

For: Oregon State Office

FY 2000 Emergency Assistance for Harney and Lake County, Oregon

Approved by: Deputy Administrator, Farm Programs



1 Overview

A

Background

The Secretary of Agriculture was authorized under the 2000 Emergency Supplemental Appropriations Act (Pub. L. 106-113) and the Agricultural Risk Protection Act of 2000 (Pub. L. 106-224), to use not more than \$1,090,000, to assist producers in Harney and Lake County, Oregon, who have suffered long-term flood-related crop, forage, and grazing losses in 1999 and previous crop years.

B

Purpose

This notice:

- announces the signup period of July 3, 2000, through August 4, 2000
- provides instructions for program implementation.

2 General Provisions

A

Signup Period

Signup:

- begins on July 3, 2000
- ends August 4, 2000, or such other date as may be announced by DAFP.

Note: Advance payments will **not** be issued.

Continued on the next page

<p>Disposal Date</p> <p>September 1, 2000</p>	<p>Distribution</p> <p>Oregon State Office; State Office relay to applicable County Offices</p>
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2 General Provisions (Continued)

B

Payment Rate

Harney and Lake County producers may be eligible to receive compensation for crop and pasture losses because of flooding. The following 3 payment rates have been established for the flooded acres:

- \$53 for premium cropland
- \$37 for cropland
- \$3 for non-cropland.

Since the software can accept only 2 rates, the cropland rate shall be set at \$37 and the non-cropland rate set at \$3. On land considered to be premium cropland, the premium cropland acres are multiplied by 1.4324 (the factor determined by dividing \$53 by \$37.00) to determine an equivalent acreage adjusted for the variance in price.

Example: 35 acres multiplied times 1.4324 = 50.1 acres. 50.1 acres multiplied times \$37.00 = \$1,853.7.

C

Type of Losses

Because of the severe impact flooding has had on Harney and Lake County, producers will be allowed to receive compensation for land that was inaccessible or incapable of crop, forage, and grazing losses because of flooding from January 1, 1999, through December 31, 1999. The land must be within the physical boundary of Harney or Lake County. Land in counties contiguous to Harney and Lake County are not eligible.

D

National Factor

Because a specific amount of money is available, it may be necessary to determine a factor. This factor, if required, will be announced after the conclusion of the signup period.

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3 Program Requirements

A Eligible Producers

Applicants must:

- meet eligibility requirements in 1-DAP, Part 6
 - own or have had a binding cash lease on the eligible land and have owned it or leased it for crop year 1999.
-

B Eligible Land

To be eligible, land in Harney or Lake County must meet all the following criteria:

- the land is cropland or pastureland intended to be used for the production of feed for livestock (haying, grazing, or feed grain production), other agricultural use in calendar year 1999 and 1 of the years 1994 through 1998
 - the land for calendar year 1999, was inaccessible or unable to be used for crop production, grazing, or haying, or the production was unusable because of flooding
 - an area no less than 1 acre in size (each individual flooded area within the tract must be equal to or greater than 1 acre)
 - was owned by the applicant before January 1, 1999, or under a binding cash lease for the 1999 crop year.
-

C Applying for Benefits

Producers with eligible land physically located in Harney and Lake County must submit a completed CCC-454 before COB August 4, 2000, or such date as established by DAFP. A separate CCC-454 shall be completed for:

- a producer filing an application for more than 10 farms
- each producer on the same farm whose shares differ from tract to tract.

Example: Producer A shares 50-50 with Producer B in a joint venture on a farm. A separate CCC-454 shall be filed for each producer.

Producers shall certify as to the accuracy of all the information being requested in the application, and provide any other information to the County Office or COC deems necessary to determine the producer's eligibility.

Continued on the next page

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3 Program Requirements (Continued)

D

Other Applicable Procedures

The provisions of 1-DAP, Part 6, apply with the exception of:

- paragraph 601
 - subparagraph 602 B
 - any other applicable procedure not in conflict with this notice.
-

E

Request for Authorization Code

The application software can be accessed only with an authorization code once the final upload process has taken place.

PECD will provide authorization codes upon request.

After the final upload occurs, County Offices shall:

- request all authorization codes by memorandum to SED

Note: A memorandum requesting an authorization code may contain information for more than 1 application.

- include the following information in the memorandum:
 - State code
 - county code
 - application number
 - producer name
 - reason for authorization code
 - approximate dollar amount needed or refunded because of the change.

The State Office shall FAX all authorization code requests by memorandum to PECD, Emergency Preparedness and Programs Branch, Attn: Helen Smith, at 202-690-3610.

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4 County Office Action

A

Program Administration

The Harney and Lake County Offices shall:

- administer this program according to procedures provided in:
 - this notice
 - 1-DAP, Part 6
 - publicize the:
 - program information through all available means, including but not limited to newsletter, press releases, etc
 - eligibility requirements.
-

B

COC Approval

All requests for benefits shall be approved or disapproved by COC. Producers shall be provided applicable appeal rights if the application for benefit is disapproved.

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5 Application Process for CCC-454

A

Reviewing CCC-454

A second-party review of all CCC-454's and supporting data shall be conducted before entering the enrollment data in the automated system. The reviewer shall initial and date CCC-454 in the lower-right corner.

B

Joint Ventures

For joint ventures without a permanent ID number:

- assign a temporary ID number to the joint venture in the name and address file
- enter the joint venture name and ID number in item 2
- record 1 member of the joint venture in item 3 and another member of the same joint venture in item 4, with the name and ID number of each.

Note: If there are multiple members, all 3 members shared interest must equal 100 percent.

- record the member shares in the share file through the application process.

Note: Do not record the joint venture temporary ID number. This process ensures that payments will be issued to each member's ID number.

Continued on the next page

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5 Application Process for CCC-454 (Continued)

C

**Completing
CCC-454**

Complete CCC-454 according to this table.

Note: For Harney and Lake County, only land flooded in 1999 is eligible, and the number of acres in each tract shall be entered on CCC-454, Part C, for cropland and non-cropland and in Item 9 under Part B. On CCC-454, Part C, shall not be used; and under Part B, Item 8, shall not be used.

Item	Instructions
1	Enter the County FSA Office address and telephone number
2	Enter joint venture's name or the producer's name and address, ID number and payment share as applicable. Refer to Part C.
3 and 4	Enter the producer's name and address , ID number, and payment share if joint venture. See subparagraph B for joint ventures without permanent ID numbers. Note: If producers' shares are the same for all tracts, one CCC-454 may be filed.
5	Enter the program year of the disaster condition.
6	Enter the date CCC-454 was filed with the County Office.
7	Enter the application number from CCC-454-1 assigned by the System 36 when data is entered.
8	Enter the farm numbers for acres of the flooded land that are being reported. Note: Only 10 farms per application will be entered into System 36 for each CCC-454.
9 through 12	COC shall record the data from Part C that reflects the summary for both crop and noncrop flooded acres.
13	No entry required.

Continued on the next page

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5 Application Process for CCC-454 (Continued)

**C
Completing
CCC-454**

Item	Instructions
Part C	<p>COC shall use Part C to record the producer's farms by tract numbers of land inaccessible or incapable of crop, forage, and grazing losses because of flooding during FY 99. Each individual flooded area within the tract must be equal to or greater than 1 acre.</p> <p>Note: Use Part F to record additional farms and tract numbers, however, only 10 farms should be recorded for each application. For farms or tracts on a farm with different shares, adjust the acres according to the shares. Record the share next to the tract number.</p> <p>Example: FSN 100 - Tract 1: 100 acres eligible cropland Turner: 0 percent share Robert: 100 percent share Tract 2 100 acres eligible cropland Robert: 2/3 share Norman: 1/3 hare Robert: 67 acres (2/3 of 100 acres) Norman: 33 acres (1/3 of 100 acres)</p> <p>Robert's CCC-454: Part C, Cropland Tract #1 - 100 percent eligible acres: 100 Tract 2, 2/3 share; eligible acres: 67 Part A, item 2, Producer Share: 100% Part B, item 10, Eligible Acreage: 167 acres.</p> <p>A separate CCC-454 would be completed for Norman.</p> <p>Totals shall be calculated and verified before entering the data into System 36.</p>
Part D	<p>Producer shall check the applicable box to indicate annual gross revenue.</p>
Part E	<p>The producer shall read carefully all information provided on CCC-454 and acknowledge that the information is true by signing and dating the appropriate section.</p> <p>COC shall approve or disapprove CCC-454 for cropland, non-cropland, or both, once Part C has been completed.</p>
Part F	<p>Complete this part only for recording additional farms and tract numbers. The total must be included in Part B.</p>

Continued on the next page

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5 Application Process for CCC-454 (Continued)

D

Example of CCC-454 This is an example of CCC-454.

REPRODUCE LOCALLY. Include form number and date on all reproductions.

Form Approved - OMB No. 0560-0191

CCC-454 (05-06-99)	U.S. DEPARTMENT OF AGRICULTURE Commodity Credit Corporation	1. RETURN TO: COUNTY FSA OFFICE ADDRESS TELEPHONE NUMBER: ()			
FLOOD COMPENSATION PROGRAM					
<p>NOTE: The following statement is made in accordance with the Privacy Act of 1974 (5 USC 552a) and the Paperwork Reduction Act of 1995, as amended. The authority for requesting the following information is the Emergency Supplemental Act of 1995, as amended. The information will be used to determine eligibility for program benefits. Furnishing the requested information is voluntary. Failure to furnish the requested information will result in ineligibility for monies or benefits paid under this program unless this report is completed and filed as required by existing law and regulations (7 CFR Part 783). This information may be provided to other agencies, IRS, Department of Justice, or other State and Federal Law enforcement agencies, and in response to a court magistrate or administrative tribunal. The provisions of criminal and civil fraud statutes, including 18 USC 286, 287, 371, 641, 651, 1001; 15 USC 714m; and 31 USC 3729, may be applicable to the information provided.</p> <p>According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0560-0191. The time required to complete this information collection is estimated to average 60 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. RETURN THIS COMPLETED FORM TO YOUR COUNTY FSA OFFICE.</p>					
<p>Instructions: Complete form and sign in the area indicated. RETURN THIS FORM to the address in item 1 above. YOU MUST RETURN THIS FORM BEFORE YOUR APPLICATION FOR BENEFITS CAN BE APPROVED.</p>					
PART A - PRODUCER INFORMATION					
2. PRODUCER NAME AND ADDRESS		ID NO.	PAYMENT SHARE:	5. PROGRAM YEAR	6. APPLICATION DATE
3. PRODUCER NAME AND ADDRESS		ID NO.	PAYMENT SHARE:	7. APPLICATION NUMBER	
4. PRODUCER NAME AND ADDRESS		ID NO.	PAYMENT SHARE:	8. FARM NUMBER	
PART B - SUMMARY OF ELIGIBILITY (Total from Part C)					
	9. FLOODED ACREAGE 1998 MINUS 1992		10. ELIGIBLE FLOODED ACREAGE	11. RATE	12. ESTIMATED PAYMENT
CROPLAND	-	=	X	=	
NON-CROPLAND	-	=	X	=	(Prior to any adjustment/factoring)
13. FCIC INSURED					
<input type="checkbox"/> YES <input type="checkbox"/> NO		If YES, enter indemnity amount received for preventive planting \$ _____			
		Previously reported under Application No. _____			

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-V, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice or TDD). USDA is an equal opportunity provider and employer.

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5 Application Process for CCC-454 (Continued)

D
Example of
CCC-454
(Continued)

CCC-454 (05-06-99)

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PART C - PRODUCER REPORT DATA <small>(Enter flooded areas by tract. Each individual flooded area within the tract must be equal to or greater than one acre). Use Part F for continuation of producer report data.</small>				
FARM NUMBER	CROPLAND Tract Number	FLOODED ACRES 1998	FLOODED ACRES 1992	ELIGIBLE ACRES
TOTAL CROPLAND →				
FARM NUMBER	NON-CROPLAND Tract Number	FLOODED ACRES 1998	FLOODED ACRES 1992	ELIGIBLE ACRES
TOTAL NON-CROPLAND →				

PART D - CERTIFICATION OF INCOME (Revenue definitions are included on PAGE 4 of this form)

I certify that for the most recent tax year preceding the crop year for which benefits are requested:

More than 50 percent of my gross annual revenue (receipts) is received from farming, ranching and forestry operations and that my gross annual revenue (receipts) from these operations is not in excess of \$2.5 million.

Fifty percent or less of my gross annual revenue (receipts) was received from farming, ranching, and forestry operations and that my gross annual revenue (receipts) from all agricultural and nonagricultural sources is not in excess of \$2.5 million.

PART E - PRODUCER CERTIFICATION

I certify that the above information provided by me is true and correct. I hereby apply for payment to the extent the County FSA Committee determines I am eligible.

I certify for at least one of the fiscal years 1993 through 1998, I received ten percent or more of my gross income from the production of livestock. **(Check One)** YES NO

I further certify that I have met all conditions that qualify me as a producer with flooded land during the period specified under the FCP. I certify that these acres were incapable of crop production, haying, or grazing in FY 1998 due to flooding or inaccessible due to flooding.

I will:

- allow a representative of FSA access to the fields where flooding losses have occurred to collect information as may be needed.
- refund any overpayments.

NOTE: I understand if a National factor is applied, the application amount is subject to reduction. I further understand that the estimated payment amount is subject to the \$40,000 payment limitation amount and may be reduced due to additional compensation from other USDA program payments.

Producer Signature	Date
Producer Signature	Date
Producer Signature	Date
COC OR Designee Signature	Date

CROPLAND APPROVED DISAPPROVED
 NON-CROPLAND APPROVED DISAPPROVED

Continued on the next page

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5 Application Process for CCC-454 (Continued)

D
Example of
CCC-454
(Continued)

CCC-454 (05-05-99)

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PART F - PRODUCER REPORT DATA - CONTINUATION <small>(Enter flooded areas by tract. Each individual flooded area within the tract must be equal to or greater than one acre).</small>				
FARM NUMBER	CROPLAND Tract Number	FLOODED ACRES 1998	FLOODED ACRES 1992	ELIGIBLE ACRES
TOTAL CROPLAND →				
FARM NUMBER	NON-CROPLAND Tract Number	FLOODED ACRES 1998	FLOODED ACRES 1992	ELIGIBLE ACRES
TOTAL NON-CROPLAND →				

Continued on the next page

5 Application Process for CCC-454 (Continued)

D
Example of
CCC-454
(Continued)

CCC-454 (05-06-99)

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REVENUE DEFINITIONS

Gross revenue (receipts) from farming, ranching, and forestry, means the gross revenue (receipts) the person received from all agricultural sources. There shall be no adjustments or reductions made in determining gross revenue (receipts) from farming, ranching, and forestry, including nursery operations.

Gross revenue (receipts) from all agricultural and nonagricultural sources means the total revenue received by the person for the tax year from wages, rents, royalties, sales, or any other type of income. This figure must be the gross revenue before ANY adjustments or reductions. For example, if a person buys feeder cattle, fattens them, and sells them, the gross revenue would be the total revenue received when the cattle were sold. There shall be no reduction for such things as the purchase price of the cattle or for feed costs.

EXAMPLES FOR DETERMINING QUALIFYING GROSS REVENUE (RECEIPTS)

Example 1

Situation Farmer or rancher, A. Bravo's, gross annual revenue from the sale of agriculture production was \$50,000. Production expenses for producing these products was \$30,000. A. Bravo's gross revenue from farming, ranching and forestry operations is \$50,000.

A. Bravo also owns 51 percent of A.B. Grain Co., Inc. The grain company purchased grain from producers for \$3,000,000 and sold the grain for \$3,050,000. A. Bravo's gross revenue for A.B. Grain Co., Inc., is \$3,050,000.

Determination Less than a majority of A. Bravo's annual revenue was from farming, ranching, and forestry operations; therefore, A. Bravo's qualifying gross revenue is the gross revenue from all sources.

A. Bravo is ineligible for disaster benefits because the qualifying gross revenues exceed \$2,500,000 (\$50,000 plus \$3,050,000 equals \$3,100,000).

Example 2

Situation When a husband and wife are considered one person, the gross revenue from both must be included. C. Doe's gross revenue from farming is \$1,000,000. His wife sold clothing costing \$600,000 for a total of \$1,600,000. Overhead expenses were \$150,000. The husband and wife had investment revenue (stocks, bonds, and savings accounts) of \$100,000. The qualifying gross revenue is \$2,700,000 (\$1,000,000 plus \$1,600,000 plus \$100,000).

Determination Less than a majority of the producer's gross revenue was from farming, ranching and forestry operations. Therefore, qualifying gross revenue is gross revenue (receipts) from all agricultural and nonagricultural sources. The entity is ineligible to receive disaster benefits.

Example 3

Situation Shady Farms, Inc., had gross revenues of \$1,900,000 from farming. All of this revenue was from the production of grain and livestock. The corporation is owned by Earl E. Floyd and Thelma Floyd, his wife. Earl E. Floyd also had controlling interest in Aerial Application, Inc., an aerial spraying and seeding business. Aerial Applications, Inc., had a gross revenue of \$150,000.

Determination Since a majority of the annual revenue of Shady Farms, Inc., was from farming, ranching, and forestry operations the qualifying gross revenue is \$1,900,000.

Shady Farms, Inc., is eligible to receive disaster benefits.

Example 4

Situation The auction house sold livestock for \$30,000. The \$30,000 was deposited in a special account set up by the auction house and designated a "Custodial Account for Shippers Proceeds." Funds in this account are trust funds. The only checks that may be written on this account are checks to the sellers of the livestock and checks to the general account of the auction house for marketing charges. To offset the \$30,000 deposit, the sellers were paid \$29,400 for their livestock, and the auction house was paid \$600 for commissions.

Determination Include only \$600 from commissions as gross income for the auction house. Because funds in the custodial account are trust funds, they are not considered gross income for the auction house. The custodial account must be set up according to the Packers and Stockyards Administration regulations.

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6 Spot Checks and Compliance

A

Spot Checks

Spot checks shall be performed to verify the producer's losses. Complete spot checks on not less than 15 percent of the applications approved for payment.

B

Field Visits

When field visits are made to verify the reported tract losses, document any differences found.

C

**Spot Check
Discrepancies**

Spot checks shall be performed to determine the accuracy of the number of reported losses. Discrepancies that result in changes in the eligible losses found as a result of a spot check shall be handled according to this table.

IF eligible losses are...	THEN...
increased	issue payments according to the determined number of eligible losses.
5 percent or less reported losses	COC may do either of the following: <ul style="list-style-type: none">• determine good faith and adjust the lost or inaccessible or incapable land use• consider the producer ineligible for benefits if COC determines that the producer:<ul style="list-style-type: none">• adopted any scheme or other device that tends to defeat the purpose of this program• made any fraudulent representation or misrepresented any fact affecting a program determination.
more than 5 percent of producer's reported losses	COC shall determine the producer ineligible for benefits, but may submit a request for relief to STC. Note: STC shall approve the request for relief only if it can be determined that extenuating circumstances prevented the producer from providing an accurate application.

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6 Spot Checks and Compliance (Continued)

D

Additional Spot Checks When Discrepancies Are Found

Select additional CCC-454's for spot check according to this table. Determine discrepancies according to subparagraph C.

IF the number of CCC-454's with 1 or more discrepancies...	THEN...
exceeds 25 percent of all applications spot-checked	select an additional 15 percent of all CCC-454's for spot check. Note: 25 percent of the additional 15 percent required shall include field visits.
is 25 percent or less of all applications spot-checked	no additional spot checks are required.

7 State Office Action

A

Conducting Reviews

The Oregon State Office shall ensure that this program is carried out according to approved policy and procedure. Use the following procedure to implement reviews.

Step	Action
1	Review at least 10 approved CCC-454's. Note: Additional CCC-454's must be reviewed if errors are discovered.
2	Complete reviews within 30 calendar days afer signup has ended.
3	Include COC documentation and records used to verify flooded land.
4	Conduct a practical number of field visits to verify spot-check processes.

B

State Office Reports

Within 15 workdays of completing the review, the Oregon State Office shall prepare a written report describing the review results and the status of this program's operations for SED.

Notice DAP-80

8 Software

A

Introduction

The software is designed to provide Harney and Lake County Offices with a way to:

- record basic enrollment data
- issue automated payments.

The data required to determine program participation eligibility and calculate payments is recorded through the application and producer share processes. Application enrollment data is used to:

- print the Entitlement Report
- calculate payments for eligible producers.

This software is not fully automated because processes have not been developed to interface with the eligibility, payment limitation, or entity files. However, manual processes have been developed to handle these situations.

Note: Additional information on how to record producer eligibility and payment limitation reductions is in paragraph 5.

B

Software for 1999 Losses

This section provides software for 1999 losses in Harney and Lake County on land that was inaccessible or incapable of crop, forage, and grazing losses because of flooding from January 1, 1999, through December 31, 1999.

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9 Accessing Software

A

Accessing Menu MHAMA0 All options for this program application process are available on Menu MHAMA0. Access MHAMA0 according to this table.

Step	Action
1	On Menu FAX250, ENTER "3" or "4", "Application Processing", as applicable.
2	On Menu FAX09002, enter the appropriate county, if applicable.
3	On Menu FAX07001, ENTER "11", "PFC/Compliance".
4	On Menu M00000, ENTER "1", "CAT, NAP, and Disaster".
5	On Menu MH0000, ENTER "7", "Flood Compensation Program".
6	On Menu MHAM00, ENTER "1", "Application Processing"
7	On Menu MHG0YR, ENTER "2", "1999 Crop Year".

B

Example of Menu MHAMA0

Menu MHAMA0 will be displayed as follows.

COMMAND	MENU: MHAMA0
	BE
1999 Flood Application Menu	

<ul style="list-style-type: none"> 1. New Application 2. Modify/Cancel Application 3. View Application 4. Approve Application 5. Add Name and Address For New Producers 20. Return to Application Primary Menu 21. Return to Application Selection Menu 23. Return to Primary Selection Menu 24. Sign Off 	
Cmd3=Previous Menu	*=Option currently not available.
Enter option and press "Enter"	

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Notice DAP-80

10 Adding a New Application

A

Introduction

This application software is divided into the following parts:

- application data to record flooded cropland and non-cropland for 1999
 - producer data to record producer share information.
-

B

Creating a New Application

Harney and Lake County Offices shall follow this table to add application data for a new application.

Note: Access Menu MHAMA0 according to subparagraph 9 A.

Step	Action	Result
1	On Menu MHAMA0: <ul style="list-style-type: none"> • ENTER "1", "New Application" • PRESS "Enter". 	Screen MHAML501 will be displayed.
2	On Screen MHAML501, enter, as applicable: <ul style="list-style-type: none"> • farm number • 1999 flooded cropland and non-cropland. <p>Note: The user shall total the flooded cropland and non-cropland for each farm on CCC-454.</p>	The application number is displayed. <p>Note: When an application is deleted, the application number is not used again.</p> <p>Screen MHAML501 will be redisplayed.</p>
3	On Screen MHAML501, PRESS "Cmd5" to update the file. <p>Note: All validations must be met before record will be updated.</p>	Screen MHAML501 will be redisplayed with data and eligible acres computed.
4	On Screen MHAML501, PRESS "Cmd2" to load producer and share information.	Screen MACR04 will be displayed.
5	On Screen MACR04, enter any of the following: <ul style="list-style-type: none"> • last 4 digits of ID • ID number and type • last name. 	Screen MACR04-01 will be displayed.
6	On Screen MACR04-01, <ul style="list-style-type: none"> • select the appropriate producer • PRESS "Enter". 	Screen MHAML701 will be displayed.

Continued on the next page

Notice DAP-80

10 Adding a New Application (Continued)

C

**Example of
Screen
MHAML501**

Screen MHAML501 will be displayed as follows.

1999 Flood	325-I. MEDINA	Input	MHAML501	Data Load Screen
Version: AA01	05/09/2000 09:57		Term BE	

Application Number 0000007				
	FLOODED CROPLAND		FLOODED NONCROPLAND	
Farm	1999		1999	
Number	Acres		Acres	
	50.0		25.0	
	Total	50.0	Total	25.0
Cmd2=Load Producer Cmd5=Update Cmd7=End Cmd24=Delete Application				

D

**Entering Data on
Screen
MHAML501**

On Screen MHAML501, enter data as follows.

Field	Enter
Farm Number	The farm number(s) from CCC-454.
1999 Flooded Cropland	The 1999 flooded cropland acres from CCC-454. Note: On CCC-454, add all the 1999 flooded cropland acres for the same farm number.
1999 Flooded Non-cropland	The 1999 flooded non-cropland acres from CCC-454. Note: On CCC-454, add all the 1999 flooded non-cropland acres for the same farm number.

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Notice DAP-80

10 Adding a New Application (Continued)

E
Example of
Screen
MHAML701

On Screen MHAML501:

- PRESS "Cmd5" to record the application data
- PRESS "Cmd2" to record producer and share information data.

Screen MAHAML701 will be displayed as follows.

1999 Flood	325-I. MEDINA (COMPL)	Input	MHAML701
Producer Load Screen	Version: AA01 05/09/2000		09:58 Term BE

Application Number	0000007	Application Totals	
Name	Charles E. Smith	Dollars	Prodrs Shares
		1925.00	1 1.0000
Share ALL	Livestock		
Payment Ind	Y Livestock		
	Producer (Y/N)		N
Pay Limit			
	Other	Reduction	
	Compensation	Amount	
	_____	_____	
Cmd4=Previous Screen	Cmd12=Print & Exit	Cmd24=Delete Producer	
Cmd5=Update	Cmd16=Add Producer	Roll=Page	

Continued on the next page

Notice DAP-80

10 Adding a New Application (Continued)

F

Adding Producer Share Information Follow this table to add producer share data for new applications.

Step	Menu/Screen	Action	Result
1	MACR04	Select producer for the application by entering any of the following: <ul style="list-style-type: none">• last 4 digits of the producer's ID number• ID number and type• producer's last name.	Screen MACR04-01 will be displayed if more than 1 producer on the name and address file matches the criteria
2	MACR04-01	Select the appropriate producer and PRESS "Enter".	Screen MHAML701 will be displayed.

Continued on the next page

Notice DAP-80

10 Adding a New Application (Continued)

**F
Adding Producer
and Share
Information**

Step	Menu/ Screen	Action		Result
3	MHAML701	Field	Valid Entries	
		Producer's Share	<ul style="list-style-type: none"> • “All” for 100 percent • the percent without the decimal for less than 100 percent <p>Example: “5000” for 50 percent.</p>	The following message, “Share must be numeric or ALL for 100%” will be displayed if incorrect entry.
		Payment Indicator Flag	<ul style="list-style-type: none"> • “Y” if all eligibility requirements are met • “N” if any eligibility requirements are not met • “R” if the producer refuses payment • “I” if the producer exceeds the \$2.5 million gross revenue limitation. 	The following message, “Payment Indicator must be Y, N, R, or I” will be displayed if incorrect entry.
		Other Compensation	Leave blank or enter the amount, if any, received from other programs except PFC. <p>Note: Payments will be reduced by this amount.</p>	
Payment Limitation Reduction	This field should be updated anytime the total of the producer's covered losses on all applications exceeds the \$40,000 payment limitation.			

Continued on the next page

10 Adding a New Application (Continued)

F
Adding Producer
and Share
Information
(Continued)

Step	Menu/ Screen	Action	Result
4	MHAML701	PRESS "Cmd5" to update the producer share file.	If the data entered meets all the validations, Screen MHAML701 will be displayed with the following message, "Producer has been added/updated".
5	MHAML701	To add another producer and share file: <ul style="list-style-type: none"> • PRESS "Cmd16" • repeat steps 1 through 3. 	Screen MACR04 will be displayed.
6	MACR04	PRESS "Cmd12" to print the Entitlement Report and exit.	Screen FAX46501 will be displayed.
7	FAX46501	Enter the appropriate printer ID and PRESS "Enter".	Screen MHAMA0 will be redisplayed. The Entitlement Report will be sent to the print queue.

11 Modifying An Existing Application

A

Introduction

After application and share data have been added to the applicable files, data can be modified anytime. Harney and Lake County Offices can update any of the following through Menu MHAMA0, Option 2, “Modify/Cancel Application”:

- update farm numbers, flooded cropland, and non-cropland
- add new producers to the share file
- modify existing producer share data.

Warning: If a COC approval date has been entered for the applicable application, that date will be erased from the file if the application is re-accessed through the modify option. Refer to the Enrollment Status Report to identify applications that do not have a COC approval date recorded.

Continued on the next page

Notice DAP-80

11 Modifying an Existing Application (Continued)

B

**Modifying
Data**

Follow this table to modify existing application data.

Note: Access Menu MHAMA0 according to subparagraph 9 A.

Step	Menu/ Screen	Action	Result
1	MHAMA0	ENTER "2", "Modify/Cancel Application", and PRESS "Enter".	Screen MHAML101 will be displayed.
2	MHAML101	Enter the application number to be modified from CCC-454 and PRESS "Enter".	Screen MHAML501 will be displayed with data that was previously entered.
3	MHAML501	PRESS "Cmd5" to update the application file. Note: Data can be modified or new data can be added.	The following message will be displayed, "Farms/acres have been added/updated".
4	MHAML501	PRESS "Cmd2" to modify: <ul style="list-style-type: none"> • shares • payment indicator • other compensation • payment limitation reduction. 	Screen MHAML701 will be displayed.
5	MHAML701	Use the roll keys to access the producer to be updated. Note: Producers will be displayed in ID number order. Modifications can be made to the following fields: <ul style="list-style-type: none"> • shares • payment indicator • other compensation • payment limitation reduction. PRESS "Cmd5" to update file.	The following message will be displayed, "Producer has been added/updated". Screen MHAML701 will be redisplayed.
6	MHAML701	PRESS "Cmd16" to add a new producer to the selected application.	Screen MACR04 will be displayed and new producer data can be added according to paragraph 10.

Continued on the next page

11 Modifying an Existing Application (Continued)

**B
Modifying
Data
(Continued)**

Step	Menu/ Screen	Action	Result
7	MACR04	PRESS "Cmd24" to delete a producer. Note: The last producer cannot be deleted. The application must be deleted.	The following message will be displayed, "Previous Producer Deleted".
8	MHAML701	PRESS "Cmd12" to print and exit.	Screen FAX46501 displayed.
9	FAX46501	Enter the appropriate printer ID and PRESS "Enter".	Menu MHAMA0 will be redisplayed. The Entitlement Report will be sent to the print queue.

12 Cancel an Existing Application

**A
Cancel An
Application**

Follow this table to cancel an existing application.

Note: Access Menu MHAMA0 according to subparagraph 9 A.

Step	Action	Result
1	On Menu MHAMA0: <ul style="list-style-type: none"> • ENTER "2", "Modify/Cancel Application" • PRESS "Enter". 	Screen MHAML101 will be displayed.
2	On Screen MHAML101: <ul style="list-style-type: none"> • enter the application number from CCC-454 • PRESS "Enter". 	Screen MHAML501 will be displayed.
3	On Screen MHAML501, PRESS "Cmd24", "Delete Application": <ul style="list-style-type: none"> • the application will be deleted from the application file • all associated share records will be deleted. 	Menu MHAMA0 will be redisplayed.

Note: If a producer refuses payment or exceeds the \$2.5 million gross revenue limitation, do **not** cancel the application. See paragraph 10.

Notice DAP-80

13 Viewing Application

A

Introduction

Harney or Lake County can view the existing application as follows:

Note: Access Menu MHAMA0 according to paragraph 9.

Step	Menu/ Screen	Action	Result	
1	MHAMA0	ENTER "3", "View Application" and PRESS "Enter".	Screen MHAML101 will be displayed.	
2	MHAML101	ENTER the application number from the CCC454 and PRESS "Enter".	Screen MHAMLA01 will be displayed.	
3	MHAMLA01	The following will be displayed: <ul style="list-style-type: none"> • application number • name • farm number • flooded cropland for 1999 • flooded non-cropland for 1999 • totals • approval date. <p>Note: Entries cannot be changed.</p> <p>PRESS "Enter" to continue.</p>	Screen MHAMLB01 will be displayed.	
4	MHAMLB01	The following will be displayed: <ul style="list-style-type: none"> • application number • name • application totals • share • payment indicator • other compensation • payment limitation reduction amount. <p>Note: Entries cannot be changed.</p> <p>Use the roll keys to review each producer's share data.</p>	The message, "No more producers on this application" will be displayed when the last producer is displayed.	
		PRESS "Cmd4" to return to the previous screen.		Screen MHAMLA01 will be displayed.
		PRESS "Cmd12" to exit and print the application.		Screen FAX46501 will be displayed.
6	FAX46501	Enter the appropriate printer ID and PRESS "Enter".	Screen MHAMA0 will be redisplayed. The Entitlement Report will be sent to the print queue.	

Notice DAP-80

14 Approving Applications

**A
Recording
Approval Date**

As COC approves applications for payment, the approval date must be recorded in the system. If the date is not recorded in the system, enrollment data will not be uploaded and payments will not be issued to the producers on the application.

Note: The approval date must be after the signup date.

**B
Approving
Application**

Follow this table to approve an application.

Note: Access Menu MHAMA0 according to subparagraph 9 A.

Step	Menu/ Screen	Action	Result
1	MHAMA0	ENTER "4", "Approve Application" and PRESS "Enter".	Screen MHAML101 will be displayed.
2	MHAML101	Enter the application number to be approved and PRESS "Enter".	Screen MHAML801 will be displayed.
3	MHAML801	<p>Previously recorded data will be displayed.</p> <p>Enter the COC approval date from CCC-454 for the application.</p> <p>Note: The approval date cannot be before the signup date nor a future date.</p> <p>PRESS "Cmd5" to update the application file.</p> <p>Warning: The COC approval will be erased from the file if the application is re-accessed through the modify option. The Enrollment Status Report identifies applications that do not have a COC approval date recorded.</p>	Screen MHAML801 will be redisplayed with the following message, "Application has been approved".
4	MHAML801	PRESS "Cmd7" to end process.	Screen MHAMA0 will be redisplayed.

Continued on the next page

Notice DAP-80

14 Approving Applications (Continued)

C
Example of
Screen
MHAML801

The following is an example of Screen MHAML801.

1999 Flood Approval Screen	325-I. MEDINA (COMPL) Version: AA01 05/09/2000 10:00	Input	MHAML801 Term BE

Application Number	0000007	Name	CHARLES E SMITH
	FLOODED CROPLAND	FLOODED NONCROPLAND	
Farm Number	1999 Acres	1999 Acres	
115	50.0	25.0	
	Total 50.0	Total	25.0
COC Approval Date(MMDDCCYY)	06142000		
Cmd4=Previous Screen	Cmd5=Update	Cmd7=End	

Notice DAP-80

15 Adding Data for New Producers

A

Introduction

Option 5, “Add Name and Address for New Producers”, was added to accommodate the quick addition of data for new producers not participating in other FSA programs.

Note: This option allows users to update data for new producers only. Use the Name and Address Menu to modify data for producers already on the name and address file.

B

Adding Name and Address Records

When Option 5, “Add Name and Address For New Producers”, is accessed from Menu MHAMA0, Screen MAB01501 will be displayed.

Harney and Lake County shall follow the provisions of 1-CM for additional information to add producer name and address data.

C

Updating Farm Records

For new producers applying for these benefits only, Harney and Lake County **shall not:**

- create a new farm record for the producer according to 3-CM, paragraph 152
 - add the producer to an existing 1999 farm record according to 3-CM, paragraph 296.
-

Notice DAP-80

16 Program Administration

A

Introduction

The following reports have been developed to assist Harney and Lake County with program administration:

- Entitlement Report
 - Status Report
 - Enrollment Application Report
 - Producer Earning Report.
-

B

Importance of Running Reports

The various reports reflect how information is loaded in the system.

Application amounts will not be uploaded if a COC approval date is not entered in the application file. Therefore, Harney and Lake County shall review the reports and, if necessary, update data in the system before the upload is performed.

C

Accessing Menu MHAMR0

Access Menu MHAMR0 according to the following table.

Step	Menu	Action
1	FAX250	ENTER "3" or "4", "Application Processing", as applicable.
2	FAX09002	Enter the appropriate county, if applicable.
3	FAX07002	ENTER "11", "PFC/Compliance".
4	M0000	ENTER "7", "Flood Compensation Program".
5	MHAM00	ENTER "2", "Reports".

Continued on the next page

Notice DAP-80

16 Program Administration (Continued)

D
Example of
Menu MHAMR0

The following is an example of Menu MHAMR0.

```
COMMAND                      MENU: MHAMR0                      BE
1999 Flood Reports Menu
-----
      1. Print Entitlement Report
      2. Status Report
      3. Enrollment Application Report
      4. Producer Earnings 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           *=Option currently not available.
Enter option and press "Enter".
```

Notice DAP-80

17 Entitlement Report

A

Report Purpose

The Entitlement Report provides the following:

- application number
 - farm numbers
 - eligible acres
 - payment rate
 - covered loss
 - producer share data
 - covered loss calculations for each producer
 - other compensation reductions
 - payment limitation reductions.
-

B

Distribution

The Entitlement Report shall be distributed as follows:

- 1 copy to each producer on the application
 - 1 copy attached to CCC-454.
-

Continued on the next page

Notice DAP-80

17 Entitlement Report (Continued)

C Printing the Report

The Entitlement Report can be printed using the following 2 methods:

- as specified in paragraphs 9 and 10, the Entitlement Report can be printed after application and share data are added or updated
- on Menu MHAMR0, Option 1, "Print Entitlement Report".

The following table prints the Entitlement Report.

Note: Access Menu MHAMR0 according to subparagraph 16 C.

Step	Action	Result
1	On Menu MHAMR0: <ul style="list-style-type: none">• ENTER "1", "Print Entitlement Report"• PRESS "Enter".	Screen MHAML101 will be displayed.
2	On Screen MHAML101, <ul style="list-style-type: none">• enter the application number to be printed• PRESS "Enter".	Screen FAX46501 will be displayed.
3	On Screen FAX46501, <ul style="list-style-type: none">• enter the appropriate printer ID• PRESS "Enter".	Menu MHAMR0 will be redisplayed. The selected Entitlement Report will be sent to the print queue.

18 Application Status Report

A Introduction

The Application Status Report identifies application and share data that may need to be updated before the upload and payment processes are initiated.

County Offices shall review the Application Status Report to ensure that application, share, and producer name and address data have been properly updated.

Continued on the next page

Notice DAP-80

18 Application Status Report (Continued)

B

Information on Report

The following table identifies the messages that will be printed on the Application Status Report.

Message	Explanation	County Office Action	
Application flagged as deleted.	The application number has been deleted.	Ensure that the application should be deleted and, if necessary, re-record the application data using a new application number.	
Payment indicator other than "Y".	Producer's payment indicator is set to "N", "T", or "R".	Review the application to ensure that the payment indicator is set properly and, if necessary, update the flag according to paragraph 10.	
No COC approval date.	A COC approval date has not been recorded for the application.	Review the application to determine whether CCC-454 has been approved by COC.	
		Note: Anytime an approved application is modified, the COC approval date is erased from the application file.	
		IF CCC-454 is....	THEN....
		approved	record the application approval according to paragraph 14.
	disapproved	no action is necessary.	
Application flagged as incomplete.	Shares have not been updated for the application	Application was initiated but was not properly updated or was updated without shares being updated. County Offices shall print the Entitlement Report and update the application and share files according to paragraph 11.	
Producer shares do not equal 1.0000	The total of the shares recorded for the application do not equal 1.0000. Program provisions require that shares recorded equal 1.0000	County Offices shall: <ul style="list-style-type: none"> • review CCC-454 • review the Entitlement Report • update the shares as applicable. 	
Direct deposit flag not updated.	The direct deposit flag in the name and address file is not updated to "Y".	See 1-FI, Part 3 to update this flag. Note: The Debt Collection Improvement Act of 1996 requires that program payments be issued by EFT.	

Continued on the next page

18 Application Status Report (Continued)

C
Printing the
Report

Follow this table to print the Application Status Report.

Note: Access Menu MHAMR0 according to subparagraph 16 C.

Step	Action	Result
1	On Menu MHAMR0, <ul style="list-style-type: none">• ENTER "2", "Status Report"• PRESS "Enter".	Screen FAX46501 will be displayed.
2	On Screen FAX46501, <ul style="list-style-type: none">• enter the appropriate printer ID• PRESS "Enter".	Menu MHAMR0 will be redisplayed. The Application Status Report will be sent to the print queue.

Notice DAP-80

19 Enrollment Application Report

A

Report Purpose

The Enrollment Application Report was developed to provide County Offices with a tool to review application data that will be uploaded and are eligible for payment. Data is printed on the report if both of the following requirements are met:

- COC approval date has been recorded for the application
- producer's payment indicator is set to "Y".

County Offices shall review the Enrollment Application Report to ensure that the approved application and share data have been recorded in the system and agree with the data on CCC-454.

B

Information on the Report

The following data is printed on the Enrollment Application Report for each application approved for payment:

- application number
 - farm number
 - eligible acres cropland and amount
 - eligible acres non-cropland and amount
 - covered loss
 - producer ID and share
 - other compensation
 - payment limitation reduction
 - net covered loss.
-

C

Printing the Report

Follow this table to print the Enrollment Application Report.

Note: Access Menu MHAMR0 according to subparagraph 16 C.

Step	Action	Result
1	On Menu MHAMR0: <ul style="list-style-type: none">• ENTER "3", "Enrollment Application Report"• PRESS "Enter".	Screen FAX46501 will be displayed.
2	On Screen FAX46501, <ul style="list-style-type: none">• enter the appropriate printer ID• PRESS "Enter".	Menu MHAMR0 will be redisplayed. The Enrollment Application Report will be sent to the print queue.

Notice DAP-80

20 Producer Earnings Report

A

Report Purpose

The Producer Earnings Report was developed to provide Harney and Lake County Offices with a tool to review producer data to ensure that the \$40,000 payment limitation is not exceeded. The payment software will not interface to the payment limitation file, therefore, it is necessary to reduce producer-covered loss amounts if the total of all applications, in all eligible counties for the “person, exceed the limitation”.

Harney and Lake County Offices shall:

- review the Producer Earnings Report to determine whether payment limitation reductions need to be entered in the share file
 - contact other County Offices for multi-county producers to ensure that the total for **all** applications for that “person” does not exceed the \$40,000 payment limitation.
-

B

Information on the Report

The following data is printed on the Producer Earnings Report for each producer’s application approved for payment:

- producer ID
 - producer name
 - application number
 - net covered loss for the producer.
-

C

Printing the Report

Follow this table to print the Producer Earnings Report.

Note: Access Menu MHAMR0 according to subparagraph 16 C.

Step	Action	Result
1	On Menu MHAMR0, <ul style="list-style-type: none">• ENTER “4”, “Producer Earnings Report”• PRESS “Enter”.	Screen FAX46501 will be displayed.
2	On Screen FAX46501, <ul style="list-style-type: none">• enter the appropriate printer ID• PRESS “Enter”.	Menu MHAMR0 will be redisplayed. The Producer Earnings Report will be sent to the print queue.

Notice DAP-80

21 Eligible Producers for Payment

A

Introduction

The system identifies eligible producers for payment if all of the following apply:

- an approval date has been recorded in the system for the application
- the payment indicator in the producer's share file is set to "Y" indicating the producer has met all eligibility requirements
- at least \$1 has been calculated for net payment amount.

Harney and Lake County Offices do **not** have an option to select individual applications or producers. **All** payables for eligible producers will be processed when the payment process is initiated.

Note: Harney or Lake County will not have the capability to issue payments until the payment fact is downloaded from KCAO.

B

Factor for Payments

An upload process will be automatically initiated at the end-of-day process to transmit application data to KCAO to determine whether a payment factor must be applied. If the total net-covered losses on all approved applications exceeds the program allocation, a factor will be applied to each payment.

The payment factor will be downloaded from KCAO approximately 2 weeks after signup ends.

C

Payments

All the following conditions must be met for payments to be issued to eligible producers:

- COC approval date recorded in the application file
- payment indicator set to "Y" in the producer share file
- at least \$1 was calculated for net payment amount.

Note: All the conditions in this subparagraph must be met for the payment to be included in the final upload process.

Continued on the next page

Notice DAP-80

21 Eligible Producers for Payment (Continued)

D

Offsets

Offsets are **not** applicable for this program.

E

**Authorization
Code**

Once the final upload process has taken place, application software can **only** be accessed with an authorization code provided by PECD. See paragraph 26.

F

**Incorrect ID
Numbers**

If, after the upload, it is determined that an ID number is incorrect and payment has **not** been made, contact the State Office for an authorization code according to paragraph 26. Correct ID numbers according to 1-CM, Part 11, Section 2.

If the ID number is incorrect and payment has been made, do **not** reissue the payment.

Notice DAP-80

22 Issuing Payments

A

Accessing Menu MHAM00 Access Menu MHAM00 according to the following 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", "CAT, NAP, and Disaster".
5	MH0000	ENTER "7", "Flood Compensation Program".
6	MHAM00	ENTER "3", "Payment Processing".

B

Example of Menu MHAM00

The following is an example of Menu MHAM00.

```
COMMAND          MENU: MHAM00          BE
1999 Flood Compensation Main Menu
-----
          1. Application Processing
          2. Reports
          3. Payment Processing

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

Cmd3=Previous Menu          *=Option currently not available.

Enter option and press "Enter".
```

Continued on the next page

Notice DAP-80

22 Issuing Payments (Continued)

C

Processing Payments

Harney and Lake County Offices shall follow these instructions to run a payment batch.

Step	Action	Result
1	<p>On Screen MHAMP0:</p> <ul style="list-style-type: none"> • ENTER "1", "Issue Payments" • PRESS "Enter". 	<p>Screen MHAMINFO will be displayed with the message, "A payment work file is now being processed. Please Wait".</p> <p>The Payment Exception Report MHAMAB-R001 will be printed.</p> <p>Screen MHAMAC01 will be displayed after all payables have been calculated.</p> <p>Note: Payables are sorted into "B", "A", and "O" batches. Refer to 2-PF for a complete description of the payment batches.</p>
2	<p>On Screen MHAMAC01, PRESS "Enter" to continue with the payment batch.</p> <p>Note: Once "Enter" is pressed, the payment process cannot be suspended.</p> <p>PRESS "Cmd7" to end payment batch.</p>	<p>Screen ANK00201 will be displayed.</p>
3	<p>On Screen ANK00201, enter:</p> <ul style="list-style-type: none"> • printer ID • check form. 	<p>Screen ABK10001 will be displayed if producer flagged for claims, receivables, or other payees.</p> <p>Screen ANK40501 will be displayed if producer is not flagged for claims, receivables, or other payees.</p>

Continued on the next page

Notice DAP-80

22 Issuing Payments (Continued)

C
Processing
Payments
(Continued)

Step	Action	Result
4	On Screen ABK10001: <ul style="list-style-type: none"> • enter the dollar amount applicable for: <ul style="list-style-type: none"> • claims • receivables • other payees • ENTER: <ul style="list-style-type: none"> • “Y”, to record additional payments • “N”, no additional payments to record. 	Screen ANK40501 will be displayed.
5	On Screen ANK40501, verify/enter check number range.	Screen ANK40510 will be displayed.
6	On Screen ANK40510, ENTER: <ul style="list-style-type: none"> • “Y” to align check • “N” not to align check. 	Checks will be printed. Screen ANK41092 will be displayed.
7	On Screen ANK41092, ENTER: <ul style="list-style-type: none"> • “1”, if printing was satisfactory • “2”, if printing unsuccessful; checks will print again. 	Screen ABK53005 will be displayed.

Continued on the next page

22 Issuing Payments (Continued)

C
Processing
Payments
(Continued)

Step	Action	Result
8	On Screen ABK53005: <ul style="list-style-type: none"> • enter: <ul style="list-style-type: none"> • printer ID • number of copies to print • ENTER: <ul style="list-style-type: none"> • “Y”, to print postal bar codes • “N”, to not print postal bar codes. 	Screen ABK53010 will be displayed.
9	On Screen ABK53010, ENTER: <ul style="list-style-type: none"> • “1”, if printing was satisfactory • “2”, if unsuccessful printing; print statement again. 	A payment statement will be printed to reflect earnings for each producer. Note: Mail original statement to producer and file a copy in the applicable farm folder. Screen MHAMP01 will be displayed.

Notice DAP-80

23 Canceling Erroneous Payables

A

Introduction

Harney and Lake County shall, after payment processing has been completed, review payment transaction statements to ensure correct disbursements have been generated.

B

When to Cancel Payables

Harney and Lake County shall only cancel payables when the:

- original CCC-184 payable amounts are incorrect and CCC-184 is available
 - direct deposit payable amounts are incorrect and the direct deposit record has **not** been transmitted.
-

C

When Not to Cancel Payables

Harney and Lake County shall **not** cancel payables if:

- CCC-184 is **not** available
 - direct deposit record has been transmitted.
-

D

Overpayments

Harney and Lake County shall manually establish a receivable upon determination that a producer has been overpaid.

The receivable must be established in accounting and in the program payment history file. See paragraph 24.

Continued on the next page

Notice DAP-80

23 Canceling Erroneous Payables (Continued)

E

Canceling Payables

Harney and Lake County shall follow these instructions to cancel payables.

Step	Action	Result
1	On Access Screen MHAMP0: <ul style="list-style-type: none"> • ENTER “2”, “Cancel Payables” • PRESS “Enter”. 	Screen MACR04 will be displayed.
2	On Screen MACR04, enter any of the following: <ul style="list-style-type: none"> • last 4 digits of the ID number • ID number and type • producer's last name. 	Screen MACR04-01 will be displayed if more than 1 producer on the name and address file matched the criteria entered. Screen MHAMAG02 will be displayed if the producer selected was not found on the payment history file. Screen MHAMAG01 will be displayed with all program payables if the producer selected is found on the payment history file.
3	On Screen MHAMAG01, to select a payable for cancellation: <ul style="list-style-type: none"> • ENTER “X” next to the payable • PRESS “Enter”. <p>Note: Only 1 payable can be canceled at a time.</p> <p>Reminder: Do not cancel payables if CCC-184 is not available or the direct deposit record has been transmitted.</p>	A message will be displayed that requires the user to confirm that the correct payable or payables have been selected. <p>Warning: Harney County will not have another chance to exit the process without canceling the payable. Use caution to ensure that the correct payable has been selected for cancellation. To exit the process without canceling payables, PRESS “Cmd7”.</p> <p>Note: When “Enter” is pressed again to confirm the cancellation, Screen ANK52010 will be displayed.</p>

Continued on the next page

23 Canceling Erroneous Payables (Continued)

E
Canceling
Payables
(Continued)

Step	Action	Result
5	<p>On Screen ANK52010, ENTER:</p> <ul style="list-style-type: none"> • “Y”, check to be canceled is available or direct deposit record has not been transmitted • “N”, check to be canceled is not available. <p>Note: Payables shall not be canceled if CCC-184 is not available or the direct deposit record has been transmitted.</p>	<p>The payables to be canceled will be passed through the accounting interface.</p> <p>Screen ABK53005 will be displayed.</p>
6	<p>Screen ABK53005 defaults to:</p> <ul style="list-style-type: none"> • System Printer ID • 2 copies to print • “Y” bar coding. <p>Note: Entries may be changed.</p>	<p>Screen ABK53010 will be displayed.</p>
7	<p>On Screen ABK53010, ENTER:</p> <ul style="list-style-type: none"> • “1”, printing was satisfactory • “2”, unsuccessful printing; print statement again. 	<p>Screen MHAMP0 will be redisplayed when printing is satisfactory.</p>

Notice DAP-80

24 Handling Overpayments and Receivables

A

Overpayment Procedure

Harney and Lake County shall administer any debt resulting from a payment according to 58-FI for claims and 67-FI for receivables. This includes:

- policy for disregarding debts of \$35 or less
 - notifying the producer of the debt and providing due process
 - demanding payment
 - pursuing all available collection efforts
 - assessing late-payment interest and additional 3 percent interest when the debt is in the claim status
 - pursuing settlement if the debt cannot be collected in full.
-

B

Establishing Receivables

Upon determination that a producer has been overpaid, Harney and Lake County shall manually establish a receivable in CRS, according to 67-FI.

The following data shall be used to establish the receivable:

- “99FCP” in the “Principal: Program” field
- “CCCINT” in the “Interest: Program” field when applicable

Note: Program interest applies when the County Office determines that misrepresentation, scheme or device, or fraud was used to receive a payment that the County Office would otherwise not have made. Use the interest rate in effect at the time the payment was disbursed.

- the FCP application number in the “1st Reference Number” field and “CN” in the “Type” field
- refer to 67-FI, Exhibits 6 and 7, for a discovery code and a reason code for field “Basis of Debt Code”.

Follow:

- 67-FI for additional procedure on establishing receivables manually
 - 58-FI for additional debt collection procedures.
-

Continued on the next page

Notice DAP-80

24 Handling Overpayments and Receivables (Continued)

C

**Processing
Collections**

Harney and Lake County shall follow:

- 67-FI to process refunds for receivable collections
 - 64-FI to process claim collections.
-

D

**Recording
Receivable
Amounts to the
FCP Payment
History File**

In addition to manually establishing receivable amounts in CRS, Harney and Lake County shall update the FCP payment history file:

- with established receivable amounts
- according to the following table.

Step	Action	Result
1	On Screen MHAMP0: <ul style="list-style-type: none"> • ENTER “3”, “Record Established Receivables” • PRESS “Enter”. 	Screen MACR04 will be displayed.
2	On Screen MACR04, enter any of the following: <ul style="list-style-type: none"> • last 4 digits of the ID number • ID number and type • producer's last name. 	Screen MACR04-01 will be displayed if more than 1 producer on the name and address file matched the criteria entered. Screen MHAMAH03 will be displayed if the producer selected was not found on the payment history file. Screen MHAMAH01 will be displayed.
3	On Screen MHAMAH01, enter FCP application number.	Screen MHAMAH02 will be displayed.

Continued on the next page

24 Handling Overpayments and Receivables (Continued)

D
Recording
Receivable
Amounts to the
FCP Payment
History File
(Continued)

Step	Action	Result
4	<p>On Screen MHAMAH02, enter the amount of the receivable “established” in CRS. Do not enter the amount of the receivable that has been collected. The system will not accurately calculate payments unless the amount of the established receivable is recorded in this field.</p> <p>The amount entered in this field cannot be more than the total payments issued on the application to the selected producer.</p> <p>If more than 1 receivable was established for the same producer and application, add the amounts together and record the total in this field.</p> <p>If the payable has been canceled, “Cancel” will be displayed in this field and an entry is not allowed, PRESS:</p> <ul style="list-style-type: none"> • “Cmd5” to update • “Cmd7” to end. 	<p>Screen MHAMINFO will be displayed with the message, "Recording Established Receivable. Please Wait".</p> <p>Screen MHAMPO will be redisplayed.</p>

Notice DAP-80

25 Handling Underpayments

A

Introduction

When a underpayment is discovered, Harney or Lake County shall make the adjustments to the application and issue additional payments.

B

**Issuing
Additional
Payments**

Harney and Lake County shall issue additional payments as follows.

Note: Access Menu MHAM00 according to paragraph 22.

Step	Action	Result
2	On Menu MHAM00: <ul style="list-style-type: none"> • ENTER "1", "Application Processing" • PRESS "Enter". 	Menu MHAMA0 will be displayed.
3	On Menu MHAMA0: <ul style="list-style-type: none"> • ENTER "2", "Modify/Cancel Application" • PRESS "Enter". 	Screen MHAML101 will be displayed.
4	On Screen MHAML101: <ul style="list-style-type: none"> • enter application number • PRESS "Enter". 	Screen MHAML501 will be displayed.
5	On Screen MHAML501: <ul style="list-style-type: none"> • make any changes needed on this screen • PRESS "Cmd5", "Update" • PRESS "Cmd2", "Load Producer". 	The following message will be displayed, "Farms/acres have been added/updated". Screen MHAML701 will be displayed.
6	On Screen MHAML701, make any applicable changes: <ul style="list-style-type: none"> • PRESS "Cmd16", "Add Producer" • PRESS "Cmd24", "Delete Producer" • PRESS "Shift and Up Arrow", to roll for other producers • PRESS "Cmd5", "Update" • PRESS "Cmd12", "Print & Exit". 	The following message will be displayed, "Producer has been added/updated". Screen FAX46501 will be displayed.

Continued on the next page

25 Handling Underpayments (Continued)

B
Issuing
Additional
Payments
(Continued)

Step	Action	Result
7	<p>On Screen FAX46501, enter printer ID.</p> <p>Defaults to:</p> <ul style="list-style-type: none"> • “0001”, Form Number • “1”, Number of Copies • “N”, Hold After Print. <p>Note: Entries for “Number of Copies” and “Hold After Print” can be changed.</p>	Menu MHAMA0 is redisplayed.
8	<p>On Menu MHAMA0:</p> <ul style="list-style-type: none"> • ENTER “4”, “Approve Application” • PRESS “Enter”. 	Screen MHAML101 is displayed.
9	On Screen MHAML101, enter application number.	Screen MHAML801 is displayed.
10	<p>On Screen MHAML801.:</p> <ul style="list-style-type: none"> • ENTER “COC Approval Date” • PRESS “Cmd5”, “Update”. <p>Note: The COC approval date must be updated each time the application is accessed.</p> <ul style="list-style-type: none"> • PRESS “Cmd7”, “End”. 	<p>The following message will be displayed, “Application approval date has been updated”.</p> <p>Menu MHAMA0 is redisplayed.</p>
11	On Menu MHAMA0, PRESS “Cmd3”, “Previous Menu”.	Menu MHAM00 will be displayed.
12	<p>On Menu MHAM00:</p> <ul style="list-style-type: none"> • ENTER “3”, “Payment Processing” • PRESS “Enter”. 	Process payments according to paragraph 22.

Notice DAP-80

26 Authorization Codes

A

Introduction

The application software can only be accessed with an authorization code once the final upload process has taken place.

PECD will provide authorization codes upon request.

B

County Office Request for Authorization Code

After the final upload occurs, Harney and Lake County shall:

- request all authorization codes by memorandum to SED

Note: A memorandum requesting an authorization code may contain information for more than 1 application.

- include the following information in the memorandum:
 - State code
 - county code
 - application number
 - producer name
 - reason for authorization code
 - approximate dollar amount needed or refunded because of the changes.

Note: The authorization code shall be used to correct only those applications listed in the memorandum.

C

State Office Request for Authorization Code

The Oregon State Office shall:

- FAX all authorization codes requests by memorandum to PECD, Emergency Preparedness and Programs Branch, Attn: Helen Smith, at 202-690-3610.
 - include the County Office memorandum
 - provide the County Office with an authorization code received from PECD.
-

D

Reserve

PECD will monitor the reserve by comparing reports from KCAO to authorization code requests and County Office estimates of needed funds after the initial payment cycle.
