the CCC-783 using the calendar icon or in one of the following formats:
 - “mm/dd/yyyy”
 - “mmddy”
 - “mmddyyy”
- review all information on the COC/DAFP Determination Screen and CLICK one of the following:
 - “Save”
 - “Save and Continue”
 - “Reject”
 - “Cancel”.

Note: The dairy operation dissolution is not complete until:

- DAFP or their designee approves the request
- determination date is recorded.--*

*--87 Approving Dissolution (Continued)

B COC/DAFP Determination Screen

The following is an example of the COC/DAFP Determination Screen.

Contracts		
State: Mississippi	County: Coahoma	Program Year: 2016
<hr/>		
Dairy Operation: ANY DAIRY OPERATION	Dairy Number: 81	
Farm: 295	Tract: 27	Status: Approved
Established Production History: 1,500,000		
All required fields are denoted by an asterisk (*).		
COC Determination		
<input type="radio"/> Approve <input type="radio"/> Disapprove		
*COC Determination Date(mm/dd/yyyy): <input type="text"/> 		
DAFP Determination		
<input type="radio"/> Approve <input type="radio"/> Disapprove		
*DAFP Determination Date(mm/dd/yyyy): <input type="text"/> 		
<input type="button" value="Save"/>	<input type="button" value="Save and Continue"/>	<input type="button" value="Reject"/>
<input type="button" value="Back"/>	<input type="button" value="Cancel"/>	

--*

*--87 Approving Dissolution (Continued)

C COC/DAFP Determination Screen Error Messages

The following table provides a list of error messages that may be displayed on the COC/DAFP Determination Screen.

Message	Reason for Message	Corrective Action
“Invalid date.”	User did not enter the producer signature date in the correct format.	Enter the producer signature date in 1 of the following date formats or select the date from the calendar icon: <ul style="list-style-type: none"> • “mm/dd/yyyy” • “mmddyy” • “mmddyyyy”.
“COC Determination date cannot be later than current date”	COC determination date cannot be a future date.	Enter the correct COC determination date recorded on CCC-783.
“COC Determination date required”	User did not enter the COC determination date.	Enter the correct COC determination date recorded on CCC-783.
“COC Determination Required”	User did not designate the COC determination.	User shall click 1 of the following: <ul style="list-style-type: none"> • “Approve” or “Disapprove” specified on CCC-783 • “Back” to return to previous page • “Reject” to cancel the dissolution process • “Cancel” to return to MPP Main Menu.
“DAFP Determination Required”	User did not designate the DAFP determination.	User shall click 1 of the following: <ul style="list-style-type: none"> • “Approve” or “Disapprove” specified on CCC-783 • “Back” to return to previous page • “Reject” to cancel the dissolution process • “Cancel” to return to MPP Main Menu.
“DAFP Determination date cannot be later than current date”	DAFP determination date cannot be a future date.	Enter the correct DAFP determination date recorded on CCC-783.
“DAFP Determination date required”	User did not enter the DAFP determination date.	Enter the correct DAFP determination date recorded on CCC-783.

--*

***--88 Dissolution Refund/Balance Due**

A Overview

When the contract dissolution approval data is recorded in the MPP-Dairy web-based system, the premium balance due will be recalculated based on the election by the dairy operation to either continue or terminate coverage.

Note: The premium balance due can be determined by accessing the Contract Collection Screen.

B Handling Premium Balances and Refunds

Regardless of whether the dairy operation elects to continue or terminate coverage, the system will automatically update the premium balance due. This table describes the action that shall be taken based on the option elected.

IF the dairy operation elects...	AND the premium balance due is...	THEN...
to continue coverage	\$0	no additional action is required.
	greater than \$0	<ul style="list-style-type: none"> no additional action is required by the County Office the dairy operation is required to pay the balance by September 1 of the applicable coverage year.
terminate coverage	greater than \$0	<ul style="list-style-type: none"> no additional action is required by the County Office the dairy operation is required to pay the balance by September 1 of the applicable coverage year.
	<ul style="list-style-type: none"> \$0, and the refund amount is \$0 	no additional action is required by the County Office.
	<ul style="list-style-type: none"> \$0, and the refund amount is greater than \$0. 	<ul style="list-style-type: none"> cancel the premium collection previously recorded modify the collection to only record the amount due for the premium access NRRS to record a refund. <p>See subparagraph 123 for additional information on canceling and modifying collections.</p>

89-108 (Reserved)

Part 3 MPP-Dairy Payment Provisions

Section 1 General Payment Provisions

161 General Payment Provisions for Web-Based MPP-Dairy Payments

A Introduction

The MPP-Dairy payment process is an automated process that determines:

- whether the producer is eligible to receive payment
- the payment amount that can be sent to NPS for disbursement
- the overpayment amount that will be updated to the Pending Overpayment Report.

B Frequency of Payment Processing

MPP-Dairy payments are processed nightly for the following:

- *--payment amounts recorded through the 2015 MPP-Dairy payment process during the workday
- newly approved or changed 2016 MPP-Dairy applications--*
- any payment on the Nonpayment Report to determine whether the condition previously preventing the payment has been corrected.

C Obtaining FSA-325

FSA-325 shall be completed, according to 1-CM, paragraph 779 by individuals or entities requesting payment **earned** by a producer who has died, disappeared, or been declared incompetent subsequent to applying for MPP-Dairy benefits. Payment shall be issued to the individuals or entities requesting payment using the deceased, incompetent, or disappeared producer's ID number.

- *--**Note:** If CCC-781 or CCC-782 has been filed by the producer, a revised CCC-781 or CCC-782 is not required when payments are issued under a deceased, incompetent, or disappeared producer's ID number.--*

D Administrative Offset

MPP-Dairy payments are subject to administrative offset provisions.

E Assignments

A producer entitled to an MPP-Dairy payment may assign payments according to 63-FI.

161 General Payment Provisions for Web-Based MPP-Dairy Payments (Continued)

F Bankruptcy

Bankruptcy status does **not** exclude a producer from requesting MPP-Dairy benefits.

Note: Contact the OGC Regional Attorney for guidance on issuing MPP-Dairy payments on all bankruptcy cases.

G Payments Less Than \$1

MPP-Dairy payment processes will:

- issue payments that round to at least \$1
- **not** issue payments less than 50 cents.

H Payment Due Date

See 61-FI for general guidance to determine payment due dates for various programs. The MPP-Dairy payment system sends the current system date to NPS as the payment due date. The system **cannot** determine the payment due date because of numerous factors.

County Offices shall manually determine the payment due date by determining the later of the following:

- the date producer filed CCC-782
- the date producer filed payment eligibility documentation, including the following:
 - AD-1026
 - CCC-902
- if the producer is an entity or joint operation, the date members filed the requisite payment eligibility documentation
- the date software was available to process the payment
- *--availability of all data required to determine a payment amount.--*

If the payment is **not** issued within 30 calendar days after the later of the dates in this subparagraph, then prompt payment interest is payable to the producer. County Offices shall follow provisions in 61-FI for issuing the interest payment.

161 General Payment Provisions for Web-Based MPP-Dairy Payments (Continued)***--I General Payment Policy**

See 9-CM, Part 2 for general payment policy for the following:

- eligible ID types and business types
- payment eligibility
- joint operations and entities
- general provisions for overpayments.

J Submitting Payment Problems

If there is an issue with an MPP-Dairy payment, then the State Office specialist should update the applicable information to the payment problem SharePoint web site at https://sharepoint.fsa.usda.net/mgr/dafp/PECD/Payment_Issues/default.aspx.

K Providing State Office Access to the Payment Problem SharePoint Site

State Office specialists should request access to the payment problem SharePoint web site by:

- e-mailing a request to Stacy Carroll at stacy.carroll@wdc.usda.gov
- providing the specific program areas of responsibility.--*

162 Payment Eligibility

A Determining Payment Eligibility

The payment process reads the web-based eligibility system for the applicable year to determine whether a producer or member of a joint operation is eligible to be paid. If the producer or member is ineligible to be paid, then the individual or entity will be listed on the Nonpayment Report with the applicable message. Eligibility values must be updated before the producer or member can be paid.

***--Note:** Eligibility determinations/certifications should accurately reflect COC determinations and producer certifications, as applicable.--*

B Eligibility Values

The following table identifies web-based eligibility determinations applicable to MPP-Dairy and how the system will use the web-based subsidiary eligibility data for payment processing.

--If a producer has multiple invalid subsidiary eligibility conditions, only the highest priority in eligible condition will be printed on the Nonpayment Report.--

Eligibility Determination	Value	Eligible for MPP-Dairy Payment
AD-1026	Certified	Yes
	Not Filed	No
	Good Faith Determination	Yes
	COC Exemption	Yes
	Awaiting Affiliate Certification	No
	Affiliate Violation	No
Conservation Compliance – Farm/Tract Eligibility	In Compliance	Yes
	Partial Compliance	Yes
	In Violation	No
	No Association	Yes
	Past Violation	No
	Reinstated	Yes
Controlled Substance	No Violation	Yes
	Growing	No
	Trafficking	No
	Possession	No
	Action Required	No
--Fraud, Including FCIC Fraud--	Compliant	Yes
	Not Compliant	No
Foreign Person	Pending	No
	Yes	Yes
	No	No
	Not Applicable	Yes

162 Payment Eligibility (Continued)

C Eligibility Conditions Priority

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

Priority	Condition
1	FCIC Fraud
2	Conservation Compliance
3	Controlled Substance
4	AD-1026
5	Foreign Person

163 Funds Control

***--A eFunds Allotment**

For 2015 MPP-Dairy, allotments will be provided to each County Office through the--* funds control process. Specific allotments will be determined by the National Office based on information uploaded using the MPP workbook.

State Offices will have read-only access to eFund allocations to County Offices. If additional funds are required, County Offices shall contact the appropriate State Office specialist. State Offices shall contact the National Office to request additional allotments by sending an e-mail with the program year and amount to **all** of the following:

- **stacy.carroll@wdc.usda.gov**
- **danielle.cooke@wdc.usda.gov**
- **alison.groenwoldt@wdc.usda.gov**
- **tracey.smith@wdc.usda.gov**

163 Funds Control (Continued)***--B 2016 and Future Funds Control Process**

MPP-Dairy payments use the obligation process through the eFunds accounting process, which controls funding allotments by program year, monitors program spending, and halts program disbursements when the funding allocation has been exhausted. The funding is reserved through the obligation process at a summary level using estimated amounts.

The funds for MPP-Dairy payments will be controlled at the National level. If adequate funding is not available, those producers who cannot be paid will be listed on the Failed Obligations/Insufficient Funds Report in the Common Payment Reports System.

C eFunds Access

Funding for MPP-Dairy is established with the accounting code XXMPPD - 8025. The XX identifies the program year of the payment.

For 2016 and future, the funding will be maintained at the National level and will **not** be allotted to individual counties; therefore, State Office specialists will **not** need access to these program funds.--*

164-174 (Reserved)

*--Section 2 2015 MPP-Dairy Payments

175 Overview

A Supporting Files for Integrated Payment Processing

The 2015 MPP-Dairy payment process is a web-based integrated process that reads a wide--* range of information from other program determinations and values to determine whether a payment should be issued, the amount of the gross payment, reductions, and net payment amount. For payments to be calculated correctly, all supporting files must be updated correctly, including the following.

Type of Information	How Information Is Used for Payment Processing	Source
MPP-Dairy Gross Payment Report	Includes the gross payment amount by payment period with outstanding premium amounts. Additional information will be provided when the report is distributed.	National Office
Payment Eligibility Information	To determine whether the producer and members of a joint operation or entity are eligible for payment for the applicable program year.	Web-Based Eligibility System
General Name and Address Information	To determine the producer's business type and general name and address information.	SCIMS
Entity and Joint Operation Information	To determine the members, shares, and values for the following: <ul style="list-style-type: none"> • member contribution value • substantive change value • members and member's share of the following: <ul style="list-style-type: none"> • general partnership • joint ventures • entities. 	Business File
Combined Producer Information	To determine whether the producer or members of entities or joint operations are combined with other producers to ensure that the payment limitation is controlled properly.	Web-Based Combined Producer System
Financial-Related Information	Calculated payment information is provided to NPS. Determined overpayment amount is updated to the Pending Overpayment Report and, if applicable, transferred to NRRS.	NPS or NRRS

175 Overview (Continued)

B Actions To Be Completed Before Issuing Payments

COC, CED, or designee shall ensure that the following actions are completed **before** issuing payments.

Step	Action
1	Ensure that the State Office received the approved MPP-Dairy Gross Payment Report from the National Office.
2	Ensure that the County Office received the approved MPP-Dairy Gross Payment Report from the State Office.
3	<p>Ensure that Business Partner data is updated for the producer and each member of a joint operation or entity, including the following:</p> <ul style="list-style-type: none"> • customer’s name • citizenship country and resident alien status, if applicable • TIN • address.
4	Ensure that AD-1026 is on file for the applicable year for producers seeking benefits and that the eligibility information is recorded in the web-based eligibility system.
5	Ensure that all eligibility certifications and determinations have been recorded in the web-based eligibility system according to 3-PL (Rev. 1).
6	Ensure that the Business File is updated according to 3-PL (Rev. 1).
7	Ensure that sufficient funds have been allocated to the administrative State and county.
8	Ensure that all assignment and joint payees have been updated in Financial Services if CCC-36, CCC-37, or both are filed.
9	Ensure that the gross payment amounts provided in the approved MPP-Dairy Gross Payment Report is recorded in the web-based MPP-Dairy payment software according to paragraph 180.

191 General Provisions for Overpayments

A Overview

Overpayments will be determined during the MPP-Dairy payment calculation process and will be updated to the Pending Overpayment Report. See 9-CM, paragraph 65 for information on the Pending Overpayment Report.

B Overpayment Due Dates

Overpayments can occur for a number of reasons and County Offices are required to take necessary action to collect overpayments. The following table provides situations that may cause overpayment and the overpayment due dates.

Time of Determination	Situation	Overpayment Due Date
Any time.	Payment was issued to the wrong producer.	Immediately.
After an entry affecting the payment amount is changed on either of the following: <ul style="list-style-type: none"> • CCC-781 • CCC-782. 	Payment was issued and later something occurred that changed the amount in the MPP-Dairy Gross Payment Report.	
After producer misrepresentation is determined.	Producer received an MPP-Dairy payment and COC determines that the producer misrepresented their interest.	
After an eligibility value changes that makes the producer ineligible for payment.	Producer’s eligibility value changed making the producer ineligible for payment.	
Anytime either of the following are canceled: <ul style="list-style-type: none"> • CCC-781 • CCC-782. 	CCC-781 or CCC-782 was canceled after payments were issued to the producer.	

192-198 (Reserved)

***--Section 3 2016 and Future Years MPP-Dairy Payments**

199 General Provisions

A Introduction

This part contains the following:

- general provisions applicable to MPP-Dairy payments
- provisions for processing MPP-Dairy payments and overpayments
- information about the following common payment reports:
 - Submitted Payments Report
 - Submitted Overpayments Report
 - Pending Overpayment Summary Report
 - Pending Overpayment Report
 - Nonpayment/Reduction Report
 - Failed Obligations / Insufficient Funds Report
 - Payments Computed to Zero Report
 - Payment History Report - Summary
 - Payment History Report - Detail.

B Processing Payments

Payments shall be issued as soon as **all** of the following conditions exist:

- MPP-Dairy payment software is available
- producer has provided all required program documentation
- CCC-781 and/or CCC-782 is approved
- program regulations are published
- all data required to determine the payment amount is available.--*

*--200 MPP-Dairy Payments

A Supporting Files for Integrated Payment Processing

The MPP-Dairy payment process is a web-based integrated process that uses a wide range of information and other program determinations and values to determine whether a payment should be issued and the amount of gross payment, applicable reductions, and the net payment amount. For payments to be calculated correctly, all supporting files must be updated correctly, including **all** the following.

Type of Information	How Information Is Used for Payment Processing	Source
CCC-781 Data	The information from CCC-781 is used to establish the production history to determine the MPP-Dairy payment amount for the producer.	Web-Based MPP-Dairy Contract System
CCC-782 Data	The information from CCC-782 is used to compute the MPP-Dairy payment amount for the producer.	Web-Based MPP-Dairy Contract System
Payment Eligibility Information	Used to determine whether the producer and/or member of a joint operation is eligible for payment for the year in which CCC-782 was filed.	Web-Based Eligibility System
General Name and Address Information	Used to determine the producer's business type and general name and address information.	Business Partner/ SCIMS
Entity and Joint Operation Information	Used to determine the following for the year in which CCC-782 was filed for members and member's share of the following: <ul style="list-style-type: none"> • entities • general partnerships • joint ventures. 	Business File
Financial Related Information	<ul style="list-style-type: none"> • Calculated payment information is provided to NPS. • Determined overpayment amount may be provided to NRRS. 	NPS or NRRS

--*

*--200 MPP-Dairy Payments (Continued)

B Prerequisites for Payments

Certain actions must be completed to ensure that the producer is eligible for payment. The following table provides actions that must be completed to issue proper payments. COC, CED, or designee shall ensure that the actions are completed.

Step	Action
1	Ensure that CCC-782 has been approved and that the approval date has been recorded in the system according to paragraph 40.
2	Ensure that the applicable CCC-902 is on file and the foreign person determination is completed according to 5-PL for the applicable year for producers and members of joint operations seeking benefits.
3	Ensure that all other applicable eligibility determinations have been updated according to the determinations made by COC for producers and members of joint operations. See 5-PL.
4	Ensure that joint operation and entity ownership structure information is updated in Business File for the applicable year. See 3-PL (Rev. 2).
5	Ensure that all assignments and joint payees have been updated in NPS if CCC-36, CCC-37, or both were filed for MPP-Dairy.

C ID and Business Type Eligibility

The following table provides the ID numbers and business types that are eligible for MPP-Dairy payments.

SCIMS Business Code	Business Type and/or Description
Social Security Numbers With the Following Business Types	
00	Individual
07	Trust-Revocable
22	LLC
Employer ID Numbers With the Following Business Types	
02	General Partnership
03	Joint Venture
04	Corporation
05	Limited Partnership
06	Estate
07	Trust-Revocable
10	Churches, Charities, and Non-Profit Organizations
13	Public Schools
17	Trust Irrevocable
18	Individual Operating as a Small Business
20	Indian Tribal Venture
22	LLC
Entities without a Tax ID Number With the Following Business Type	
15	Indians Represented by BIA

--*

***--201 Payment Processing**

A Computing Payment and Overpayment Amounts

The MPP-Dairy payment process is an integrated process that reads a wide range of files to:

- determine whether a payment should be issued or if an overpayment has occurred
- calculate the following:
 - gross payment amount
 - reduction amounts
 - net payment amount
 - overpayment amount.

The following table describes the high level system processing sequence to calculate MPP-Dairy payments for producers.

Step	Action
1	Payment is triggered according to subparagraph B.
2	Determine whether there is an unsigned payment for the dairy operation in NPS, and if so, cancel the payment in NPS.
3	Determine the gross payment amount for each producer in the dairy operation.
4	Determine whether the producer is an entity or joint operation, and if so, obtain member information from Business File, if applicable.
5	Determine whether the producer and/or members are eligible for payment.
6	Provide the following to direct attribution for each producer in the dairy operation: <ul style="list-style-type: none"> • gross payment amount • reason, if producer is ineligible because of subsidiary eligibility provisions.
7	Direct attribution will determine the following: <ul style="list-style-type: none"> • reduction amounts • net payment or overpayment amount • reasons for nonpayments or overpayments.
8	Provide the payment amount to NPS, or update the overpayment amount to the Pending Overpayment Report.
9	Update applicable information to the Common Payment Reports. See 9-CM, Part 5 for information about the Common Payment Reports.

--*

***--201 Payment Processing (Continued)**

B Triggering Payments

Payment will be triggered through events that occur throughout the system. As a result, processing will be behind the scenes. Calculations and determinations will occur during the evening and nighttime hours without user intervention. The following table provides trigger types and descriptions.

Trigger Type	Description
Initial	<p>When the average actual dairy production margin for a consecutive 2-month period is less than the coverage level threshold selected by the participating dairy operation, a process will automatically run to determine all CCC-782's that are approved for payment within that margin. This will initiate the process described in subparagraph A and does not require any County Office user interaction.</p> <ul style="list-style-type: none"> • Payments will be sent to NPS for certification and signature. • Overpayment will be updated to the Pending Overpayment Report.
Primary	<p>Once the initial payments are triggered, subsequent payments will be initiated when the:</p> <ul style="list-style-type: none"> • status changes on CCC-782 for MPP-Dairy • average actual dairy production margin for a consecutive 2-month period is determined.
Secondary	<p>Payments that cannot be issued during any payment process are sent to the Nonpayment Register. If a condition causing the producer to be on the Nonpayment Register is corrected, the payment will be triggered to reprocess to determine whether the payment can be issued.</p>
Tertiary	<p>The payment system will periodically recalculate all payments when changes occur in external systems, such as SCIMS/BP and Subsidiary.</p>

--*

***--201 Payment Processing (Continued)**

C Sequestering MPP-Dairy Payments

The Balanced Budget and Emergency Deficit Control Act of 1985, as amended by the Budget Control Act of 2011, requires a reduction in payments, also known as a sequester. Whether a payment is sequestered or not depends on when the funding was “obligated”. Obligations are a behind-the-scenes process where the funding is reserved based on what the total possible expenditures of the program will be or the value of the contract or application when it is approved.

Applying sequestration is the last step in the payment process after all reductions have been applied, and before the payment amount is sent to NPS. The:

- payment amount times the sequestration percentage equals the sequestration reduction amount

Note: The resulting payment amount is the MPP-Dairy payment amount sent to NPS.

- amount is applied at the payment entity level
- amount is not attributed to members.

Note: The sequestration reduction amount will be displayed on the Payment History Report.

D Sequestration Percentage

The sequestration percentage is provided in the following table.

Program Year	Sequestration Percentage
2016	6.8

--*

*--201 Payment Processing (Continued)

E Common Payment Reports and Sequestered Payments

If the payments for a program year are sequestered, the disclaimers on the various common payment reports will have additional wording and the payment amounts on the common payment reports will either be before or after sequestration was applied. See 9-CM for additional information on the common payment reports.

The following table provides specific information about each report.

Note: Because the sequestration reduction is applied at the payment entity level, the amount displayed on the various common payment reports that are attributed or reduced for members of the entity or joint operation may not add up to the payment amount for the payment entity.

Report	Sequestration Reduction Displayed on Report	Name of Payment Field	Amount Displayed Before or After Sequestration Applied
Submitted Payments Report	Not Applicable Note: Payment reduced will be “Yes” only if reductions other than payment factor and/or sequestration apply.	Amount Submitted	After
Submitted Overpayments Report	Not Applicable	Amount Submitted	Not Applicable
Pending Overpayment Report	Not Applicable	Overpayment Amount	Not Applicable
Nonpayment/Reduction Report	No	Accumulated Amount	Before
Failed Obligations / Insufficient Funds Report	Not Applicable	Calculated Payment Amount	After
Payments Computed to Zero Report	Not Applicable	Not Applicable	Not Applicable
Payment History Report - Summary	Yes	Net Payment	After
Payment History Report - Detail	Yes	Net Payment	After

Note: Not applicable is listed in the table because the associated reports do **not** list reduction amounts.--*

***--202 MPP-Dairy Payment Reports**

A Displaying or Printing MPP-Dairy Payment Reports

MPP-Dairy payment reports are available to provide information about each payment, nonpayment, or overpayment. Most of the payment reports have information that is common between program areas, so information about these reports is provided in 9-CM. The Payment History Report - Detail has program-specific data so information for this report is provided in this handbook. MPP-Dairy payment report information is available according to the following table.

Report Name	Type of Data	Reference
Submitted Payments Report	Live	9-CM, paragraph 63
Submitted Overpayments Report	Live	9-CM, paragraph 64
Pending Overpayment Report	Live	9-CM, paragraph 65
Nonpayment/Reduction Report	Live	9-CM, paragraph 66
Failed Obligations / Insufficient Funds Report	Live	9-CM, paragraph 67
Payments Computed in Zero Report	Live	9-CM, paragraph 68
Payment History Report - Summary	Report Database	9-CM, paragraph 69
Payment History Report - Detail	Report Database	Paragraph 203

Note: See 9-CM, paragraph 52 for instructions on accessing the Common Payment Reports System.--*

***--203 Payment History Report - Detail**

A Introduction

The Payment History Report - Detail is a report that provides detailed information about an MPP-Dairy payment.

B Accessing the Payment History Report

Access the Payment History Report - Detail according to 9-CM, paragraph 52.

C Information on the Payment History Report - Detail

The following MPP-Dairy information will be displayed and/or printed on the Payment History Report - Detail.

Field	Description
Program Year	Program year selected by the user.
Program Name	Margin Protection Program for Dairy Producers
State	Full name of the State selected by the user.
County	Full name of the county selected by the user.
Producer Name	Name from SCIMS as follows: <ul style="list-style-type: none"> • for individuals: last name, middle name, first name, and suffix • for businesses: business name.
Date (Report)	Date the report is generated by the user.
Date (Payment)	Date the payment was processed and sent to NPS or the date the overpayment transaction was processed and sent to NRRS.
State/County	State and county code associated with the applicable transaction record.
Payment Entity/Member Name	The "Payment Entity/Member Name" field will provide payment entity or member name information if the MPP-Dairy Payment History Report – Detail is generated for: <ul style="list-style-type: none"> • an entity or joint operation where amounts were attributed to members • a member to show the payment entity through whom the amount was attributed.
Payment ID Number	Unique number that ties the program history data to the NPS history data.
Business Type	Business type of the producer and/or member.
Contract/ Application/Farm	Dairy Operation ID from CCC-782.
Commodity/ Payment Type	Applicable Payment Period.
Transaction Type	Type of transaction for the information displayed. Transaction type will be 1 of the following: <ul style="list-style-type: none"> • payment • receivable • canceled payment.
Total Reduction Amount	Total reduction amount for all reductions applied to the gross payment.
Reduction Reason	Reason for the reduction applied to the gross payment amount. <p>Note: Applicable reductions reasons will be listed below the Payment Entity or member, as applicable.</p>
Net Payment	Net payment amount for the producer after all reductions have been applied.

--*

--204 General Provisions for Canceling Payments*A Canceling Payments**

After payment processing has been completed, County Offices shall review the NPS payment worklist to ensure that the correct payments have been generated. The user should complete the following if an error is determined:

- payment should **not** be signed in NPS
- condition causing the incorrect payment should be corrected.

Notes: User intervention is not allowed for the cancellation process.

If the:

- condition causing the incorrect payment is corrected, the system will automatically cancel the unsigned payment in NPS and recalculate the payment amount due
- payment amount is determined to be incorrect and the payment has been signed in the NPS system, the payment can no longer be canceled. The producer will be underpaid or overpaid once the condition causing the incorrect payment has been corrected.--*

***--205 Collecting Overpayments**

A Introduction

Overpayment amounts will be determined by dairy operation and producer. Overpayments can occur for a number of reasons and County Offices are required to take necessary action to collect overpayments.

B Pending Overpayments

Overpayments will be determined during the MPP-Dairy payment calculation process. Overpayment information will be updated to the Pending Overpayment Report according to 9-CM, paragraph 65. The overpayment will remain on the Pending Overpayment Report for 20 workdays to allow time for correcting the condition that caused the overpayment. If the overpayment is a legitimate debt, then the overpayment should be transferred to NRRS immediately.

C Overpayments and Due Dates

The following table lists:

- situations that may cause an overpayment
- overpayment due dates.

Time of Determination	Situation	Overpayment Due Date
Any time.	Payment was issued for the wrong producer.	Immediately
After something affecting the payment amount is changed on CCC-782.	The payment was issued and later something affecting the payment amount changes on CCC-782.	Immediately
After producer misrepresentation is determined.	Producer received a payment and COC determines that the producer misrepresented their interest on CCC-782.	Immediately
After an eligibility value changes that make the producer ineligible for payment.	Producer's eligibility value changes that makes the producer ineligible for payment.	Immediately
Any time CCC-782 is canceled.	CCC-782 was canceled after payments were issued to the producer.	Immediately.

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--206 Charging Interest*A Introduction**

Program interest shall be charged on all MPP-Dairy overpayments to producers who become ineligible after the producer's application was approved and the payment was issued.

B Ineligible Producers

A producer is considered ineligible if:

- COC determines that the producer:
 - erroneously or fraudulently represented any act affecting a determination
 - knowingly adopted a scheme or device that tends to defeat the purposes of the program
 - misrepresented their interest and subsequently received an MPP-Dairy payment
- conservation compliance provisions are violated
- controlled substance provisions are **not** met.

Interest for ineligible producers shall be charged from the date of disbursement.

Note: See 64-FI for additional information for updating the receivable to include program interest data.

C When Not to Charge Interest

Interest will not be charged if the producer:

- is determined to be eligible
- returns the Treasury check without being cashed
- refunds the payment voluntarily.--*

Reports, Forms, Abbreviations, and Redelegations of Authority

Reports

None.

Forms

This table lists all forms referenced in this handbook.

Number	Title	Display Reference	Reference
AD-1026	Highly Erodible Land Conservation (HELC) and Wetland Conservation (WC) Certification		161, 162, 175
CCC-36	Assignment of Payment		175, 200
CCC-37	Joint Payment Authorization		175, 200
CCC-526	Payment Eligibility Average Adjusted Gross Income Certification		161
CCC-781	Margin Protection Program for Dairy Producers (MPP-Dairy) Production History Establishment	59	Part 2, 161, 186, 191, 199, 200
CCC-781S	Margin Protection Program for Dairy Producers (MPP-Dairy) Production History Establishment - Successions-In-Interest		
CCC-781T	Margin Protection Program for Dairy Producers (MPP-Dairy) Production History Establishment - Transfers		
CCC-782	Margin Protection Program for Dairy Producers (MPP-Dairy) Contract and Annual Coverage Election	109	Part 2, 161, 186, 191, 199, 200, 201, 203, 205
CCC-783	Margin Protection Program for Dairy Producers (MPP-Dairy) Death/Retirement/Dissolution Notification		71, 86, 87, 88
CCC-902	Farm Operating Plan for Payment Eligibility – 2014 and Subsequent Program Years		161, 200
FSA-325	Application for Payment of Amounts Due Persons Who Have Died, Disappeared, or Have Been Declared Incompetent		161

Reports, Forms, Abbreviations, and Redelegations of Authority (Continued)

Abbreviations Not Listed in 1-CM

Approved Abbreviations	Term	Reference
LGM-Dairy	Livestock Gross Margin for Dairy Program, RMA	72, 78
MPP-Dairy	Margin Protection Program for Dairy Producers	Text

Redelegations of Authority

None.

Menu and Screen Index

The following menus and screens are displayed in this handbook.

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	Review Required Screen	32
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	Contracts Dissolutions Premium Information Screen	85
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CPS-WEB005	Record Calculated Payment Confirmation Screen	181
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CPS-WEB014	Modify/Delete a Calculated Payment Screen	183
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MPP-FSU-009	Collections Screen	122
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MPP-FSU-011	Contracts Screen	78
MPP-FSU-113	Revise Contract Producer Summary	76
MPP-PHE-001	Production History Screen	23, 24
MPP-PHE-002	Revise Production History Screen	30
MPP-PHE-003	Production History Establishment Screen	25
MPP-PHE-004	Production History Search Results Screen	21
MPP-PHE-007	Production History Signature Screen	29
MPP-PHE-008	Production History Screen	26
MPP-PHE-009	Production History Screen	27
MPP-PHE-010	Production History Screen	28
MPP-PHE-011	Succession Production History Screen	34
MPP-PHE-013	Transfer Production History Screen	33
MPP-PHE-014	Transfer Production History Pending Transfer Search Screen	33
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