

For: State and County Offices

Instructions for Processing 2002 Peanut Counter-Cyclical Payments

Approved by: Acting Deputy Administrator, Farm Programs



1 Overview

A Background

The Farm Security and Rural Investment Act of 2002 provides for 2002 Direct Counter-Cyclical Program (DCP) payments, if applicable, to historic peanut producers.

If, before the end of the 12-month marketing year for the crop year for each covered commodity and peanuts, the Secretary estimates that a counter-cyclical payment applies, producers enrolled in DCP will have the option to receive partial counter-cyclical payments of the projected counter-cyclical payment. The first partial counter-cyclical payment rate for peanuts is \$36.40 per ton or .0182 per pound. Procedure for determining 2002 peanut counter-cyclical payments was issued in 1-DCP.

B Purpose

This notice informs State and County Offices:

- of instructions for processing and issuing 2002 peanut counter-cyclical payments
- that 2002 peanut counter-cyclical payments may be processed upon receiving this notice and County Release No. 498.

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

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1 Overview (Continued)

C

Automated Software

Automation software for processes covered in this notice:

- are in County Release No. 498
 - will be sent by overnight mail to State and County Offices on November 8, 2002.
-

2 Accessing 2002 Peanut Counter-Cyclical Payments

A

Overview of Counter-Cyclical Payments

2002 peanut counter-cyclical payment processing will consist of 2 partial advance payments and a final payment, if applicable. Payments will be calculated for each farm for which the historic peanut producer has an average acreage and yield calculated. Only 1 payment will be issued to each historic peanut producer per county, per payment cycle. The payment will be the sum of all calculated payments on each farm for a county.

B

Accessing Regular Payment Processing

Counter-cyclical payment processing may be accessed from Menu FAX250 according to the following table.

Step	Menu/Screen	Action
1	FAX250	ENTER "3" or "4", Application Processing", as applicable.
2	FAX09002	Enter the appropriate county, if applicable.
3	FAX07001	ENTER "18", "Tobacco/Peanuts-Main Menu".
4	M00100	ENTER "4", "Peanuts".
5	MPA200	ENTER "13", "Acreage and Yield Process".
6	MPAB00	ENTER "5", "Counter-Cyclical Payment Menu".
7	MZAGP0	ENTER "1", "Payment Processing".
8	MZAGP1	Enter "1", "Issue Payments".

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3 Selecting Producers for Payment

A

Accessing Screen MZAGPA01 Complete the action in this table to access 2002 Producer Selection Screen MZAGPA01 for making payments.

Step	Action
1	After accessing payment processing according to subparagraph 2 B, Screen MZAGPRT2 for counter-cyclical payments will be displayed. Enter the printer ID on which the payment reports will be printed.
2	Screen MZAGPA01: <ul style="list-style-type: none">• for counter-cyclical payments will be displayed• indicates different options for selecting a producer or producers for processing payments. Payments may be processed according to the following options: <ul style="list-style-type: none">• select all, for all producers• last 4 digits of ID or last name to select 1 producer• randomly select producers.

B

Example of Screen MZAGPA01

The following is an example of Screen MZAGPA01.

```
Counter-cyclical Payments 253-SEMINOLE Selection MZAPA01
2002 Producer Selection Screen Version: AE56 10-09-2002 15:13 Term E1
-----

Enter Producer ID Number:          and Type:
      (Enter 'ALL' For All Producers)

OR  Producer Last Four Digits of ID:

OR  Producer Last Name
      (Enter Partial Name To Do An Inquiry)

OR  Randomly Select Producers
      (Enter 'X' To Select Producers)

Enter=Continue Cmd3=Previous Menu
```

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3 Selecting Producers for Payment (Continued)

C

Producer Selection On Screen MZAGPA01, access the payment process by producer ID number according to the following table.

Selection	Action	Result
Process 1 producer.	Enter the producer’s ID number and type, last 4 digits of ID number, or last name.	Producer payment will be processed if CCC-531 is approved.
Process all producers.	ENTER “ALL” in the “Producer ID Number” field.	All producer payments in sequential order with an approved CCC-531 will be processed.
Process selected producers.	ENTER “X” in “Randomly Selected Producers” field. On Screen MZAGPD01, enter the producer ID numbers to be processed.	All producer payments with an approved CCC-531 will be processed.

D

Messages The following table lists messages that may displayed at the bottom of Screen MZAGPD01 when accessing a producer or a range of producers.

IF...	AND the following message is displayed...	THEN...
a single producer is selected	<ul style="list-style-type: none"> • “No worksheet” • “Option NOT valid at this time” • “Producer ID Number NOT on file” 	the producer does not have an approved CCC-531 or is invalid.
a producer or range of producers is selected	“Selected producer or range of producers conflicts with Workstation xx selection”	the producer or range of producers is currently being used by another terminal. PRESS “Enter” to terminate the request.
	“Producer selected is being used in the worksheet and will not be processed for payment”	the producer or range of producers is currently being used in the CCC-531B process.

E

Warning **Never** cancel the payment process from the system console.

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4 Batch Check and Print Control Screen MZAGPN01

A

Accessing Screen MZAGPN01

After all counter-cyclical payment records for the producer or producers selected have been processed and the payment amounts have been calculated, Screen MZGPN01 will be displayed. This screen displays the number of work records:

- to be processed
- that have been processed
- remaining to be processed.

Note: The number of work records listed do not always match the number of CCC-184's to be printed or electronic fund transfers (EFT's) to be created.

Example: If the producer has an assignment and part of the payment will fulfill the assignment, two CCC-184's will print, but it will show 1 record processing.

B

Example of Screen MZAGPN01

The following is an example of Screen MZAGPN01.

```
MZAFP 253 SEMINOLE ENTRY MZAGPN01
2002 DCP Peanut Payments Version: AE56 10-09-2002 16:09 Term E1
-----
BATCH CHECK AND PRINTING CONTROL

Warning Record count does not accurately reflect check
count especially when 'A' or 'O' batches are processed.

2 Check records to be processed
0 Have been processed
2 Records remain to be processed

Enter (Y)es to start or continue a Batch Print Processing.
Enter (N)o to suspend the Batch Print Processing.

Only one "Y" entry will be accepted. One "N" entry will suspend all batches.

0 "B" (regular payments) work records to be processed
2 "A" (assignments) work records to be processed
0 "O" (claims/receivables) work records to be processed

Enter-Continue
```

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4 Batch Check and Print Control Screen MZAGPN01(Continued)

C

**Selecting Printer
for Printing
Producer
Transaction
Statements**

After the user selects payments to be processed on Screen MZAGPN01, Screen ABK53005 will be displayed for enter the printer ID. The user will be provided the option to reprint if printing is not satisfactory on Screen ABK53010 after the initial printing has been completed.

```
Accounting      253 SEMINOLE      Print      ABK53005
Printer Selection Screen      Version: AE58 11-04-2002 11:33 Term E0
-----
```

Producer's Transaction Statement Print Options

The transaction statement requires 8 1/2 by 11 paper.

Please align the printer (when necessary).

Enter printer ID (P1, P2, etc.) to be used: Q1

Enter number of copies to print: 2

Do you want postal bar codes printed above the
address block on the statement? (Y or N): Y

Enter=Continue

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4 Batch Check and Print Control Screen MZAGPN01 (Continued)

C

Sorting Payable Records

The counter-cyclical payment process reads the name and address file for each producer with a payable that has been processed. How the payable is processed depends on the value of flags in the name and address file. The following table provides a description of the following:

- payment batches used for counter-cyclical payment processing
- priority of which payment batch each payable is processed through based on the flag settings in the name and address file
- approximate number of payables that can be processed at a time.

Priority	Batch	Description	Number of Payables Processed in Each Batch
1	“O”nline	<p>Payables to producers that may require special processing because there is a “Y” in at least 1 of the following fields in the name and address file:</p> <ul style="list-style-type: none"> • receivable • claim • other agency claim • bankruptcy • deceased • missing • incompetent • nonresident alien • foreign producer. <p>Note: County Offices shall ensure that payments for producers in bankruptcy status are issued according to the Regional Attorney’s guidance.</p>	50 or less
2	“A”ssignment	Payables to producers that are flagged in the name and address file as having an assignment or joint payee form on file.	100 or less
3	“B”atch	Payables to producers that do not have any special circumstances like those payables processed through the “O” and “A” payment batches.	200 or less

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4 Batch Check and Print Control Screen MZAGPN01(Continued)

D

Selecting Batches to Print or Suspended

Batches of payments may be selected to be printed or suspended by using several different methods.

- When a batch of payments is selected, that entire batch must be printed before selecting another batch to be printed.
 - Batches may be selected in any order.
 - After a batch of payments completes printing, the option to select that batch is no longer available.
 - One “N” suspends all batches remaining to be printed.
 - If a batch of payments is suspended after part of the payments in that batch has been printed, that batch must be completed before selecting another batch to be printed by selecting option 5 on Menu MZAGP1.
-

5 Nonpayment and Pending Payment Registers

A

Nonpayment Register Exception Messages

A nonpayment register, Report ID MZAGPK-R001 will be printed which contains exception messages for any payments not processed during the payment process. County Offices shall research the exception messages and resolve the exceptions before resuming payment processing.

B

Pending Payment Register

The Pending Payment Register lists all producers eligible to be paid. A register for each batch of payables computed. The batches are as follows.

- “B”atch - regular payments that have no special circumstances. These payments require no user intervention.
- “A”ssignment - payments marked in name and address as having an assignment or joint payee form on file. These payments require no user intervention, but may require more time to print because they will read the assignment/joint payee file.
- “O”nline - payments marked in name and address as having a claim, receivable, other agency claim, or nonresident alien. These records **will** require user intervention.

Note: This register shows the members’ share of joint operations and is the **only** place this is printed. CCC-184 and the transaction statement do not show the members’ share of the payment.

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6 Canceling Counter-Cyclical Payment Payables

A

When to Cancel Payables Through Counter-Cyclical Payment Applications

Counter-cyclical payables shall be canceled using the counter-cyclical application software, as applicable, only when original counter-cyclical payable amounts are incorrect and the following apply:

- CCC-184 is **available**
- counter-cyclical deposit records **have not** been queued or transmitted.

Extra caution shall be observed when canceling payables to ensure that:

- correct payables are being canceled
 - only payables for which CCC-184 is in the office or the counter-cyclical deposit records have not been queued or transmitted to the producer's financial institution are being canceled
 - payables are being canceled through the proper application.
-

B

When to Cancel Payables Through Accounting Application

In some situations, data in the Accounting application needs to be corrected and a substitute CCC-184 or counter-cyclical deposit records (EFT) issued. Use the Accounting cancel/issue substitute option according to 1-FI when any of the following apply:

- payee on an original CCC-184 or EFT is incorrect
- 1 or more CCC-184's in a printed batch need to be reprinted
- CCC-184 is lost, stolen, or destroyed
- CCC-184 is expired.

Note: If the computer-generated CCC-184 numbers on CCC-184's do not match preprinted CCC-184 numbers, see 1-FI, paragraph 233.

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6 Canceling Counter-Cyclical Payment Payables (Continued)

C

When Not to Cancel Payables Through Counter-Cyclical Payment Applications

Payables shall not be canceled from the DCP application when either of the following apply:

- CCC-184 is not available
- counter-cyclical deposit record has been queued or transmitted.

Once the check has been issued to the producer or the counter-cyclical deposit record queued or transmitted, an overpayment or underpayment applies if the payable was incorrect. County Offices shall take the necessary action to correct the problem that caused the payment to be issued in error, then:

- issue additional payment amounts if the producer was underpaid
 - compute and transfer the overpayment amount to the Common Receivable System (CRS) according to paragraph 7 if the producer was overpaid.
-

D

How to Cancel Payables

On the 2002 CC Payment Processing Menu MZAGP1, County Offices shall ENTER "2". After option 2, the message, "Payments that have been mailed to a producer or transmitted to the producer's financial institution shall **not** be canceled through this application", will be displayed. The user will have the option to do either of the following:

- PRESS "Cmd7" to end the job
 - PRESS "Enter" to continue with the cancellation.
-

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7 Reissuing CCC-184's

A

Reissuing Lost, Stolen, or Destroyed CCC-184's

For CCC-184's that are reported as lost, stolen, or destroyed, a substitute CCC-184 cannot be issued to the producer until the County Office:

- receives verification from KC-ITSDO that CCC-184 has not been cashed
- obtains a statement from the payee certifying CCC-184 was not received.

Note: See 1-FI, Part 7 for policy provisions and additional requirements for handling lost, stolen, or destroyed CCC-184's.

On Menu MZAGP1, ENTER "3" to reissue a lost, stolen, or destroyed check.

B

Reissuing Expired CCC-184's

On Menu MZAGP1, County Offices shall ENTER "4 to reissue an expired check only if none of the following apply:

- CCC-184 has been cashed by the producer

Note: In this case, the producer is either in an overpayment or underpayment situation procedure and software will be provided in the near future.

- the payment was disbursed by EFT
 - if any of the payable data, except the payee's name, is incorrect **and** the producer has not cashed CCC-184.
-

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8 Print Producer Payment History (PPH) Report

A

Introduction

The PPH print process is a report that indicates information in the payment history file. This PPH print contains all payments issued, canceled, and refunded in date order. Software is **not** currently available to print this report but will be released soon.

The following 3 different reports are available to be printed:

- individual or entity, which may be printed by selecting last name or ID number
 - farm, which may be printed by selecting a single farm, range of farms, all farms, or randomly selected farms
 - joint operation, which may be printed by selected joint operation name or ID number.
-

B

Accessing PPH Payment Report

After software is available, access PPH print from Menu FAX250 according to the following table.

Step	Menu/Screen	Action
1	FAX250	ENTER "3" or "4", "Application Processing", as applicable.
2	FAX09002	Enter the appropriate county, if applicable.
3	FAX07001	ENTER "18", "Tobacco/Peanuts-Main Menu".
4	M00100	ENTER "4", "Peanuts" .
5	MPA200	ENTER "13", "Acreage and Yield Process".
6	MPAB00	ENTER "5", "Counter-cyclical Payment Processing".
7	MAZGP0	ENTER "3", "Reports".
8	MZAGP3	ENTER "1", "Producer Payment History".
9	MZAGPRT2	Enter printer ID to be used.
10	MZAGPA01	ENTER "ALL" for all producers, producer last four digits of ID, or last name to print a single producer, or ENTER "X" to print a range of producers. Screen MZAGPA01 will be displayed.

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9 CCC-531E, Statement of Producer Earnings Statement

A

CCC-531E Purpose

CCC-531E was developed to assist County Offices with payment reconciliation for 2002 Peanut DCP payments.

B

Printing CCC-531E

CCC-531E can be printed:

- from the 2002 Peanut Counter-Cyclical Payment Reports Menu
- as many times as necessary
- after CCC-531 is approved
- for 1 producer, a batch of producers, all producers, or selected producers.

Follow this table to print CCC-531E from the 2002 Peanut Counter-Cyclical Payments Reports Menu.

Step	Menu/Screen	Action	
1	FAX250	ENTER “3” or “4”, “Application Processing”, as applicable.	
2	FAX09002	Enter the appropriate county, if applicable.	
3	FAX07001	ENTER “18”, “Tobacco/Peanuts-Main Menu”.	
4	M00100	ENTER “4”, “Peanuts” .	
5	MPA200	ENTER “13”, “Acreage and Yield Process”.	
6	MPAB00	ENTER “5”, “Counter Cyclical Payment Processing”,	
7	MAZGP0	ENTER “3”, “Reports”.	
8	MZAGP3	ENTER “2”, “Print CCC-531E, Producer Earnings Statement”.	
9	MZAGHA01	IF the print is generated for...	THEN CCC-531E will print for...
		a specific producer	for a specific producer.
		“All” producers	all producers with an approved CCC-531.
		a range of producers	a range of producers.
