

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

Cotton Loans and Loan Deficiency Payments
7-CN (Revision 15)

Amendment 33

Approved by: Deputy Administrator, Farm Programs



Amendment Transmittal

A Reasons for Amendment

Paragraph 54 has been amended to:

- clarify that CED and DD signatures are required only if CCC-770 UPLDP and CCC-770 CottonMAL have been selected for spot check
- provide the revised CCC-770 UPLDP and CCC-770 CottonMAL and updated instructions
- clarify instructions for conducting spot checks on CCC-770 UPLDP and CCC-770 CottonMAL.

Subparagraph 100 A has been amended to clarify that loan disbursements may be made before person, actively engaged, and permitted entity determinations are made. However, these determinations are needed before payment of LDP or a loan repayment resulting in loan gains.

Subparagraph 124 A has been amended for when lien search fees are zero, searches are conducted regardless of the loan value. Also, UCC-1 is filed for all farm-stored loans regardless of the loan value or filing fee.

Paragraph 193 has been added to provide instructions about retaining loan documents.

Subparagraph 200 A has been amended to clarify when CCC-500 will be provided to the merchant.

Subparagraph 252 D has been added to clarify that CMA/LSA loan or LDP proceeds can be applied to repay a County Office seed cotton loan.

Paragraph 268 has been added to summarize LDP document retention and distribution.

Exhibit 3.5 has been amended to include references to the document retention paragraphs.

Amendment Transmittal (Continued)

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54 CCC-770 UPLDP's and CCC-770 CottonMAL's (Continued)

B Instructions for CCC-770 CottonMAL (Continued)

Item	Instructions
7 - 12	Enter the following: <ul style="list-style-type: none"> • checkmark under “YES”, “NO”, or “N/A”, as applicable for each entry • initials • date items checked.
13	Enter any remarks that may explain special circumstances or explanation for items checked as “NO”.
14A and B	Any employee that initials 1 or more items from items 7 through 12 shall certify by signing as preparer and entering date of signature.
15A, B, and C	<p>*--Note: This item will be completed if CCC-770 CottonMAL is selected for spot check.--*</p> <p>CED or designated representative shall certify by:</p> <ul style="list-style-type: none"> • in item 15A, indicating concurrence or not if CCC-770 CottonMAL items have been verified and completed • in item 15B, signing as Second Party Reviewer • in item 15C, entering date of signature.
16A, B, and C	<p>*--Note: This item will be completed if CCC-770 CottonMAL is selected for spot check.</p> <p>If CCC-770 CottonMAL is selected for spot check, STC designee shall--* certify by:</p> <ul style="list-style-type: none"> • in item 16A, indicating concurrence or not if CCC-770 CottonMAL items have been verified and completed • in item 16B, signing as spot-checker • in item 16C, entering date of signature. This item remains blank if CCC-770 CottonMAL is not selected for spot check.

54 CCC-770 UPLDP's and CCC-770 CottonMAL's (Continued)

C Example of CCC-770 CottonMAL

Following is an example of CCC-770 CottonMAL.

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This form is available electronically.

CCC-770 CottonMAL U.S. DEPARTMENT OF AGRICULTURE (03-27-07) Commodity Credit Corporation OUTSIDE-STORED ELS, WAREHOUSE-RECEIPTED COTTON, AND SEED COTTON MARKETING ASSISTANCE LOAN CHECKLIST	1. Applicant's Name	2. Loan Number
	3. State Office Name	4. County Office Name
	5. Farm Number	6. Crop Year

Note: Complete this checklist for each individual loan application. Provisions of 7-CN are applicable.

7. Loan Request (ELS Outside-Stored Only)	Handbook or Other Applicable References	YES	NO	N/A	Initials	Date
A. Are CCC Cotton A-5 and CCC-601 ELS Appendix completed, signed by producer, and signed and dated (date received) by CCC representative?	7-CN, paragraphs 182, 222.7, 223.8 and 224					
B. Are bales represented by warehouse receipts? (If "YES", cotton is ineligible for outside-stored loan.)	7-CN, paragraph 189					
C. Is CCC-10 on file? (except for turn-around loans)	7-CN, paragraphs 181 and 223.7					
D. Is the cotton located in an area approved for outside storage?	7-CN, Exhibit 18.5					
8. Loan Request (Warehouse-Stored, ALL Types)						
A. Is CCC Cotton A-5 completed, signed by producer, and signed and dated (date received) by CCC representative?	7-CN, paragraphs 182, 222.7, 223.8 and 224					
B. Is CCC-10 on file? (except for turn-around loans)	7-CN, subparagraphs 181, and 223.7					
9. Loan Request (Seed Cotton, Recourse)						
A. Is CCC-877 completed, signed by producer, and	7-CN, subparagraph 238					
B. Is CCC-683 provided to applicant or inspector?	7-CN, subparagraph 239					
C. Is UCC-1 filed for the loan.	7-CN, subparagraph 226					
10. Producer/Commodity Eligibility						
A. Has the FSA-578 been properly completed and filed?	7-CN, subparagraph 118B					
B. Has the CCC-770 Eligibility checklist been completed and verified?	7-CN, subparagraph 53A					
C. Did the producer answer "No" to the question, "Are you or any co-applicant delinquent on any Federal non-tax debt on CCC Cotton A-5?"	7-CN, subparagraph 101B					
D. Is the quantity requested within the COC-established reasonable yield for the commodity? County Offices MUST run queries.	7-CN, subparagraph 119B					
E. Has a second party review been properly completed? Ensure that the loan application was initiated by the reviewer.	7-CN, subparagraph 182B					
11. MAL Processing/Approval						
A. Has lien search been performed for each application?	7-CN, subparagraph 124A					
B. Has CCC-679 (lien waiver) been obtained from all parties with a security interest in the producer's crop?	7-CN, paragraph 163					
C. If producer is signing in a representative capacity, was indicator "by" or "for" used?	7-CN, paragraph 189					
D. Has "date documents received" (Item A8 of Cotton A-5) been determined based on the latter of either: <ul style="list-style-type: none"> date CCC Cotton A-5 is received and all other forms (such as lien waiver, CCC-10) are received date CCC is made holder of EWR's 	7-CN, paragraph 181					
E. If applicable, has form CCC-674 or SF-LLL been obtained for loans greater than \$150,000?	7-CN, paragraph 37					
12. Distribution of Loan Documents						
A. Has CCC Cotton A-5 or CCC-877, as applicable, been distributed as follows? <ul style="list-style-type: none"> copy in County Office records copy to producer copy to cotton loan clerk, if applicable 	7-CN, paragraph 193					

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54 CCC-770 UPLDP's and CCC-770 CottonMAL's (Continued)

C Example of CCC-770 CottonMAL (Continued)

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CCC-770 CottonMAL (03-27-07)		Page 2				
12. Distribution of Loan Documents, Continued from Page 1						
B. Are the following documents filed in a locked, fireproof custody file? <ul style="list-style-type: none"> • original signed and approved CCC Cotton A and Continuation, if applicable • original CCC Cotton A-1 • original transaction summary report, if applicable 	7-CN, paragraph 193					
C. Are the following documents filed in the producer's loan folder? <ul style="list-style-type: none"> • copy of signed and approved CCC Cotton A • copy of signed CCC Cotton A Continuation, if applicable • copy of CCC Cotton A-1 • copy of transaction summary report • other documents signed by producer pertaining to this loan • original of Producer's Disbursement Transaction Statement • all printouts from Cotton PC, including Validation Review Reports, Classing Data, and Bale Recap Listings 	7-CN, paragraph 193					
D. Have the following documents been provided to the producer? <ul style="list-style-type: none"> • copy of signed and approved CCC Cotton A • copy of signed CCC Cotton A Continuation, if applicable • copy of CCC Cotton A-1 • copy of transaction summary report generated by APSS • copy of Producer's Disbursement Transaction Statement • CCC-601 or CCC-601 ELS (as applicable) • copies of other documents signed by producer pertaining to this loan 	7-CN, paragraph 193					
13. Remarks						
Certifications: <i>I (we) the undersigned certify the above items have been verified or updated accordingly.</i>						
14A. Signature of Preparer(s)				14B. Date (MM-DD-YYYY)		
15A. I concur/do not concur the above items have been verified or updated accordingly.				<input type="checkbox"/> Concur <input type="checkbox"/> Do Not Concur		
15B. CED Signature for Spotcheck				15C. Date (MM-DD-YYYY)		
16A. I concur/do not concur the above items have been verified or updated accordingly.				<input type="checkbox"/> Concur <input type="checkbox"/> Do Not Concur		
16B. STC Designee Signature for Spotcheck				16C. Date (MM-DD-YYYY)		
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54 CCC-770 UPLDP's and CCC-770 CottonMAL's (Continued)

D Instructions for CCC-770 UPLDP

Complete CCC-770 UPLDP according to this table.

Item	Instructions
1	Enter the name of the producer.
2	Enter the last 4 digits of the producer's ID number.
3	Enter the State Office name.
4	Enter the County Office name.
5	Enter the farm number.
6	No entry required because it is pre-filled.
7	Enter the crop year.
8	Enter the LDP number.
9 - 22	Enter the following: <ul style="list-style-type: none"> • checkmark under "YES", "NO", or "N/A", as applicable for each entry • initials • date items checked.
23	Enter any remarks that may explain special circumstances or explanation for items checked as "NO".
24A and B	Any employee that initials 1 or more items from items 9 through 27 shall certify by signing as preparer and entering date of signature.
25A, B, and C	<p>*--Note: This item will be completed if CCC-770 UPLDP selected for spot check.--*</p> <p>CED or designated representative shall certify by:</p> <ul style="list-style-type: none"> • in item 25A, indicating concurrence or not if CCC-770 UPLDP items have been verified and completed • in item 25B, signing as Second Party Reviewer • in item 25C, entering date of signature.
26A, B, and C	<p>*--Note: This item will be completed if CCC-770 UPLDP selected for spot check.</p> <p>If CCC-770 UPLDP is selected for spot check, STC designee shall certify--* by:</p> <ul style="list-style-type: none"> • in item 26A, indicating concurrence or not if CCC-770 UPLDP items have been verified and completed • in item 26B, signing as spot-checker • in item 26C, entering date of signature. This item remains blank if CCC-770 UPLDP is not selected for spot check.

54 CCC-770 UPLDP's and CCC-770 CottonMAL's (Continued)

E Example of CCC-770 UPLDP

Following is an example of CCC-770 UPLDP.

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<p>CCC-770 UPLDP (03-27-07)</p> <p>U.S. DEPARTMENT OF AGRICULTURE Commodity Credit Corporation</p> <p align="center">UPLAND COTTON LOAN DEFICIENCY PAYMENT (LDP) CHECKLIST</p>		<p>1. Producer's Name</p>		<p>2. Producer ID (Last 4 Digits)</p>	
		<p>3. State Office Name</p>		<p>4. County Office Name</p>	
		<p>5. Farm Number</p>		<p>6. Program Upland Cotton LDP</p>	
		<p>7. Crop Year</p>		<p>8. LDP Number</p>	
<p>Note: Complete this checklist for each LDP application. Provisions of 7-CN are applicable.</p>					
	<p>Handbook or Other Applicable References</p>	<p>YES</p>	<p>NO</p>	<p>N/A</p>	<p>Initials</p>
<p>9. If signed in a representative capacity, is the proper signature authority on file and was the contract signed using an indicator such as by or for?</p>	<p>1-CM, Part 25</p>				
<p>10. Is there a properly completed CCC-633EZ page 1 and 3 on file?</p>	<p>7-CN, subparagraphs 261.5 and 275.5</p>				
<p>11. Is the quantity requested for LDP within the COC-established reasonable yield for the commodity? (Use Price Support queries)</p>	<p>7-CN, subparagraph 119B</p>				
<p>12. Is LDP rate correct for the date beneficial interest was lost or on the date of the request if beneficial interest is maintained?</p>	<p>7-CN, subparagraph 262A</p>				
<p>13. Did the COC or designated authority approve the application?</p>	<p>7-CN, subparagraph 261.5</p>				
<p>14. Has acceptable production evidence been submitted, namely either a paper or e-mailed bale list (date-stamped on arrival) or acceptable warehouse receipts?</p>	<p>7-CN, paragraph 266</p>				
<p>15. If request is for LDP based on date BI was lost, was the CCC-633EZ page 1 filed prior to loss of beneficial interest? <i>Reject application if answer is "NO".</i></p>	<p>7-CN, subparagraphs 261.5 and 275.5</p>				
<p>16. If request is for a module-lock-in LDP, is the request date after the beginning-of-harvest-date for the County?</p>	<p>7-CN, subparagraph 261.5 and paragraph 274</p>				
<p>17. If request is for a module-lock-in LDP, does production evidence from the gin indicate that the bales were produced from the modules identified on the original application?</p>	<p>7-CN, subparagraph 275B</p>				
<p>18. Has CCC-Cotton AA-1 been printed, filed in LDP folder and given to producer?</p>	<p>7-CN, subparagraph 278C</p>				
<p>19. Was acreage reported according to 2-CP using FSA-578?</p>	<p>7-CN, subparagraph 100A 2-CP, paragraph 15</p>				
<p>20. Was a 2nd party review of application completed and the request initialed?</p>					
<p>21. Was eligibility checklist CCC-770 Eligibility completed?</p>	<p>7-CN, subparagraph 53A</p>				
<p>22. Has form CCC-674 or SF-LLL been obtained, if applicable? (LDP greater than \$100,000)</p>	<p>7-CN, subparagraph 37B</p>				
<p>23. Remarks:</p>					
<p>Certifications: <i>I (we) the undersigned certify the above items have been verified or updated accordingly.</i></p>					
<p>24A. Signature of Preparer(s)</p>				<p>24B. Date (MM-DD-YYYY)</p>	
<p>25A. I concur/do not concur the above items have been verified or updated accordingly. <input type="checkbox"/> Concur <input type="checkbox"/> Do Not Concur</p>					
<p>25B. CED Signature for Spotcheck</p>				<p>25C. Date (MM-DD-YYYY)</p>	
<p>26A. I concur/do not concur the above items have been verified or updated accordingly. <input type="checkbox"/> Concur <input type="checkbox"/> Do Not Concur</p>					
<p>26B. STC Designee Signature for Spotcheck</p>				<p>26C. Date (MM-DD-YYYY)</p>	
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54 CCC-770 UPLDP's and CCC-770 CottonMAL's (Continued)

F Instructions for CCC-770 Eligibility

An example CCC-770 Eligibility and instructions for its completion are provided in 3-PL, paragraph 3.

G Spot Check Policy

CCC-770 UPLDP and CCC-770 CottonMAL shall be randomly selected for spot check.

CCC-770 UPLDP's and CCC-770 CottonMAL's shall be spot-checked to verify that they were properly completed, filed, and to ensure that accurate MAL and LDP approvals and denials were completed.

H CED Spot Checks

*--CCC-770 UPLDP's and CCC-770 CottonMAL's shall be selected for spot check from the total number of CCC-770 UPLDP's and CCC-770 CottonMAL's for an individual payment category. For example, common payment categories are:

- MAL disbursements for all commodities during the quarterly period being spot-checked
- LDP's for all commodities during the quarterly period.

Number of CCC-770 UPLDP's or CCC-770 CottonMAL's	Number of CCC-770 UPLDP's or CCC-770 CottonMAL's to Spot Check
10 or less	5
11 through 1,000	10
more than 1,000	20

I Accessing the Quarterly Spot-Check Register to Select CCC-770 UPLDP's and CCC-770 CottonMAL's for Spot Check

On the 1st workday after a fiscal quarter ends, County Offices shall print the quarterly price support spot-check register.

County Offices shall access the quarterly spot-check register according to the following.

Step	Action	Result
1	On Price Support Main Menu PCA005: <ul style="list-style-type: none"> • ENTER "9", "Perform Administrative Functions" • PRESS "Enter". 	Administrative Main Menu PAA010 will be displayed.
2	On Administrative Main Menu PAA010: <ul style="list-style-type: none"> • ENTER "7", "Price Support Query Menu" • PRESS "Enter". 	Administrative Reports Main Menu PAA045 will be displayed.

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54 CCC-770 UPLDP's and CCC-770 CottonMAL's (Continued)

***--I Accessing the Quarterly Spot-Check Register to Select CCC-770 UPLDP's and CCC-770 CottonMAL's for Spot Check (Continued)**

Step	Action	Result
3	On Administrative Reports Main Menu PAA045: <ul style="list-style-type: none"> ENTER "3", "Spot-Checking Process" PRESS "Enter". 	Loan and LDP Spot Check Screen PVB000 will be displayed.
4	On Loan and LDP Spot Check Screen PVB000: <ul style="list-style-type: none"> ENTER "8", "Print CCC-770 Spot-Check Register" PRESS "Enter". 	Price Support Loan Servicing - Printing CCC-770 Spot-Check Register Screen PVB005 will be displayed.
5	On Price Support Loan Servicing - Printing CCC-770 Spot-Check Register Screen PVB005, select the applicable fiscal quarter. <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <pre> COMMAND PVB005 PRICE SUPPORT LOAN SERVICING - PRINTING CCC-770 SPOT-CHECK REGISTER ----- 1. Print 1st Quarter Register (Oct-Dec) 2. Print 2nd Quarter Register (Jan-Mar) 3. Print 3rd Quarter Register (Apr-Jun) 4. Print 4th Quarter Register (Jul-Sep) 20. Return To Application Primary Menu 21. Return To Application Selection Screen 22. Return To Office Selection Screen 23. Return To Primary Selection Menu 24. Sign Off Cmd3=Previous Menu Enter option and press "Enter". </pre> </div>	A series of queries will generate a separate register for each price support program, except eMILCX.

The spot-check register will display a list of producers who received payments during the applicable quarter. The following is an example of a quarterly spot-check register.

ID Number	Crop Year	Loan/LDP#	Prog Code
Last 4 ID			Accounting
1234	06	00123	06WHTLN
5678	06	00168	06SOYALN
8536	06	00177	06UPCNLN
6389	06	00035	06CORNLN
3581	06	00021	06CORNLN
0344	06	00057	06HONYLN
9935	06	00052	06UPCNLN
7744	06	00014	06OATLN
3331	06	00101	06WHTLN
COUNT	9		
<10 select 5 10-1000 select 10 >1000 select 20			

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54 CCC-770 UPLDP's and CCC-770 CottonMAL's (Continued)

***--I Accessing the Quarterly Spot-Check Register to Select CCC-770 UPLDP's and CCC-770 CottonMAL's for Spot Check (Continued)**

County Offices shall:

- manually select producers according to subparagraph H
- indicate the producers selected on the printed quarterly spot-check register by circling the number in the “**ID Number Last 4 ID**” column
- select all employee CCC-770 UPLDP's and CCC-770 CottonMAL's for spot check.

J Recording CED CCC-770 UPLDP's and CCC-770 CottonMAL's Spot Checks

CED's shall:

- sign CCC-770 UPLDP and CCC-770 CottonMAL and check the “Concur” or “Do Not Concur” box for the selected CCC-770 UPLDP's and CCC-770 CottonMAL's
- report to COC and the STC representative any CCC-770 UPLDP's and CCC-770 CottonMAL's that are checked “Do Not Concur”
- file a copy of all CCC-770 UPLDP's or CCC-770 CottonMAL's in the “State Review” folder.

K State Office Action

State Offices shall select CCC-770 UPLDP's or CCC-770 CottonMAL's for spot check from each of the following 3 separate categories.

- Randomly select CCC-770 UPLDP's or CCC-770 CottonMAL's based on the number of payments per disbursement category (loan, LDP, eMILC, etc) using the same spot-check register used by County Offices according to subparagraph I with the number selected based on the following.

Number of CCC-770 UPLDP's or CCC-770 CottonMAL's	Number of CCC-770 UPLDP's or CCC-770 CottonMAL's to Spot Check
10 or less	3
11 through 1,000	5
more than 1,000	10

--*

54 CCC-770 UPLDP's and CCC-770 CottonMAL's (Continued)

***--K State Office Action (Continued)**

- Select all County Office employee's CCC-770 UPLDP or CCC-770 CottonMAL for a county.
- Select 50 percent of CCC-770 UPLDP's or CCC-770 CottonMAL's that were spot-checked by CED. These spot-checked CCC-770 UPLDP's or CCC-770 CottonMAL's are filed according to subparagraph J.--*

L National Report

At the end of FY, State Offices shall compile a report of spot-check results from each quarter for submission to the National Office. Each report must be categorized by the following:

- quarter
- county
- number of MAL's and LDP's received in the County Office
- number of CCC-770 UPLDP's and CCC-770 CottonMAL's:
 - selected for spot check
 - concurred by CED or designee
 - concurred by STC or designee
 - not concurred by CED or designee
 - not concurred by STC or designee.

Reports of results are due to PSD no later than October 31 of each year. Reports may be submitted by either of the following:

- e-mail to gene.rosera@wdc.usda.gov
- FAX to 202-690-1536.

55, 56 (Reserved)

Part 2 Eligibility

Section 1 Producer Eligibility

100 Determining Producer Eligibility

A Basic Requirements

[7 CFR 1427.4(b)] [7 CFR 1427.164] For a producer to be eligible for loans and LDP's, the producer, as landowner, landlord, tenant, or sharecropper, must have:

- produced the eligible upland or ELS cotton for which a loan or LDP is requested, as applicable
- for loans, BI in the cotton from the time of harvest through the date the loan is requested and must keep BI continuously until redemption of the cotton or until CCC takes title to the cotton
- for LDP's, BI in the cotton from the time of harvest through the date of submitting CCC-633 EZ, page 1
- reported acreage according to 2-CP using FSA-578
- completed AD-1026 according to 6-CP
- completed CCC-526 according to 1-PL.

Effective with the 2002 crop, cotton is eligible for a marketing assistance loan whether or not it was produced on acreage covered by a PFC or DCP contract.

The following applicant information is needed for each individual or entity requesting LDP *--or a loan repayment that results in loan gains, but is not needed before the disbursement of a loan.--*

- “Person determination”. The person determination is made according to 1-PL, including the combined entity status. Determine combinations by printing the combined entity report according to 1-PL.
- “Actively engaged in farming” status and “percent of cropland factor”. This factor and status are determined for each farming operation according to 1-PL.
- “Permitted entity share”. Determine according to 1-PL.

Cotton program benefits, specifically a loan or LDP, may be requested before the filing of *--required pay-limit forms. However, LDP's or loan repayments resulting in loan gains--* shall:

- **not** be processed until all required forms are filed
- be processed based on the rates effective on the date of request.

100 Determining Producer Eligibility (Continued)

B BI

[7 CFR 1427.5(e)] A producer is considered to have BI in the cotton if all of the following remain with the producer:

- control of the cotton

Notes: A producer is considered to have control of the cotton if the producer keeps the ability to make all decisions affecting the cotton, including movement, sale, and pledging, as collateral for loan.

--The producer is not considered to have lost control of the cotton if an option to redeem the loan collateral has been provided to another person or entity as long as the producer also keeps this right to redeem the collateral from loan.--

- risk of loss

Note: A producer is considered to have the risk of loss in the cotton if the producer is responsible for any loss of or damage to the cotton. If the cotton is insured, any indemnity to be paid must be paid to the producer or the producer's account.

- title.

Note: A producer is considered to have title to the cotton if the producer has not sold or delivered the cotton, including the delivery of warehouse receipts, to the buyer.

Important: Once BI in the cotton is lost by the producer, the cotton remains ineligible for loan or LDP even if the producer regains control, risk of loss, and title.

124 Liens: Search, Waivers, and UCC-1 Requirements (Continued)

A Basic Policy (Continued)

Use the following tables for determining the required actions.

Does the producer have 1 of the following:			
<ul style="list-style-type: none"> • loan or LDP violation in current or preceding year • existing lien on crop • at time of request, either bankruptcy or OIG investigation? 			
Answer	Loan Type	Conduct Lien Search	File UCC-1 or Equivalent if No Fee
Loan Value Less Than \$25,000			
Yes	All loans	Yes	Yes
No	Farm-Stored: Seed cotton or ELS Outside Stored	Yes, if no charge to CCC	Yes
	Warehouse-Stored: Upland or ELS	Yes, if no charge to CCC	No
Loan or Aggregate Loan Value <u>1/</u> of \$25,000 and More			
Yes	All loans	Yes	Yes
No	Farm-Stored: Seed cotton or ELS Outside Stored	Yes	Yes
	Warehouse-Stored: Upland or ELS	Yes	No

1/ Based on disbursed values, not outstanding balance.

IF the fee for a lien search is...	AND the fee for filing UCC-1 or similar record is...	THEN...
zero	zero	<ul style="list-style-type: none"> •*--conduct a lien search regardless of loan value • file UCC-1.
zero	imposed	<ul style="list-style-type: none"> • conduct a lien search regardless of loan value • file UCC-1 for farm-stored loan only--*
imposed	zero	<ul style="list-style-type: none"> • file UCC-1 • conduct a lien search if the loan or aggregate loan amount is \$25,000 or more.
imposed	imposed	<ul style="list-style-type: none"> • conduct a lien search if the loan or aggregate loan amount is \$25,000 or more •*--file UCC-1 for farm-stored loan only--*

Note: A joint disbursement of loan proceeds to the producer and lienholder does not satisfy the requirement for a lien waiver.

*--124 Liens: Search, Waivers, and UCC-1 Requirements (Continued)

B Determining Whether or Not Liens Exist

When necessary to determine whether or not a lien exists, County Offices shall make a lien search on **all** cotton (seed cotton and lint cotton) to be pledged for loan at the appropriate recording official's office.

Exception: If a producer certifies to a lienholder, CCC-679 can be submitted to the County Office and honored.

When:

- actual notice of the existence of an unrecorded lien is provided to the County Office by the lienholder in person or in writing, consider the lien an existing lien
- a State notifies the County Office in writing of the existence of an unrecorded statutory lien for nonpayment of a Boll Weevil Eradication Program assessment, the producer must seek a lien waiver from an authorized representative of the State before the loan can be disbursed.

Notes: If a lien waiver is not obtained, do **not** disburse the loan.

Do **not** process a State statutory lien payment as an administrative offset.

C Obtaining CCC-679

When required under basic policy, CCC-679's shall be obtained by the producer, as applicable:

- **after** each loan request and **before** disbursing the loan
- if liens or encumbrances are recorded, including waivers from FSA FLP representatives
- even if the liens or encumbrances will be satisfied from the loan proceeds
- if **actual** notice is received from a lienholder
- for Federal and State tax liens.--*

191 Using CCC-Cotton A-1, Schedule of Pledged Cotton (Continued)

* * *

C Maintaining Counter Copies

The practice of maintaining counter copies of CCC-Cotton A-1's is prohibited. County Offices are prohibited from divulging the terms of any price support or payment transaction between CCC and an individual or other entity. Specifically, loan or payment information must not disclose the name or identifying producer numbers, such as a Social Security number, that would link the loan or payment to the individual or entity. It is permitted to disclose loan quantities or payment levels as long as that information cannot be linked to an individual or entity.

Loan information included on CCC-Cotton A-1, including the producer's or entity's identification, may be provided to cotton merchants if either of the following apply:

- the disclosure is approved ahead of time by the producer or entity
- the merchant is the agent designated for the loan quantity on CCC-605.

192 Manual Loan Processing in APSS

A Preparation

Verify that offer shipping rate table, loan rates, and other tables are correctly entered into the computer according to paragraph 65.

B APSS Procedure

Process loans according to the following table.

Step	Action	Result	
1	On Menu PCA005: <ul style="list-style-type: none"> ENTER "2" PRESS "Enter". 	Screen PCA11000 will be displayed.	
2	On Screen PCA11000: <ul style="list-style-type: none"> enter: <ul style="list-style-type: none"> either the producer's last name or the producer's ID and type the crop year the 90,000 series number assigned PRESS "Enter". 	IF... Screen PCA12000 is displayed	THEN go to... step 4.
		Screen MACR04-01 is displayed	step 3.
3	On Screen MACR04-01: <ul style="list-style-type: none"> enter the number for the desired producer PRESS "Enter". 	Screen PCA12000 will be displayed.	
4	On Screen PCA12000: <ul style="list-style-type: none"> ENTER "Y" to the question, "Is this a recording of a manually made action?" ENTER "Y" or "N", as applicable, to the following questions: <ul style="list-style-type: none"> "Is this the correct producer?" "Is this the re-entry of a corrected loan?" PRESS "Enter". 	IF the producer is... correct and this is not a re-entry of a corrected loan	THEN... Menu PLA000 will be displayed. Go to step 6.
		not correct	Screen PCA11000 will be redisplayed. Return to step 2.
		correct, but this is a re-entry of a corrected loan	Screen PCA12000 will be redisplayed. Go to step 5.

192 Manual Loan Processing in APSS (Continued)

B APSS Procedure (Continued)

Step	Action	Result	
22	On Screen PCE68010, ENTER "Y" or "N" to the question, "Do you want to reprint this form?"	IF...	THEN...
		"Y" was entered	<ul style="list-style-type: none"> • CCC-Cotton A Continuation will be reprinted • Screen PCE68010 will be redisplayed. Repeat this step.
		"N" was entered	Go to step 23.
23	Accounting - Checkwriting procedure begins.	After Accounting - Checkwriting procedure is complete, Menu PCA005 will be redisplayed. Return to step 1.	

--193 Loan Document Retention and Distribution*A Distribution to the Producer**

The contact producer should receive a copy of the following:

- CCC-601 or, if applicable, CCC-601 ELS Appendix
- signed CCC-Cotton A
- CCC-Cotton A-1
- CCC-Cotton A-5 or CCC-877
- transaction summary report generated by APSS, if applicable
- Producer's Disbursement Transaction statement
- other documents signed by the producer for this loan.

B Documents for Filing in Locked, Fireproof Box

File the following in a fireproof locked box:

- original CCC-Cotton A and CCC-Cotton A Continuation, if applicable
- original Transaction Summary Report, if applicable
- original CCC Cotton A-1.

C Documents for Loan Folder

File the following documents in the loan folder:

- copies of the following:
 - signed and approved CCC-Cotton A and signed CCC-Cotton A Continuation, if applicable
 - Transaction Summary Report, if applicable
 - CCC-Cotton A-1, CCC-Cotton A-5, and CCC-877, as applicable
- other documents signed by the producer about this loan
- original Producer's Disbursement Transaction statement
- all printouts from cotton PC, including validation review reports, bale lists, and bale recaps.--*

194-196 (Reserved)

200 CCC-500, Loan Repayment Receipt

A Content and Use of CCC-500

County Offices shall: * * *

- *--provide a copy of CCC-500 to the producer
- file a copy of CCC-500 in the producer’s loan file
- provide a copy of CCC-500 to the merchant only if redeemed in the County Office.

Note: CCR’s will be provided an automated receipt.--*

* * * This table explains the items on CCC-500 that are applicable to cotton loans.

Item	Explanation
1	Enter State and county code. ENTER “X” in box if 1 or more CCC-500-1’s are attached.
2	Enter name and address of entity redeeming collateral.
3	Loan number applicable to the bales being redeemed.
4	Crop year applicable to the bales being redeemed.
5	Commodity being redeemed.
6	Loan type and, if applicable, warehouse code.
7	The total dollar amount required to redeem the bales processed in this redemption.
8 A	Total number of pounds of cotton, including the number of bales, being redeemed.
8 B	Total principal amount for the bales redeemed.
8 C	Total amount of interest paid. Note: When AWP is below the national loan rate, the entire interest amount is waived.
8 D	Average cost per pound for the bales redeemed.
9 A	Outstanding quantity, shown in pounds, including the number of bales remaining under loan after this redemption.
9 B	Outstanding principal amount remaining after this redemption.
10 A	Warehouse receipt numbers redeemed in this redemption.
10 B	Quantity, in pounds, redeemed in this redemption.
10 C	Applicable loan disbursement date.
10 D	Date bales were redeemed.
10 E	<ul style="list-style-type: none"> • Dollar amount required to repay the bale without storage credit. • Dollar amount of storage credit applicable to the bale.
10 F and G	Not applicable to cotton loans.
11 A	Total dollar amount of storage credit applicable to this redemption.
11 B and C	Not applicable to cotton loans.
12	Dishonored check notice.
13	The following will be printed, as applicable: <ul style="list-style-type: none"> • explanation of the repayment • location differential • estimated receipt release date • total market gain for the repayment • AWP • compression charge, per bale • total CCA for the repayment.
14	CED shall ensure that the box in item 1 is checked, if appropriate, then sign and date. Signature is only required on CCC-500 and is not required on any attached CCC-500-1’s. Provide a copy of CCC-500 and CCC-500-1, if applicable, to the following: <ul style="list-style-type: none"> • contact producer • person making redemption if different than the contact producer • warehouse where the loan collateral was stored.

200 * * * CCC-500, Loan Repayment Receipt (Continued)

B Example of CCC-500

This is an example of CCC-500.

CCC-500 (07-25-96)		U.S. DEPARTMENT OF AGRICULTURE Commodity Credit Corporation					11. STATE AND COUNTY CODE	
LOAN REPAYMENT RECEIPT Form CCC-500-1 is incorporated into this page of CCC-500 when this box is marked <input type="checkbox"/>								
2. NAME AND ADDRESS			3. LOAN NO.	4. CROP YEAR	5. COMMODITY	6. TYPE LOAN	7. AMT. REC'D.	
Sam Jones Rt. 1, Box 630 Some City, SS 12345			628	9X	Cotton-UP	Warehouse Stored Whse Code: 810533	780.51	
8. REDEEMED WITH THIS PAYMENT				9. OUTSTANDING BALANCE AFTER THIS PAYMENT				
A. TOTAL QUANTITY	B. PRINCIPAL	C. INTEREST	D. UNIT COST	A. QUANTITY	B. AMOUNT (Excluding Interest)			
2,502.00 (5 Bales)	\$ 952.99	\$	\$.31	(Bales)	\$			
10. BREAKDOWN OF COLLATERAL RELEASED AND OUTSTANDING BALANCE BY SEAL NO. OR WAREHOUSE RECEIPT NO.								
SEAL NO.(S) OR WAREHOUSE RECEIPT NO.(S)	QUANTITY REDEEMED	DATE DISBURSED	DATE REPAID	AMOUNT PAID (P & I)	BALANCE AFTER PAYMENT			
					QUANTITY	PRINCIPAL		
A 1	B 487.00	C 10/22/9X	D 03/22/9X	E 161.68/ 6.87	F	G		
2	518.00	10/22/9X	03/22/9X	171.98/ 6.87				
3	502.00	10/22/9X	03/22/9X	151.10/ 6.87				
4	499.00	10/22/9X	03/22/9X	167.41/ 6.87				
5	496.00	10/22/9X	03/22/9X	162.69/ 6.87				
11. RESERVE STORAGE AND OTHER CHARGES								
A. UNEARNED STORAGE		B. INTEREST ON UNEARNED STORAGE		C. LIQUIDATED DAMAGES				
WHSE CHRG CREDIT \$ 34.35								
12. DISHONORED CHECK NOTICE								
If this check is dishonored, there may be a \$25 dishonored check fee applicable. Also, there shall be a late payment charge on overdue accounts. This late payment charge will be applied on a daily basis. The late payment charge rate that is applied to the debt shall remain in effect until the debt is settled. In case of partial payment of overdue amounts, the amount received will be applied first to the accrued late payment charge and then to the overdue amount. The late payment charge shall be expressed as a rate of interest which is charged on delinquent debts and shall be published in the Federal Register by the Executive Vice President, CCC.								
13. REMARKS								
The loan collateral shows on this receipt and on any attached CCC-500-1, was redeemed at a CCC Determined Value.								
Adjusted World Price	47.26	Compression Charge	.0000	Course Count Adjustment	.96			
Location Differential	-.05	Est. Receipt Release Date	03/22/9X	Market Gain	138.13			
Thank you for your remittance.								
14. Credit for this repayment is subject to collection of checks and verification of computations.								
COMMODITY CREDIT CORPORATION						DATE		
BY								

--252 Settlement of Seed Cotton Loan From Other Loan or LDP Proceeds--**A Overview**

If a producer, except a cooperative, obtains a CCC-Cotton A loan or LDP for the purpose of repaying a seed cotton loan, the County Office shall use the proceeds of the loan or LDP to repay the seed cotton loan principal plus interest and charges according to paragraph 254.

Note: Cooperative obtaining seed cotton loans must repay principal plus interest before pledging lint cotton for loan.

B Computing the Loan

Make the loan according to paragraph 187 and consider CCC a payee for the amount equal to the loan principal plus interest and charges.

Note: County Offices should calculate the repayment amount for the seed cotton loan before processing the CCC-Cotton A loan.

C Settling With the Producer

If CCC-Cotton A loan amount, minus the sum of the County Office fees and research and promotion fees, is:

- greater than the amount of the unpaid seed cotton loan, plus interest and any charges, pay the difference to the producer
- less than the amount of the unpaid seed cotton loan, plus interest and any charges, collect the difference from the producer.

***--D Applying Proceeds From CMA/LSA Loan or LDP**

A producer who obtained a seed cotton loan from a County Office may apply to this loan obligation any proceeds disbursed by CMA or LSA from a loan or LDP on the same or other commodity.

Any proceeds obtained from CMA or LSA, whether from a loan or LDP, shall be jointly payable to the producer and to CCC if these proceeds are from a loan or LDP for the same cotton that is collateral for the seed cotton loan.--*

253 Request to Move Collateral Using CCC-883**A Purpose**

Producers shall request authorization to remove seed cotton pledged as collateral from storage on CCC-883 to either:

- sell as seed cotton
- gin seed cotton and sell the resulting lint cotton or pledge to CCC as security for a CCC-Cotton A loan.

Note: CCC-883 must be signed by at least 1 producer who signed CCC-881 or, if applicable, CCC-881-1 before it can be approved by CCC.

B Effective Period

CCC-883 shall expire on the earlier of:

- 60 calendar days from the date CCC-883 was approved

Note: STC and COC may establish less than 60 calendar days.

- the loan maturity date.

C Extensions

If the seed cotton cannot be ginned before the expiration of CCC-883, COC may grant an extension allowing adequate time for the seed cotton to be ginned and for the producer to obtain classing data and, if applicable, warehouse receipts.

Notes: Extensions cannot be granted past the maturity date of the loan.

If the seed cotton or lint from the seed cotton is sold before the extension date, immediate repayment is required.

267 LDP's Based on Locked-in Rate (Continued)**D Violations for Failure to Provide Production Evidence**

As soon as a violation can be determined following the May 31 LDP application deadline, but **not** later than June 30, assess liquidated damages to each module or other storage unit of an application for which production evidence was not submitted.

The responsibility to pay any such damages is jointly shared by all applicants who signed the LDP application. Establish a receivable for liquidated damages according to 67-FI using:

- for the first charge program code (on Screen AQK10801), enter program code LIDAUPCN and the amount of liquidated damages
- for the first reference number, enter the farm number
- for the type, ENTER "FM"
- for the receivable due date, enter the current system date
- for the basis of debt code, enter 10306.

County Offices shall:

- issue automated notification letter generated when receivable was created. Insert explanation that debt occurred due to "failure to provide production evidence for an irrevocable LDP rate lock-in on module"
- issue the first demand letter if debt remains unpaid after 30 calendar days after the date of the notification letter
- establish a claim according to 64-FI if debt remains unpaid 30 calendar days after the date of the first demand letter.

***--268 LDP Document Retention and Distribution**

A Distribution to the Producer

Each signing producer should receive a copy of the following:

- signed CCC-633EZ, pages 1 and 3
- CCC-Cotton AA-1
- application summary for eLDP's
- Producer's Disbursement Transaction statement
- other documents signed by the producer for this LDP.

B Documents for LDP Folder

File the following documents in the loan folder:

- original signed CCC-633EZ, pages 1 and 3
- original CCC-Cotton AA-1
- copies of the following:
 - application summary for eLDP's
 - original Producer's Disbursement Transaction statement
 - other documents signed by the producer pertaining to this LDP, such as a bale list
 - all printouts from cotton PC, including validation review reports, bale lists, and bale recaps.--*

269, 270 (Reserved)

Reports, Forms, Abbreviations, and Delegations of Authority

Reports

None.

Forms

This table lists all forms that are referenced in this handbook.

Number	Title	Display Reference	Reference
AD-1026	Highly Erodible Land Conservation (HELC) and Wetland Conservation (WC) Certification		100, 181, 237
CCC-6 ^{1/}	CCC Commodity Certificate		201
CCC-10	Representations for Commodity Credit Corporation or Farm Service Agency Loans and Authorization to File a Financing Statement and Related Documents	181.5	181, 223.7, Ex. 3.5
CCC-39	Request for Issuance of Duplicate Warehouse Receipt(s)	47	
CCC-184	CCC Check		Text
CCC-257	Schedule of Deposit		201, 201.5, 210.8, 210.11, 291
CCC-258	Wire Transfer of Funds		209
CCC-500	Loan Repayment Receipt	200	199, 201, 209, 210.5, Ex. 17.5
CCC-500-1	Loan Repayment Receipt Continuation Sheet		200
CCC-502A	Farm Operating Plan for Payment Eligibility Review for an Individual		43, 223
CCC-502B	Farm Operating Plan for Payment Eligibility Review for a Joint Venture or General Partnership		43, 223
CCC-502C	Farm Operating Plan for Payment Eligibility Review for Corporations, Limited Partnerships or Other Similar Entities		43, 223
CCC-502D	Farm Operating Plan for Payment Eligibility Review for an Estate or Trust		43, 223
CCC-502U	Update for CCC-502, Farm Operating Plan for Payment Eligibility Review		43, 223
CCC-526	Payment Eligibility Average Adjusted Gross Income Certification		100
CCC-601	Commodity Credit Corporation Note and Security Agreement Terms and Conditions	Ex. 16	162, 189, 190, 193, 222.7, 242, 243, 303

^{1/} This form is obsolete.

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

Forms (Continued)

Number	Title	Display Reference	Reference
CCC-601 ELS Appendix	Appendix to CCC-601, Note and Security Agreement Terms and Conditions for Outside Storage of ELS Cotton	Ex. 19	193, 222.7, 223.8, 224
CCC-605	Authorization of Electronic Agent and Designation of Agent - Cotton	207	Text, Ex. 3.5, 20
CCC-605-1	Designation of Agent - Cotton (Continuation Sheet to CCC-605)	207	201, 204, 206
CCC-605-2	Designation of Subsequent Agent - Cotton	207	204-206
CCC-633 EZ	Loan Deficiency Payment (LDP) Agreement and Request	261.5, 274	Text
CCC-634-E <u>1/</u>	Request for Electronic Loan Deficiency Payment (eLDP) Services		282
CCC-638	Confirmation of Sale	36	
CCC-639	Competitive Bid Pricing Worksheet	36	
CCC-664	Agreement to Permit Assumption of a Commodity Credit Corporation (CCC) Loan		28
CCC-674	Certification for Contracts, Grants, Loans, and Cooperative Agreements	37	
CCC-679	Lien Waiver	124	41, 165, 181, 201, 237
CCC-683	Commodity Loan Seal	239	236, 238
CCC-686	Application for Loan or Loan Deficiency Payment by Heirs (On a Commodity Produced by a Person Who Has Died)	105	
CCC-694-2	Acknowledgment of Commodity Certificate Purchase	201	181
CCC-697	Request to Lock in a Market Loan Repayment Rate		197
CCC-709 <u>1/</u>	Direct Loan Deficiency Payment Agreement		261, 276
CCC-734	Notification of Pending Redemption and/or LDP Request	50	50

1/ These forms are obsolete.

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

Forms (Continued)

Number	Title	Display Reference	Reference
CCC-770 CottonMAL	Warehouse-Received Cotton and Outside-Stored ELS Marketing Assistance Loan Checklist	54	
CCC-770 Eligibility	Eligibility Checklist		54
CCC-770 UPLDP	Upland Cotton Loan Deficiency Payment (LDP) Checklist	54	
CCC-809	Cooperating Ginner's Bagging and Bale Ties Certification and Agreement	72	71, 73, 76, 77
CCC-877	Seed Cotton Loan Worksheet	238	193, 236, 237, 240, 242, 243
CCC-879	Application for Approval of Cotton Gin Under Seed Cotton Loan Program	79	80
CCC-880	Ginner's Seed Cotton Agreement	80	
CCC-881	Seed Cotton Producer's Note and Security Agreement	242	240, 241, 243, 253
CCC-881-1	Seed Cotton Producer's Note and Security Agreement, Continuation Sheet	243	240, 241, 253
CCC-883	Seed Cotton Removal, Ginning and Marketing Authorization	253	250, 251
CCC-1099-G	Report of Payments to Producers		201
CCC-Cotton A	Cotton Producer's Note and Security Agreement	189	Text, Ex. 2
CCC-Cotton A Continuation	CCC-Cotton A Continuation Sheet	190	187, 188, 193, 223.9
CCC-Cotton A-1	Schedule of Pledged Cotton	191	Text
CCC Cotton A-5	Statement of Eligibility and Information Worksheet	182	Text, Ex. 2

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

Forms (Continued)

Number	Title	Display Reference	Reference
CCC-Cotton AA <u>1</u> /	Upland Cotton Producer's Loan Deficiency Payment Application and Certification		Text
CCC-Cotton AA-1	Schedule of LDP for Upland Cotton	278, 285.2	Text
CCC-Cotton AA-2	Spotcheck of Upland Cotton Subject to AWP Lock-In	275	
CCC-Cotton G	Cotton Cooperative Loan Agreement		250, Ex. 2
FSA-211 - 211A	Power of Attorney (Includes FSA-211A, Power of Attorney Signature Continuation Sheet)		45, 181, 201, 237
FSA-237 <u>1</u> /	Facsimile Signature Authorization and Verification		205
FSA-578	Report of Acreage		100, 118, 181, 185, 237
KC-232	Notice of Approval or Change in Status of Storage Agreement or Contract	48	
SF-LLL	Disclosure of Lobbying Activities	37	
UCC-1	National Financing Statement		124, 181, 181.5, 223.7, Ex. 3.5
UCC-1F	Effective Financing Statement		124

1/ These forms are obsolete.

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

Abbreviations Not Listed in 1-CM

The following abbreviations are not listed in 1-CM.

Approved Abbreviation	Term	Reference
ACRS	Automated Cotton Reporting System	10, 282
AGI	adjusted gross income	127
APD	Analysis and Procedures Division, KCAO	10, 214
BCD	Bulk Commodities Division, KCCO	10, 11, 48, 57, 121, 191, 213
BI	beneficial interest	Text, Ex. 3.5
CCA	coarse count adjustment	Text, Ex. 3.5
CCR	Centralized Cotton Redemption	Text, Ex. 3.5, 17.5, 20
COPS	Cotton Online Processing System	Text, Ex. 2, 3.5, 17.5
COPSS	Cotton Operations and Price Support Staff	10, 50, 204
CRTS	Cotton Receipt Tracking System	10, 210.11, 285.2
CSA	Cotton Storage Agreement	4, 49, 65, 121
DCIA	Debt Collection Improvement Act	100.5, Ex. 3.5, 21
EAD	Electronic Agent Designation	204, 210.5, 210.7, 210.8, Ex. 3.5, 17.5, 20
eLDP	electronic Loan Deficiency Payment	Part 5, Section 3
EWR	electronic warehouse receipt	Text, Ex. 2, 3.5, 12, 17.5
GPR	graduated payment reduction	32, 101
HVI	high volume instrument	167, Ex. 12
IMB	Inventory Management Branch, BCD, KCCO	10, 11, 48, 57, 121, 191, 213, Ex. 3.5
JCIBPC	Joint Cotton Industry Bale Packaging Committee	4, 14, 70-74, 76, 77, 125, Ex. 2, 3.5
MAL	marketing assistance loan	54, 100.5, 119, 127
NALR	national average loan rate	26, 198, 201, 202, 210.5, 265, 277, 278, Ex. 10
NITC	National Information Technology Center	50, 341, 344
NPS	National Payment Services	282, 285.2-285.4

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

Abbreviations Not Listed in 1-CM (Continued)

Approved Abbreviation	Term	Reference
PBI	permanent bale identifier	280
PSCAD	Price Support and Commodity Applications Division, KC-ITSDO	10, Ex. 12
SCIMS	Service Center Information Management System	282
TSR	Transaction Summary Report	199, 276, 279, 305
UCC	Uniform Commercial Code	223.7

Redelegations of Authority

This table lists redelegations of authority in this handbook.

Redelegation	Reference
<p>CED may redelegate, in writing, the authority to approve all forms and documents prepared according to this handbook, except those in which the person approving has a monetary interest.</p> <p>Exceptions: Only CED shall approve loans for:</p> <ul style="list-style-type: none"> • STC members • SED's • State and County Office employees • COC members. 	14

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Following menus and screens are displayed in this handbook.

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	Cotton Application eLDP Application Summary Screen	285.2
	Cotton Application eLDP File Summary Screen	285.2
	Cotton Application Enter eLDP Application Data Screen	285.2
	Cotton Application Error Bales Information Screen	285.2
	Cotton Application Select Producer Screen	285.2
	Cotton ELDP Summary Screen	285.2
	Create and Rename a Folder Screens	285.1
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