

For: CO, NE, SD, and WY State and County Offices

2002 Cattle Feed Program (CFP) Software

Approved by: Acting Deputy Administrator, Farm Programs



1 Overview

A

Background

On August 12, 2002, Secretary Veneman announced that \$150 million was being made available for feed assistance to provide much needed relief to farmers and ranchers with foundation beef herds in Colorado, Nebraska, South Dakota, and Wyoming. Funding authority for this assistance is provided under Section 32 of the Act of August 24, 1935, as amended.

Eligible producers will be provided feed credits for use at a participating feed supplier of their choice. Feed suppliers will be reimbursed for feed made available for livestock producers for manufactured feed suitable to be fed to the foundation beef herd, provided all contractual requirements are met.

B

Purpose

This notice provides instructions for CFP software.

CFP software is designed to:

- compute feed credit amount
- modify and delete applications
- generate FSA-551 application
- generate and transmit Enrollment Application Report.

<p>Disposal Date</p> <p>March 1, 2003</p>	<p>Distribution</p> <p>Above State Offices, State Offices relay to applicable County Offices</p>
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2 Additional Program Provisions

A

Requesting a Contract Package From KCCO

Any feed dealer who intends to participate in CFP must sign a contract with FSA. Request a contract package by contacting Paul Rodriguez, KCCO, Bulk Commodities Division at 816-926-6446.

B

Eligible Feed

Feed provided by the contract feed dealer to an eligible CFP participant must contain nonfat dry milk (NDM) provided by CCC, except:

- feed provided by an eligible producer before NDM is made available to the contracted feed dealer
 - a manufactured feed that cannot be made with NDM because of incompatibility with the ingredients.
-

C

Distributing Feed Without NDM

Contracted feed dealers participating in CFP must obtain written approval from KCCO before using feed without NDM for CFP. Without KCCO approval, contracted feed dealers will not receive reimbursement for feed.

Note: Instructions for obtaining approval from KCCO are included in the contract package requested according to subparagraph A.

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3 Accessing CFP Software

A

Accessing Menu MHAVL0

All options for CFP software are available on Menu MHAVL0. Access Menu MHAVL0 according to this table.

Step	Menu	Action
1	FAX250	ENTER "3" or "4", "Application Processing", as applicable.
2	FAX09002	Enter the appropriate county, if applicable.
3	FAX07001	ENTER "11", "PFC/Compliance".
4	M00000	ENTER "1", "NAP, and Disaster".
5	MH0000	ENTER "11", "Cattle Feed Program".
6	MHAVL0	Enter applicable option.

B

Example of Menu MHAVL0

This is an example of Menu MHAVL0.

```
COMMAND                MENU: MHAVL0                F0
2002 CFP Application Menu
-----
      1. Application Process
      2. Approve Application
      3. Enrollment Application Report

      20. Return to Application Primary Menu
      21. Return to Application Selection Menu
      23. Return to Primary Selection Menu
      24. Sign Off

Cmd3=Previous Menu

Enter option and press "Enter".
```

4 Adding a New Application

A

Introduction

The CFP application software is divided into the following parts:

- producer data
 - application data to record the eligible cattle
 - application data to select feed supplier.
-

B

Producer Selection Screen MHAVL101

Screen MHAVL101 will be displayed when option 1, "Application Process", is entered on Menu MHAVL0.

Select the producer for the application by entering 1 of the following:

- lasted 4 digits of the producer's ID number
- ID number and type
- producer's last name.

Note: New producers must be added to the name and address file through the Service Center Information Management System, according to 1-CM.

This is an example of Screen MHAVL101.

```
2002 CFP      009-BACA      Selection      MENU: MHAVL101
Producer Selection Screen
-----
Enter Producer ID Number: .....And Type:
                Or
Last Four Digit Of ID: .....
                Or
Last Name:.....
                (Enter Partial Name To Do An Inquiry)

Enter=Continue      Cmd7=End
```

PRESS "Enter" to continue. Screen MHAVL201 will be displayed.

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4 Adding a New Application (Continued)

C
Entries on
Data Load
Screen
MHAVL201

Enter information on Screen MHAVL201 according to this table.

Field/Key	Entry
Cattle	Enter the number of eligible cattle. Note: Cattle that was sold or died between August 12 and the date of the application are ineligible cattle for CFP.
Feed Supplier	Enter the selected feed supplier code. Note: Feed suppliers are identified by a 4-digit code available in the County Office or from the Intranet at http://intranet.fsa.usda.gov/daco/feed_program.htm .
Cmd5	PRESS "Cmd5" to update.

This is an example of Screen MHAVL201

```

2002 CFD          008-BACA          MENU: MHAVL201          F0
Data Load Screen
-----
Name:   Judy Smith                      Producer ID xxx xx xxxx x

Number Eligible Cattle      .....100.....
Selected Feed Supplier Code .....1002.....
Total amount of feed credit voucher

Cmd4=Previous   Cmd5=Update   Cmd7=End   Cmd12=Print/Exit   Cmd24=Delete
    
```

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4 Adding a New Application (Continued)

D

Example of Updated Data Load Screen MHA VL201

After pressing "Cmd5" to update Screen MHA VL201 will be redisplayed with the:

- name of the feed supplier
- amount of the feed credit voucher.

This is an example of redisplayed Screen MHA VL201

```
2002 CFD          008-BACA          MENU: MHA VL201          F0
Data Load Screen
-----
Name:   Judy Smith                      Producer ID xxx xx xxxx x

Number Eligible Cattle   .....100.....

Selected Feed Supplier Code .....1002.....
                          H & G STORE

Total amount of feed credit voucher   $2300.00

Cmd4=Previous      Cmd5=Update      Cmd7=End Cmd12=Print/Exit  Cmd24=Delete
```

PRESS "Cmd5" to update application. After the file has been updated, PRESS "Cmd12" to print/exit, and then PRESS "Enter" to return to Menu MHA VL0 to enter another application, if necessary.

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5 Approving Applications

A Entering Approval Date on Screen MHA VL301

Screen MHA VL301 will be displayed when option 2, "Approve Application", is entered on Menu MHA VL0. Enter the approval date and PRESS "Cmd5" to update.

After the approval date has been entered on Menu MHA VL301, the application **cannot** be modified or deleted. If there are any concerns about the application or the feed supplier, do **not** approve the application.

This is an example of Screen MHA VL301.

```
2002 CFD          008-BACA          MENU: MHA VL301          F0
Data Load Screen
-----
Name:   Judy Smith          Producer ID xxx xx xxxx x

Number Eligible Cattle      .....100.....
Selected Feed Supplier Code .....1002.....
                               H & G STORE

Total amount of feed credit voucher$2300.00

Approval Date      ....08302002.....

Enter=Continue      Cmd4=Previous      Cmd5=Update      Cmd7=End Cmd12=Print
File has been updated.
```

B Processing FSA-551's

County Offices shall:

- enter all manual FSA-551's in the system and attached to the generated application
- provide the applicant with a copy of the completed FSA-551, see Exhibit 1 for instructions for completing FSA-551
- mail the applicant a copy of the COC-approved FSA-551.

COC or designee shall approve or disapprove FSA-551 requests for CFP.

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6 Enrollment Application Report

A

Introduction

The 2002 CFP Enrollment Application Report has been developed to assist County Offices with administering CFP.

B

Importance of Running Report

Data on the report reflects how information is loaded in the system. Therefore, it is critical that County Offices review the report and, if necessary, update data in the system before transmitting to KCCO.

This report will be transmitted to KCCO weekly on Monday. It is critical that data be updated before the weekly transmission.

C

Report

The 2002 CFP Enrollment Application Report will be displayed when option 3, "Enrollment Application Report" is entered on Menu MHAVL0.

This is an example of the 2002 CFP Enrollment Application Report.

Baca, Colorado		USDA-FSA			Date: xx-xx-xxxx
Report ID: MHAVS2-R001	2002 CFP ENROLLMENT APPLICATION REPORT				
Producer ID/Type	Producer Name	Eligible Cattle	Credit Amount	Approval Date	Supplier Name
xxxxxxxxx x	JUDY SMITH	2,000	\$46,000.00	08/30/2002	PAINTER GRAINCOMPANY
xxxxxxxxx x	JAMES NINER	200	4,600.00	08/30/2002	Highland Feed & Bean Inc.
xxxxxxxxx x	MARK JONES	100	2,600.00	08/30/2002	KEVIN FEED COMPANY
TOTAL APPROVED HEAD 2300		TOTAL UNAPPROVED HEAD			
Page 1					

Instructions for Completing Generated FSA-551

Complete FSA-551 according to the following instructions.

Note: FSA-551 item numbers in **bold** will not be printed on the application by the computer. These **item numbers** shall be entered after printing FSA-551.

Item Number	Action
1	Enter the name and address of the individual or entity requesting feed credit assistance.
2 A	Enter the identification number for the applicant that was entered in Item 1.
2 B	Enter the telephone number for the applicant that was entered in Item 1.
3	Enter the name, address, and telephone number of the administrative County FSA Office. Note: The application must be filed in the County Office where the cattle operation is headquartered.
4 A	Enter the name of the applicant that was entered in Item 1 and the names and addresses of all other owners of eligible livestock in the applicant’s operation, if applicable. Note: “Other Owner” information is required only if the applicant is not the sole owner of all eligible livestock in the livestock operation. Any “Other Owner” in the operation must file a separate application.
4 B	Enter the total number of eligible livestock for the applicant entered in Item 1 or, if applicable, for the entire livestock operation that are physically located in an eligible State.
4 C	Enter the percent share of the total number of owned or leased eligible livestock for the applicant entered in Item 1, and each “other owner” listed under Item 4, if applicable. Note: Sum of all shares must equal 100 percent.
4 D	Enter the product of Item 4 B multiplied times Item 4 C for the applicant, which is the applicant’s total number of eligible livestock.
4 E	For the applicant entered in Item 1, and any “Other Owner” entered in Item 4, enter the State, county, and farm serial number where all other beef cattle not included in this application are located.
5 B	Enter the amount from Item 4 D.
5 C	Enter payment rate of \$23.
5 D	Enter the product of Item 5 B multiplied times Item 5 C.

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Instructions for Completing Generated FSA-551 (Continued)

Item Number	Action
6 A	<p>Enter the type of pasture; such as, native or improved and irrigated or non-irrigated.</p> <p>Note: If cattle have been removed from pasture, also enter type of feeding facility and type of feed cattle are currently being fed.</p>
6 B	<p>Enter the location and/or legal description of the pasture, or other feeding facility, identified in Item 6 A.</p>
6 C	<p>Enter the number of grazing acres identified in Item 6 A used to support eligible livestock for this application.</p>
6 D	<p>Check the box “owned” or “leased” as applicable to the acres identified in Item 6 C.</p>
7 A	<p>Enter the name and address of the one feed supplier selected from the participating feed supplier list, available in the County Office.</p>
7 B	<p>Enter the ID code for the feed supplier entered in Item 7 A.</p>
7 C	<p>Enter the telephone number of the feed supplier in Item 7 A.</p>
8 A	<p>Enter number of eligible livestock included on this application that died or were sold.</p>
8 B	<p>Enter number of cows in the herd</p>
8 C	<p>Enter number of replacement heifers in the herd.</p> <p>Note: Entry cannot exceed 15 percent of cow number.</p>
8 D	<p>Enter number of breeding bulls in the herd.</p>
8 E	<p>Enter the sum of cows, replacement heifers, and breeding bulls; must equal item 4B.</p>
9 A	<p>Producer shall sign and enter date.</p>
10	<p>COC or designee shall check appropriate box.</p>
11 A through C	<p>COC or designee shall sign, enter title of signor, and date.</p>
12 Remarks	<p>County Office Entry:</p> <p>If applicable, enter the following changes that occur between the date of application and December 2, 2002:</p>