

For: State and County Offices

Processing Peanut Average Acreage and Yields and CCC-531's

Approved by: Deputy Administrator, Farm Programs



1 Overview

A

Background

The Farm Security and Rural Investment Act of 2002 provides for 2002 Peanut Direct and Counter-Cyclical Program (DCP) payments to historic peanut producers. Historic peanut producers are provided the option to substitute the county average yield for not more than 3 of the 1998 through 2001 crop years, if the county average yield is greater than their actual yields.

B

Purpose

This notice provides the following instructions and information for County Offices about preparations for DCP signup for 2002 historic peanut producers:

- instructions for generating automated average acreage and yield reports
- instructions for generating and mailing automated notification letters
- procedure for substituting county average yields
- instructions for creating, revising, canceling, and reinstating CCC-531's and continuation pages
- approval process for CCC-531's
- payment rates
- notification that signup for the 2002 Peanut DCP for historic peanut producers began October 1, 2002, and ends June 2, 2003.

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Disposal Date	Distribution
March 1, 2003	State Offices; State Offices relay to County Offices

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1 Overview (Continued)

C

Automation Software

Automation software for processes addressed in this notice is in County Release No. 495.

D

Designating Average Acreage and Yield to a Farm

A future notice will provide instructions for designating average acreage and yield to a farm.

2 Processing Report MPAB14-R001, Report of Average Acreage and Yields

A

Processing Report MPAB14-R001

The County Office shall process Report MPAB14-R001 before generating the notification letters to be mailed to historic peanut producers. Report MPAB14-R001 shall be generated as often as needed, and may be printed by producer or county. Report MPAB14-R001 provides the County Office with each historic peanut producer's name, FSN's, planted/prevented peanut acreage, actual yield, substitute yield, average acreage, and weighted average yield. An "X" will be displayed by the crop year when the county average yield is substituted.

B

Average Acreage and Yield Main Menus

This table describes menus for the average acreage and yield process.

Step	Action	Result
1	On Primary Selection Menu FAX250, ENTER "3" or "4", "Application Processing".	Application Selection Menu FAX07001 or Office Selection Options Menu FAX09002 will be displayed.
2	IF option...	THEN...
	3 is selected	Menu FAX07001 will be displayed.
	4 is selected	Menu FAX09002 will be displayed. Note: Select the appropriate county and continue to Menu FAX07001.
3	On Menu FAX07001, ENTER "18", "Tobacco and Peanuts".	Menu M00100 will be displayed.

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2 Processing Report MPAB14-R001, Report of Average Acreage and Yields (Continued)

B
Average Acreage
and Yield Main
Menus
(Continued)

Step	Action	Result
4	On Menu M00100, ENTER "4", "Peanuts".	Menu MPA200 will be displayed.
5	On Menu MPA200, ENTER "13", "Acreage & Yield Process".	Menu MPAB00 will be displayed
6	On Menu MPAB00, ENTER "2", "Average Acreage and Yield Process".	Menu MPAB10 will be displayed.

C
Example of
Menu MPAB10

The user shall ENTER "1", "Print Average Acreage and Yield Report", on Menu MPAB10.

```
COMMAND                MENU: MPAB10                E1
Average Acreage and Yield Applications
-----
1.  Print Average Acreage and Yield Report
2.  Print Average Acreage and Yield - Notification Letters
3.  Substitute County Average Yield
4.  Re-Summarization of FSA-578 Acreage and Yield

Cmd3=Previous Menu
Ready for option number or command
```

Continued on the next page

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2 Processing Report MPAB14-R001, Report of Average Acreage and Yields (Continued)

D

Example of Menu MPAB1201

After option 1 is selected on Menu MPAB10, Menu MPAB1201 will be displayed.
On Menu MPAB1201, if the user selects option:

- 1, a report for the county will be printed in producer name order
- 2, the user will be allowed to select a producer's name
- 3, a report will be printed for each historic peanut producer in the county,
1 per page.

DCP	367-Parker	Print	MPAB1201
Average Acreage and Yield Applications	Version: xxxx	Xx/xx/xxx	xx:xx Term XX

1. Print County Report			
2. Print only one Producer			
3. Print all Producers			
Enter Selection 1			
Printer ID: P1			
Enter=Continue		Cmd7=End	

Continued on the next page

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2 Processing Report MPAB14-R001, Report of Average Acreage and Yields (Continued)

E

Example of Report MPAB14-R001

Report MPAB14-R001 is:

- printed when option 2 or 3 is selected on Menu MPAB1201
- an example of a report printed before and after a producer substituted the county average yield for an actual yield on a farm.

Report MPAB14-R001 must be printed before and after the producer selects a substitute yield.

The following is an example before substitution of county average yield.

Georgia Seminole		U. S. Department of Agriculture Report of Average Acreage and Yields (By Producer)				Prepared: xx-xx-xx
An "X" by the Crop Year indicates Substitute Yield						
Report ID: MPAB14-R001				Page 1 of-		
Producer Name	FSN	Crop YEAR	Planted/ Prevented Acreage	Actual Yield	Substitute Yield	Weighted Average Yield
R&W Mims Farm Inc.	2344	2000	261.0	2200	2734	
		2001	100.0	2749	2734	
Average Acreage and Weighted Average Yield			90.3			2352*

The following is an example of a calculated average yield after substitution.

Georgia Seminole		U. S. Department of Agriculture Report of Average Acreage and Yields (By Producer)				Prepared: xx-xx-xx
An "X" by the Crop Year indicates Substitute Yield						
Report ID: MPAB14-R001				Page 1 of-		
Producer Name	FSN	Crop YEAR	Planted/ Prevented Acreage	Actual Yield	Substitute Yield	Weighted Average Yield
R&W Mims Farm Inc.	2344	2000 X	261.0	2200	2734	
		2001	100.0	2749	2734	
Average Acreage and Weighted Average Yield			90.3			2738*

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3 Processing Notification Letters for Historic Peanut Producers

A Processing Notification Letters

Upon receipt of this notice, County Offices shall immediately perform the following tasks in this order:

- generate Report MPAB14-R001 according to paragraph 2
- print notification letters for each historic peanut producer according to subparagraph B
- mail the notification letters.

The notification letter:

- provides each historic peanut producer average peanut acreage and yield, by farm
- notifies each historic peanut producer of the option to substitute the county average yield for not more than 3 of the 1998 through 2001 years.

Note: See Exhibit 1 for a copy of the notification letter.

B Printing Notification Letters

The notification letters may be printed for all historic peanut producers at 1 time, or for an individual historic peanut producer. The user selected option 2, "Print Average Acreage and Yield - Notification Letters", on Menu MPAB10 to access print options on Menu MPAB3201. The following is an example of Menu MPAB3201.

```
DCP                               367-Parker       Print   MPAB3201
Average Acreage and Yield Applications  Version:  xxxx   Xx/xx/xxx  xx:xx Term XX
-----
1. Print only one Producer
2. Print all Producers
Enter Selection  1
Printer ID:  P1

Enter=Continue                               Cmd7
```

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4 Substituting County Average Yields

A Substituting County Average Yields for Actual Yields

Historic peanut producers have the option to substitute the county average yield on each farm for not more than 3 of the 1998 through 2001 crop years, if the county average yield is greater than the historic peanut producer's actual yield on each farm peanuts were planted for harvest. The option to substitute must be selected by the historic peanut producer before entering into CCC-531.

B Instructions for Substituting County Average Yields in the Automated System

When a producer requests that the county average yield be substituted for his or her actual yield, follow the steps in this table. The user should select option 3 on Menu MPAB10, shown in subparagraph 2 C.

Step	Action
1	ENTER "3" on Menu MPAB10 to enter the automated substitute yield process.
2	Select the correct historic peanut producer from the Producer Selection Screen.
3	Screen print Screen MPAB6401.
4	Select the year or years the historic peanut producer wishes to substitute the county yield for the actual yield.
5	PRESS "Cmd16" to recalculate the average yield for the farm.
6	PRESS "Enter" to continue to other farms or to update.
<p>Note: Changes are not updated until "Enter" is pressed.</p>	

Note: The user may change the combination of years and recalculate, if the historic peanut producer requests a different combination.

```

DCP                253-SEMINOLE                MPAB6401
Average Acreage and Yield Applications    Version: AE54  09-27-02 12:02 Term E0
-----
Historic Peanut Producer's Name: Fred Jones

Farm Number:      164                Screen Print Before and After Substitute

Average Acreage:   1.6  Average Yield:  2,738
-----
Selection   Crop Year   Acreage   Actual Yield   Substitute Yield
-----
           1998         2.0         917           2,738
           1999         .0           0           2,738
           2000         4.2        1,379           2,738
           2001         .0           0           2,738

Place an 'X' by the years you wish to substitute.
Changes are not updated until "Enter" is pressed on this screen.
Screen  1 of 10
Enter=Continue  Cmd4=Previous Screen  Cmd7=End  Cmd16=Calculate AVG Yield
    
```

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4 Substituting County Average Yields (Continued)

C
Recalculating
Weighted
Average Yield

After the selected years are entered according to subparagraph B and the user presses "Cmd16", the historic peanut producer's weighted average yield will be recalculated by FSN.

The County Office shall screen print Screen MPAB6401 and have the historic peanut producer sign and date the screen print acknowledging the yield substitution. The following is an example of Screen MPAB6401 after pressing "Cmd16".

```
DCP                253-SEMINOLE                MPAB6401
Average Acreage and Yield Applications    Version: AE54  09-27-02 12:02 Term E0
-----
Historic Peanut Producer's Name: Fred Jones
-----
Farm Number:      164                Screen Print Before and After Substitute
Average Acreage:   1.6  Average Yield:  2,738 (CALCULATED AVG YIELD)
-----
Selection   Crop Year   Acreage   Actual Yield   Substitute Yield
-----
      X      1998       2.0        917           2,738
              1999         .0           0           2,738
      X      2000       4.2       1,379           2,738
              2001         .0           0           2,738

Place an 'X' by the years you wish to substitute.
Changes are not updated until "Enter" is pressed on this screen.
Screen  1 of 10
Enter=Continue  Cmd4=Previous Screen  Cmd7=End  Cmd16=Calculate AVG Yield
```

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5 Creating CCC-531's

A

**Applying for
2002 Direct and
Counter-Cyclical
Payments**

Historic peanut producers may apply for 2002 direct and counter-cyclical payments by completing CCC-531, beginning October 1, 2002, through June 2, 2003. CCC-531 must be completed in each County Office where the historic peanut producer has a peanut average acreage and yield on file.

B

**2002 Peanut
DCP Main
Menus**

This table describes menus for CCC-531's.

Step	Action	Result
1	On Primary Selection Menu FAX250, ENTER "3" or "4", "Application Processing".	Application Selection Menu FAX07001 or Office Selection Options Menu FAX09002 will be displayed.
2	IF option...	THEN...
	3 is selected	Menu FAX07001 will be displayed.
	4 is selected	Menu FAX09002 will be displayed. Note: Select the appropriate county and continue to Menu FAX07001.
3	On Menu FAX07001, ENTER "18", "Tobacco and Peanuts".	Menu M00100 will be displayed.
4	On Menu M00100, ENTER "4", "Peanuts".	Menu MPA200 will be displayed.
5	On Menu MPA200, ENTER "13", "Acreage & Yield Process".	Menu MPAB00 will be displayed.
6	On Menu MPAB00, ENTER "3", "Direct and Counter-Cyclical Contract Process".	Menu MPAB50 will be displayed.

Continued on the next page

5 Creating CCC-531's (Continued)

C

Example of Menu MPAB50

After the user selects option 3 on Menu MPAB00, Menu MPAB50 will be displayed as follows.

```
COMMAND                      MENU: MPAB50                      E0
DCP CCC-531 Processing Menu
-----
1.  Print Blank CCC-531 and Continuation Form
2.  CCC-531 Applications
3.  CCC-531 Contract Status Report

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

Cmd3-Previous Menu

Ready for option number or command
```

D

Printing Blank CCC-531's and Continuation Forms

The user should select option 1 on Menu MPAB50 to print blank CCC-531's and continuation forms. The blank CCC-531's should be used only if the automated system is down.

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6 Creating, Revising, Canceling, and Approving CCC-531's

A

Creating CCC-531's

County Offices shall create CCC-531 for each historic peanut producer who requests a 2002 direct and counter-cyclical payment. Only one CCC-531 per historic peanut producer per county shall be created. This CCC-531 will include all farms on which the historic peanut producer has an average acreage and yield. CCC-531's shall not be created until notification letters have been generated and historic peanut producers have had the opportunity to substitute the county average yield, if applicable.

To access CCC-531 applications, select option 2 on Menu MPAB50, as shown in subparagraph 5 C. Menu MPAB35 will be displayed. Select option 1 on Menu MPAB35 to prepare or revise CCC-531.

```
COMMAND                      MENU: MPAB35                      E0
DCP CCC-531 Applications Menu
-----
      1. Prepare Or Revise CCC-531
      2. Enter Enrollment and/or Approval Date for CCC-531
      3. Enter Cancellation Date for CCC-531
      4. Enter Reinstatement Date for CCC-531

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

Cmd3-Previous Menu

Ready for option number or command
1
```

After option 1 on Menu MPAB35 has been selected, a historic peanut producer's name must be selected.

Continued on the next page

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6 Creating, Revising, Canceling, and Approving CCC-531's (Continued)

B Screen MPAB6601 for Selecting Advance Payments

Screen MPAB6601 will be displayed after a historic peanut producer's name has been selected. Historic peanut producers are allowed to select a first and/or second partial payment. The user will be required to enter advance payment information. PRESS "Enter" to update or PRESS "Cmd7" to end.

```
DCP                253-SEMINOLE                MPAB6601
CCC-531 Applications                Version: AE54  09-30-02  8:32 Term E0
-----
Contract Number:      2

Producer's Name and ID Fred Jones
                       256272163 S

FSN   AVG Acreage  Max Pymt Acre  Pymt Yield
-----
  89      1.7         1.4         2,280
 164      1.6         1.4         2,738      See Contract
 415      3.2         2.7          840         For
 462      .9          .8         2,140         More Farms
-----
Advance Payment Selection:

1) First Partial Payment?  Y (Y or N)

2) Second Partial Payment? Y (Y or N)

Changes are not updated until "Enter" is pressed on this screen.
Enter=Continue  Cmd7=End
```

C Printing CCC-531's

After the user presses "Enter" on Screen MPAB6601, Screen MPAB6701 will be displayed as follows. Verify that the printer ID and number of copies are correct, and PRESS "Enter" to print.

```
DCP                253-SEMINOLE                MPAB6701
CCC-531 Applications                Version: AE54  09-30-02  8:34 Term E0
-----

Print CCC-531, Peanut DCP Contract

Printer ID: P1

Number of Copies:  01

Enter=Continue  Cmd7=End
```

Continued on the next page

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6 Creating, Revising, Canceling, and Approving CCC-531's (Continued)

D Enrollment, Approval, Cancellation, or Reinstatement Dates

County Offices shall enter CCC-531 enrollment, approval, cancellation, and/or reinstatement dates. Select the applicable option on Menu MPAB35 to enter the dates.

```
COMMAND                      MENU: MPAB35                      E0
DCP CCC-531 Applications Menu
-----
1.  Prepare Or Revise CCC-531
2.  Enter Enrollment and/or Approval Date for CCC-531
3.  Enter Cancellation Date for CCC-531
4.  Enter Reinstatement Date for CCC-531

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

Cmd3-Previous Menu

Ready for option number or command
```

E Selecting CCC-531 for Update

After the application option is selected on Menu MPAB35, the user must select CCC-531 to be updated. CCC-531 can be selected by producer name or contract number according to Screen MPAB6801. After CCC-531 is printed, the historic peanut producer must:

- initial CCC-531, item 8B
- enter date of initials on CCC-531, item 8C
- sign CCC-531, item 11B.

```
DCP                          253-SEMINOLE                      MPAB6801
CCC-531 Applications          Version: AE54 09-30-02 9:09 Term E0
-----

Contract Number:

Or

Producer's Last Name:

Enter=Continue  Cmd7=End
```

Continued on the next page

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6 Creating, Revising, Canceling, and Approving CCC-531's (Continued)

F

Entering Dates

After CCC-531 is selected according to subparagraph E, Screen MPAB6803 will be displayed for entering applicable dates.

```
DCP                253-SEMINOLE                MPAB6803
CCC-531 Applications                Version: AE54  09-30-02  9:09 Term E0
-----
Contract Number:      1
Producer's Name and ID Fred Jones
                        121211212 S
Advance Payment Selection:
  1) First Partial Payment?  YES
  2) Second Partial Payment?  YES
-----
Enrollment Date (MMDDCCYY)    09-27-2002
Approval Date (MMDDCCYY)
Cancellation Date (MMDDCCYY)
Reinstate Date (MMDDCCYY)
Changes are not updated until "Enter" is pressed on this screen.
Enter=Continue  Cmd7=End
```

7 CCC-531 and CCC-531 Appendix Signatures and Approval

A

CCC-531 Appendix and CCC-531 Signature Requirements

CCC-531 Appendix is available on the FSA website and shall be locally reproduced. A copy of CCC-531 Appendix shall be provided to each eligible quota holder before the eligible quota holder signs CCC-531. After reviewing CCC-531 Appendix, the applicant must sign and date the first page of CCC-531 Appendix to signify receipt. After the applicant signs and dates the first page of CCC-531 Appendix, the County Office shall make a copy and attach to CCC-531.

After the County Office has obtained the signature and date on CCC-531 Appendix and reviewed the information on CCC-531 with the historic peanut producer for accuracy, the historic peanut producer shall sign and date CCC-531.

B

Approving CCC-531's

COC's or designee shall approve CCC-531 as soon as practical after signatures are obtained, according to eligibility requirements in 1-DCP.

Notice DCP-37

8 Direct and Counter-Cyclical Payment Process

A

**Issuing Direct
and
Counter-Cyclical
Payments**

Policy and software for issuing final direct and 1st partial advance counter-cyclical payments will be available in a future notice.

The payment rate for direct payment is \$000.01820000 per pound.

9 County Office Action

A

**Printing
CCC-531
Contract Status
Report**

County Offices shall select option 3 on Menu MPAB50 to print the CCC-531 Contract Status Report.

B

**Completing
Actions in This
Notice**

County Offices shall complete actions in this notice according to the following table.

Step	Action
1	Print Report MPAB14-R001 according to paragraph 2.
2	Print and mail producer notification letters according to paragraph 3.
3	Process substitution of county average yields for historic peanut producers according to paragraph 4.
4	Process CCC-531's according to paragraph 5.
5	Enter dates in automated system according to paragraph 6.
6	Print the CCC-531 Contract Status Report according to subparagraph A.

Example Copy of Notification Letter

UNITED STATES
DEPARTMENT OF
AGRICULTURE

FARM SERVICE
AGENCY

SEMINOLE COUNTY FSA OFFICE
111 E CRAWFORD STREET
DONALSONVILLE, GA 31745
Phone: (229) 524-2434

September 1, 2002

Fred Jones
501 E Crawford St.
Anywhere, GA 12345

This letter is to inform you of critical information regarding the Direct and Counter-Cyclical Program (DCP) for peanuts for crop year 2002. Please read carefully.

Earlier you were provided notification of your planted and/or prevented planted acreage and actual yields for crop years 1998 through 2001 and given an opportunity to provide documentation to your local FSA County Office if the FSA data on record was incorrect or missing. The acreage and yield data on file at FSA has been used to calculate average acreage and yields for the purpose of determining direct and counter-cyclical payments. The average acreage was determined by dividing the sum of planted and/or prevented planted acreage for each farm for crop years 1998 through 2001 by 4. The average yield was calculated by multiplying the planted acreage times the actual yield for each of the 1998 through 2001 crop years, excluding any year peanuts were not planted or were prevented from planting, and dividing the sum of the extensions by the total planted acreage. The following average acreage and yields have been calculated for you, as a historic peanut producer, on each farm you shared in the risk of producing peanuts during crop years 1998 through 2001. We are also providing you with the county average yield, which may be substituted for your actual yield, if it is greater than your actual yield for not more than 3 of the 1998 through 2001 years.

FSN	Crop Year	Planted Acreage	Actual Yield	County Average Yield	Average Acreage	Average Yield
1	1998	20.0	2500	3200	67.5	2463
	1999	100.0	3000	3200		
	2000	0.0	0			
	2001	150.0	2100	3200		

Please review the above information. Carefully examine the average acreage and yield information for each of the farm(s). If you determine the data is incorrect, incomplete, or missing, you may contact your local FSA County Office and provide verifiable documentation. If you determine the information is both complete and accurate, you may contact your local FSA County Office and make a request to substitute the county average yield, if applicable, and sign the 2002 Peanut Counter-Cyclical Program Contract beginning October 1, 2002.

Compare your actual yields to the county average yield. If the county average yield is higher than your harvested actual yield, you will be given the opportunity to substitute the county average yield for not more than 3 of the 1998 through 2001 crop years. The average yield will be recalculated for the farm using the substitute yields before you enter into a 2002 Peanut Direct and Counter-Cyclical Program Contract beginning October 1, 2002.

Signup for the Peanut Direct and Counter-Cyclical Program for crop year 2002 begins October 1, 2002, and ends June 2, 2003. It is very important that you visit your local FSA County Office and sign a 2002 Peanut Direct and Counter-Cyclical Program Contract during the signup period. For 2003, your total historical acreage and related yields must be designated to farm(s) of your choice. Peanut average acreage and yields must be designated to farm(s) to be included on a 2003 DCP contract along with other covered commodities. This is a one-time option to designate peanut acreage and yields and must occur before March 31, 2003. You will be provided a notice regarding designation of average acreage and yields to farm(s) at a later date. Please contact your local FSA County Office with any questions.

Sincerely,

/S/ Preston R. Wright

Preston R. Wright

COUNTY EXECUTIVE DIRECTOR