

For: State and County Offices

**Dairy Margin Coverage (DMC) Automated Process for
New Production History Establishment and Multi State/County Transfers**

Approved by: Deputy Administrator, Farm Programs



1 Overview

A Background

The DMC software has been upgraded to include the following functionality for production history modifications:

- creating new Production History using Method 1
- creating new Production History using Method 2
- creating new Production History using Method 3
- multi State/county transfers.

B Purpose

This notice provides State and County Offices with guidance for the automated production history establishment and multi State/county transfers in the DMC software.

Disposal Date	Distribution
April 1, 2020 9-4-19	State Offices; State Offices relay to County Offices

Notice DMC-10

2 Production History Search Results Screen

A Introduction

The following are the 3 options to establish production history.

- Method 1 - Existing dairy operation that was commercially marketing milk in 2011, 2012, and 2013.
- Method 2 - Dairy operations with more than 1 year of milk marketings but were not in operation before January 1, 2014.
- Method 3 - Dairy operations with less than 1 full calendar year of milk marketings.

Policy requires the dairy operation to be associated with the farm/tract where the dairy facility is located. Follow 11-CM for additional information on updating farm records.

To initiate a production history establishment in the DMC software, select “Customer Search” from the DMC Home Screen, which will initiate a SCIMS search. Select the applicable dairy operation. Once the applicable dairy operation has been selected, users will select “Production History” from the top navigation menu.

B Example of Production History Search Results Screen

The following is an example of the Production History Search Results Screen.

Note: If the selected dairy operation has no prior production history in the selected State and county, an error will be displayed stating, “No Production History on file for the specified search criteria”.

Select	Dairy Operation Number	Farm Number	Tract Number	Established Production History (lbs)	Status
<input type="radio"/>	123729544	187	262	7,500,000	Approved

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2 Production History Search Results Screen (Continued)

C Actions for Production History Search Results Screen

The following table provides the actions for the Production History Search Results Screen.

IF the selected dairy operation...	THEN...
has production history already established in the selected State and county	<ul style="list-style-type: none">• select the applicable farm and tract• CLICK "Create New".
does not have production history established in the selected State and county	CLICK "Create New".

D Page Options

The following options are available on the Production History Search Results Screen.

Option	Description
Create New	Allows user to begin the process of recording new production history for the selected dairy operation.
Edit	Edit is only available when the record is in initiated status.
Record Signatures	Allows user to record the date the dairy operation filed CCC-800 and enter the COC determination.
Transfer	Begins the transfer process for the selected dairy operation.
View Forms	Allows user to view and print CCC-800, CCC-800T, or CCC-800X.

3 Farm Records Search Results Screen

A Introduction

The Farm Records Search Results Screen lists all farms and tracts that the dairy operation is associated with in Farm Records.

Note: The dairy operation must be associated with the desired farm and tract for it to display on the Farm Records Search Results Screen.

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3 Farm Records Search Results Screen (Continued)

B Example of Farm Records Search Results Screen

The following is an example of the Farm Records Search Results Screen.

Select	Dairy Operation Number	Operator Name	Farm Number	Tract Number
<input type="radio"/>		Doe, John	1056	1611
<input type="radio"/>		Doe, John	1056	1629
<input type="radio"/>		Doe, John	1056	1654
<input type="radio"/>		Doe, John	1615	2227
<input type="radio"/>		Doe, John	1617	2229
<input type="radio"/>		Doe, John	2558	2715
<input type="radio"/>		Doe, John	2685	2851

C Actions for Farm Records Search Results Screen

The following table provides the actions for the Farm Records Search Results Screen.

Step	Action
1	Select the applicable farm and tract where the dairy operation facility is located.
2	CLICK "Create".

D Page Options

The following options are available on the Farm Records Search Results Screen.

Option	Description
Create	Continues to the Duplicate Dairy Operation Screen or Dairy Operation Information Screen, if applicable.
Cancel	Returns user to the Production History Search Results Screen.

4 Duplicate Dairy Operation Screen

A Introduction

The Duplicate Dairy Operation Screen will only be displayed if the selected farm and tract have previously established production history. Establishing new production history on the same farm and tract as previously established production history is only allowed when the dairy operations are separate and distinct.

B Example of Duplicate Dairy Operation Screen

The following is an example of the Duplicate Dairy Operation Screen.

C Field Descriptions and Actions for Duplicate Dairy Operation Screen

The following table provides the field descriptions and actions for the Duplicate Dairy Operation Screen.

Field	Description	Action
History Production data has already been recorded for this dairy operation/farm/tract.	Production history has been established for a dairy operation on the same farm and tract selected.	Do you want to create new production history for a separate operation on the same farm and tract? Select either of the following: <ul style="list-style-type: none"> • “Yes” • “No”.

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4 Duplicate Dairy Operation Screen (Continued)

D Page Options

The following options are available on the Duplicate Dairy Operation Screen.

Option	Description
Continue	Continues to the Dairy Operation Information Screen.
Cancel	Returns user to the Production History Search Results Screen.

5 Dairy Operation Information Screen

A Introduction

The Dairy Operation Information Screen captures the date that the dairy operation first began commercially marketing milk.

B Example of Dairy Operation Information Screen

The following is an example of the Dairy Operation Information Screen.

The screenshot shows a web application interface for the 'Dairy Operation Information' screen. At the top, there is a navigation bar with tabs: 'Home', 'Production History' (which is active), 'Contracts', 'Collections', and 'Maintenance' with a dropdown arrow. Below the navigation bar, the title 'Dairy Operation Information' is displayed. The screen is divided into three columns of metadata: 'Coverage Year: 2019', 'Dairy Operation: Doe, John', and 'Farm: 2533' on the left; 'State: Idaho', 'Dairy Operation Number: 21515', and 'Tract: 1167' in the middle; and 'County: Jerome', 'Production History:', and 'Status: Initiated' on the right. Below the metadata, there is a text prompt: 'What date did the dairy operation first begin to commercially market milk?'. This prompt is followed by a date input field with a calendar icon. At the bottom right of the form, there are two buttons: 'Cancel' and 'Continue'.

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5 Dairy Operation Information Screen (Continued)

C Field Descriptions and Actions for Dairy Operation Information Screen

The following table provides the field descriptions and actions for the Dairy Operation Information Screen.

Field	Description	Action
What date did the dairy operation first begin to commercially market milk?	The date that the dairy operation began to commercially market milk. Note: The date entered will determine which production history establishment method to use.	Select or enter the applicable date.

D Page Options

The following options are available on the Dairy Operation Information Screen.

Option	Description
Cancel	Returns user to the Production History Search Results Screen.
Continue	Continues to the applicable method of establishment.

6 Existing Dairy Operation Establishment (Method 1)

A Introduction

An existing dairy operation started commercially marketing milk before January 1, 2014, and has annual production from 1 or more of the following years:

- 2011
- 2012
- 2013.

Note: Dairy operations that were in existence before January 1, 2014, but with no milk marketings for 2011 or 2012 and less than 1 full calendar year of marketings for 2013 will establish production history using method 3.

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6 Existing Dairy Operation Establishment (Method 1) (Continued)

B Example of Existing Dairy Operation Establishment Screen

The following is an example of the Existing Dairy Operation Establishment Screen.

Existing Dairy Operation Establishment

Coverage Year: 2019	State: Virginia	County: Amelia
Dairy Operation: John, Doe	Dairy Operation Number: 21537	Production History:
Farm: 1056	Tract: 1654	Status: Initiated

Enter milk marketings in pounds for each applicable year below.

2011

2012

2013

C Field Descriptions and Actions for Existing Dairy Operation Establishment Screen

The following table provides the field descriptions and actions for the Existing Dairy Operation Establishment Screen.

Field	Description	Action
2011	The amount of production history commercially marketed for 2011 will be entered, if applicable. Note: This must be entered in whole pounds.	Enter the total production history for 2011.

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6 Existing Dairy Operation Establishment (Method 1) (Continued)

C Field Descriptions and Actions for Existing Dairy Operation Establishment Screen (Continued)

Field	Description	Action
2012	The amount of production history commercially marketed for 2012 will be entered, if applicable. Note: This must be entered in whole pounds.	Enter the total production history for 2012.
2013	The amount of production history commercially marketed for 2013 will be entered, if applicable. Note: This must be entered in whole pounds.	Enter the total production history for 2013.

D Page Options

The following options are available on the Existing Dairy Operation Establishment Screen.

Option	Description
Back	Returns user to the Dairy Operation Information Screen.
Cancel	Returns user to the Production History Search Results Screen.
Continue	Continues to the Production History COC Determination Screen.

7 Full Year Establishment (Method 2)

A Introduction

A dairy operation producing and commercially marketing milk for 1 calendar year or more, but was not in operation before January 1, 2014, and has not previously established a production history, will select annual milk marketings from any full calendar year to establish their production history.

Example: ABC Dairy began commercially marketing milk on March 1, 2015. The dairy operation can choose to use their calendar year production from 2016, 2017, or 2018.

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7 Full Year Establishment (Method 2) (Continued)

B Example of Full Year Establishment Screen

The following is an example of the Full Year Establishment Screen.

C Field Descriptions and Actions for Full Year Establishment Screen

The following table provides the field descriptions and actions for the Full Year Establishment Screen.

Field	Description	Action
Calendar Year	The dairy operation will select 1 full calendar year to submit production history to establish the production history.	Use the drop-down menu to select the applicable calendar year elected by the dairy operation.
Total Milk Marketings	The total milk marketings from the year elected by the dairy operation to establish production history. Note: This must be entered in whole pounds.	Enter the total production history for the applicable year.

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7 Full Year Establishment (Method 2) (Continued)

D Page Options

The following options are available on the Full Year Establishment Screen.

Option	Description
Back	Returns user to the Dairy Operation Information Screen.
Cancel	Returns user to the Production History Search Results Screen.
Continue	Continues to the Production History COC Determination Screen.

8 Partial Year Establishment (Method 3)

A Introduction

Dairy operations that have been commercially marketing milk for less than a calendar year will not have an entire calendar year of marketings. They will choose either of the following to establish production history:

- volume of the actual milk marketings for the months the participating dairy operation has been in operation extrapolated to a year amount
- an estimate of the actual milk marketings of the participating dairy operation based on the herd size of the participating dairy operation relative to the national rolling herd average data published by USDA.

Note: This method will also apply to dairy operations in existence before January 1, 2014, but with less than 1 full year of milk marketings for 2013.

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8 Partial Year Establishment (Method 3) (Continued)

B Example of Partial Year Establishment Screen

The following is an example of the Partial Year Establishment Screen for a seasonal dairy operation.

Home **Production History** Contracts Collections Maintenance ▾

Partial Year Establishment

Coverage Year: **2019** State: **Virginia** County: **Amelia**
Dairy Operation: **Doe, Jane** Dairy Operation Number: **21557** Production History:
Farm: **1615** Tract: **2227** Status: **Initiated**

Seasonal Information

Is the production history for a seasonal dairy operation? Yes No

Specify the number of months the dairy operation produces milk on an annual basis

Monthly Production

Month	Year	Milk Marketings (lbs)	Seasonal Index
April	2013	<input type="text"/>	0.0849
May	2013	<input type="text"/>	0.0879
June	2013	<input type="text"/>	0.0839
July	2013	<input type="text"/>	0.0845
August	2013	<input type="text"/>	0.0836
September	2013	<input type="text"/>	0.0799
October	2013	<input type="text"/>	0.0824
November	2013	<input type="text"/>	0.0801
December	2013	<input type="text"/>	0.0838

Herd Size

Enter the current number of dairy cows in the dairy operation, including dry cows (excludes heifers not yet fresh):

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8 Partial Year Establishment (Method 3) (Continued)

C Field Descriptions and Actions for Partial Year Establishment Screen

The following table provides the field descriptions and actions for the Partial Year Establishment Screen.

Field	Description	Action
Is the production history for a seasonal dairy operation?	The user will select the applicable answer to whether the dairy operation is seasonal.	Select either of the following <ul style="list-style-type: none"> • “Yes” • “No”.
Specify the number of months the dairy operation produces milk on an annual basis	Only applicable if the user selects “Yes” that the dairy operation is seasonal. User can enter 1 to 11 months.	Enter the applicable number of months per year that the dairy operation commercially markets milk.
Monthly Production	The earliest month displayed is based on the month and day the dairy operation started marketing milk. Example: Dairy operation began marketing milk March 3, 2018. April through December will be displayed.	Enter the total milk production for each month the dairy operation commercially marketed milk.
Herd Size	The total amount of cows and dry cows in the dairy operation. Note: Heifers not yet fresh must not be included in this count.	Enter the current number of dairy cows in the dairy operation, including dry cows.

D Page Options

The following options are available on the Partial Year Establishment Screen.

Option	Description
Back	Returns user to the Dairy Operation Information Screen.
Cancel	Returns user to the Production History Search Results Screen.
Continue	Continues to the Production History COC Determination Screen.

9 Partial Year Confirmation Screen

A Introduction

The Partial Year Confirmation Screen provides a production summary of all applicable months and the production history entered for each one. It also provides a summary of the herd size entered on the Partial Year Establishment Screen. Dairy operations that have established production history using the partial year establishment (method 3) will select between the following 2 options to establish the production history.

- Option 1 - The dairy operation's annual production history based on monthly production.
- Option 2 - The dairy operation's annual production based on herd size relative to the national rolling herd average data published by USDA.

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9 Partial Year Confirmation Screen (Continued)

B Example of Partial Year Confirmation Screen

The following is an example of the Partial Year Confirmation Screen.

Home **Production History** Contracts Collections Maintenance ▾

Partial Year Confirmation

Coverage Year: **2019** State: **Arizona** County: **Coconino**
Dairy Operation: **DMC Dairy INC** Dairy Operation Number: **21578** Production History: **2,984,006 lbs**
Farm: **713** Tract: **713** Status: **Initiated**

Production Summary

Month	Year	Milk Marketings (lbs)	Seasonal Index
March	2018	250,000	0.0868
April	2018	250,000	0.0849
May	2018	250,000	0.0879
June	2018	250,000	0.0839
July	2018	250,000	0.0845
August	2018	250,000	0.0836
September	2018	250,000	0.0799
October	2018	250,000	0.0824
November	2018	250,000	0.0801
December	2018	250,000	0.0838

Herd Size Summary

Number of dairy cows in the dairy operation, including dry cows (excludes heifers not yet fresh): 100

Select Option

Select	Value	Description
<input checked="" type="radio"/> Option 1	2,984,006	Annual Production History based on Monthly Production
<input type="radio"/> Option 2	2,277,400	Annual Production History based on Herd Size

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9 Partial Year Confirmation Screen (Continued)

C Field Descriptions and Actions for Partial Year Confirmation Screen

The following table provides the field descriptions and actions for the Partial Year Confirmation Screen.

Field	Description	Action
Option 1	Volume of the actual milk marketings for the months the participating dairy operation has been in operation extrapolated to a year amount.	Select either of the following: <ul style="list-style-type: none">• “Option 1”• “Option 2”.
Option 2	An estimate of the actual milk marketings of the participating dairy operation based on the herd size of the participating dairy operation relative to the national rolling herd average data published by USDA.	

D Page Options

The following options are available on the Partial Year Confirmation Screen.

Option	Description
Back	Returns user to the Partial Year Establishment Screen.
Cancel	Returns user to the Production History Search Results Screen.
Continue	Continues to the Production History COC Determination Screen.

10 Production History COC Determination Screen

A Introduction

The Production History COC Determination Screen is where the user will enter the date filed and COC determination and determination date.

Notice DMC-10

10 Production History COC Determination Screen (Continued)

B Example of Production History COC Determination Screen

The following is an example of the Production History COC Determination Screen.

C Field Descriptions and Actions for Production History COC Determination Screen

The following table provides the field descriptions and actions for the Production History COC Determination Screen.

Field	Description	Action
Calculated Production History	The calculated production history is the production history established with no bump applied.	

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10 Production History COC Determination Screen (Continued)

C Field Description and Actions for the Production History COC Determination Screen (Continued)

Field	Description	Action
Adjusted Production History	The calculated production history with the bump factor applied.	
Is more than one signature required for the Dairy Operation?	Allows the user to indicate if more than 1 signature is required to act on behalf of the dairy operation.	Select either of the following: <ul style="list-style-type: none"> • “Yes” if more than 1 signature is needed for the dairy operation • “No” if only 1 signature is needed for the dairy operation.
Number of Signatures Required	This field will only be displayed if the user selects “Yes”. More than 1 signature is required for the dairy operation. Note: Currently, CCC-800 will not print the specified number of signature lines. If additional signature lines are needed, print multiple copies of CCC-800 for signature and staple them together.	Enter the applicable number of signatures needed on CCC-800.
Date Filed	The date the producer signed and dated CCC-800 or the date that the County Office received CCC-800.	Use the calendar icon to select or enter the applicable date CCC-800 was filed.
COC Determination	The date that COC or designee makes the determination on CCC-800.	Select either of the following: <ul style="list-style-type: none"> • “Approve” • “Disapprove”. Use the calendar icon to select or enter the COC determination date.

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10 Production History COC Determination Screen (Continued)

D Page Options

The following options are available on the Production History COC Determination Screen.

Option	Description
Back	Returns user to the applicable production establishment screen.
Cancel	Returns user to the Production History Search Results Screen.
Continue	Completes the process and returns the user to the Production History Search Results Screen.

11 Multi State/County Transfer

A Introduction

Policy requires the dairy operation to be associated with the farm/tract where the dairy facility is located. Follow 11-CM for additional information on updating farm records.

To initiate a transfer in the DMC software, select “Production History” from the top navigation menu. The Production History Search Results Screen will be displayed.

B Transfers to Another State or County

A new contract is required for dairy operations that relocate to another State/county because the administration of the contract has changed.

For dairy operations that have enrolled in DMC that subsequently relocate to another State/county, the following will occur:

- the original County Office will maintain the contract from January 1 through the day before the date recorded as the effective date of the transfer
- the new County Office will maintain the contract from the effective date of the transfer through December 31 of the coverage year.

Note: See Notice DMC-7 for policy related to determining the effective date of the transfer.

Notice DMC-10

11 Multi State/County Transfer (Continued)

B Transfers to Another State or County (Continued)

For the system to properly set the start and end dates on the contracts in each county, it is critical that the transactions be recorded in the proper order. County Offices shall ensure that the contract filed in the original county is recorded in the system **before** initiating the transfer to the new county. Failure to record the transactions in the proper order may require extraordinary measures to get the contract recorded in the system properly.

Note: If the contract cannot be recorded in the system in the original county for any reason, County Offices shall submit the manual CCC-801 to the State Office. State Offices shall contact the National Office for assistance.

Once the transfer has been completed, the dairy operation is required to file an updated CCC-801 in the receiving county.

The National Office will monitor transfers across counties and may request documentation to verify that the transfer and contracts are recorded properly in each county.

Note: The need to review transfers across counties is primarily an issue for 2019 only because enrollment started after the start of the coverage year.

C Example of Production History Search Results Screen

The following is an example of the Production History Search Results Screen.

Select	Dairy Operation	Dairy Operation Number	Farm Number	Tract Number	Production (lbs)	Status
<input type="radio"/>	DMC Dairy 123, LLC	123701158	822	1392	13,042,890	Approved
<input type="radio"/>	Doe, John	123701162	1191	1042	34,716,970	Approved
<input type="radio"/>	Farmer, Ima	123701161	345	432	45,223,680	Approved
<input type="radio"/>	DMC Dairy 456, INC	123701160	1177	3118	54,741,890	Approved
<input type="radio"/>	DMC Dairy 789 Partnership	123701159	132	277	11,398,500	Approved

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11 Multi State/County Transfer (Continued)

D Page Options

The following options are available on the Production History Search Results Screen.

Option	Description
Record Signatures	Allows user to enter the date the dairy operation filed CCC-800 and enter the COC determination.
Transfer	Begins the transfer process for the selected dairy operation.
View Forms	Allows user to view and print either CCC-800T or CCC-800X.

12 Production History Transfer Screen

A Introduction

The Production History Transfer Screen lists all farms and tracts that the dairy operation is associated with in Farm Records. The transferring State/county will initiate the transfer process.

Note: The farm and tract that is currently associated with the dairy operation will not be listed.

B Example of Production History Transfer Screen

The following is an example of the Production History Transfer Screen.

Home Admin **Production History** Contracts Collections Maintenance ▾

Program Year: **2019**
State: **Virginia**
County: **Orange**

Dairy Operation: **DMC Dairy 123 LLC**
Dairy Number: **123701158**

Farm: **822**
Tract: **1392**
Status: **Approved**

Established Production History: **13,042,890**

Production History Transfer

Is the transfer due to only a farm and/or tract reconstitution? Yes No

Select	State	County	Farm	Tract	Operator
<input type="radio"/>	Virginia	Culpeper	822	1392	DMC Dairy 123 LLC
<input type="radio"/>	Virginia	Culpeper	2013	2624	DMC Dairy 123 LLC
<input type="radio"/>	Virginia	Orange	1218	3064	DMC Dairy 123 LLC

Continue
Cancel

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12 Production History Transfer Screen (Continued)

C Field Descriptions and Actions

The following table provides the field descriptions and actions for the Production History Transfer Screen.

Field	Description	Action
Is the transfer due to only a farm and/or tract reconstitution?	Transfers that are completed solely because of a reconstitution do not require a producer signature on CCC-800T. However, a COC determination is still required.	Select “Yes” or “No” to whether the transfer is because of a reconstitution.

D Actions for Production History Transfer Screen

The following table provides the actions for the Production History Transfer Screen.

Step	Action
1	Select “Yes” or “No” to whether the transfer is because of a reconstitution.
2	Select the applicable farm and tract to which the dairy operation is being transferred.
3	CLICK “Continue” to proceed with the transfer.

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12 Production History Transfer Screen (Continued)

E Production History Transfer Screen Confirmation

The following is an example of the Production History Transfer Screen that displays:

- farm and tract with which the dairy operation is currently associated
- farm and tract to which the user selected to transfer the dairy operation.

Home Admin **Production History** Contracts Collections Maintenance ▾

Program Year: 2019 State: Virginia County: Orange

Production History Transfer

Transfer From:

State	County	Dairy Operation	Farm	Tract
Virginia	Orange	DMC Dairy 123 LLC	822	1392

Transfer To:

State	County	Dairy Operation	Farm	Tract
Virginia	Culpeper	DMC Dairy 123 LLC	822	1392

Confirm **Back** **Cancel**

F Page Options

The following options are available on the Production History Transfer Screen.

Option	Description
Confirm	Confirms that the correct farm and tract were selected and are being displayed for the transfer.
Back	Allows user to return to the previous screen to select a different farm and tract.
Cancel	Returns user to the Production History Search Results Screen and does not save any transfer information.

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13 Pending Transfer Screen

A Introduction

Once the transfer has been initiated, the new administrative State/county will select “Pending Transfers” from the “Maintenance” option located on the top navigation menu.

B Example of Production History Search Results Screen With “Maintenance” Selected

The following is an example of the Production History Search Results Screen with “Maintenance” selected.

Home Production History Contracts Collections Maintenance

Coverage Year: 2019 County: Orange (137)

Production History

Select	Dairy Operation	Dairy Operation Number	Farm Number	Tract Number	Production (lbs)	Status
<input type="radio"/>	DMC Dairy 123, LLC	123701158	822	1392	13,042,890	Approved
<input type="radio"/>	Doe, John	123701162	1191	1042	34,716,970	Approved
<input type="radio"/>	Farmer, Ima	123701161	345	432	45,223,680	Approved
<input type="radio"/>	DMC Dairy 456, INC	123701160	1177	3118	54,741,890	Approved
<input type="radio"/>	DMC Dairy 789 Partnership	123701159	132	277	11,398,500	Approved

Record Signatures Transfer View Forms

14 Pending Transfer Search Screen

A Introduction

Once the user selects “Pending Transfers”, the Pending Transfer Search Screen will be displayed. The user will search for the State and county to which the dairy operation is being transferred.

14 Pending Transfer Search Screen (Continued)

B Example of Pending Transfer Search Screen

The following is an example of the Pending Transfer Search Screen.

C Field Descriptions and Actions

The following table provides the field descriptions and actions for the Pending Transfer Search Screen.

Field	Description	Action
State	The State the dairy operation is being transferred to or within.	Using the drop-down menu, select the applicable State.
County	The county the dairy operation is being transferred to or within.	Using the drop-down menu, select the applicable county.
Program Year	The coverage year related to the effective date of the transfer.	Using the drop-down menu, select the applicable coverage year.

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14 Pending Transfer Search Screen (Continued)

D Page Options

The following options are available on the Pending Transfer Search Screen.

Option	Description
Continue	Continues to the Review Transfer Screen.
Cancel	Returns user to the Production History Search Results Screen.

15 Review Transfer Screen

A Introduction

The Review Transfer Screen will display all pending transfers for the selected State, county, and coverage year. The user must carefully review the records and either accept or reject the applicable transfer to continue.

B Example of Review Transfer Screen

The following is an example of the Review Transfer Screen.

The screenshot shows a web application interface for reviewing transfers. At the top, there is a navigation menu with links: Home, Admin, Production History, Contracts, Collections, and Maintenance (with a dropdown arrow). Below the navigation, the current context is displayed: Program Year: 2019, State: Virginia, and County: Culpeper. The main heading is "Review Transfer". Underneath, it says "Search Results". A table displays the search results with the following columns: Select, Dairy Operation, Production, State, County, Farm, and Tract. The table contains one row of data for "DMC Dairy 123 LLC" with a production of 13,042,890, located in Virginia, Orange and Culpeper counties, with farms 822 and 1392. At the bottom of the screen, there are four buttons: "Accept" (blue), "Reject" (red), "View CCC-800T" (blue), and "Cancel" (blue).

Select	Dairy Operation	Production	State	County	Farm	Tract
<input type="radio"/>	DMC Dairy 123 LLC	13,042,890	Virginia Virginia	Orange Culpeper	822 822	1392 1392

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15 Review Transfer Screen (Continued)

C Page Options

The following options are available on the Review Transfer Search Screen.

Option	Description
Accept	Accepts the transfer and continues to the Transfer Determination Screen. Warning: It is critical that users ensure that all information is correct before clicking “Accept”. There is no way to cancel a transfer once it has been accepted.
Reject	Deletes the transfer and returns the original production history record back to the original status.
View CCC-800T	CCC-800T will be displayed and available to be printed.
Cancel	Returns the user to the DMC Home Screen. This does not cancel the transfer.

16 Transfer Determination Screen

A Introduction

The Transfer Determination Screen is where the user will enter the effective date, producer signature date, if applicable, and the COC determination and determination date.

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16 Transfer Determination Screen (Continued)

B Example of Transfer Determination Screen


The following is an example of the Transfer Determination Screen.

[Home](#) [Admin](#) [Production History](#) [Contracts](#) [Collections](#) [Maintenance](#) ▾


Program Year: **2019** State: **Virginia** County: **Culpeper**

Dairy Operation: **DMC Dairy 123 LLC** Dairy Number: _____
Farm: **822** Tract: **1392** Status: **Initiated**
Established Production History: **13,042,890** **Transferred To**


Transfer Determination

Effective Date: Required
 

Producer Signature
Is more than one signature required for the Dairy Operation?
 Yes No

Date Filed:
 

COC Determination
 Approve Disapprove

COC Determination Date: Required
 

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16 Transfer Determination Screen (Continued)

C Field Descriptions and Actions

The following table provides the field descriptions and actions for the Transfer Determination Screen.

Field	Description	Action
Effective Date	<p>For a relocation of the dairy operation to a new facility, the effective date is the day the dairy operation started commercially producing milk at the new location.</p> <p>If the transfer is because of a reconstitution, the effective date is the COC approval date of the reconstitution.</p> <p>The effective date cannot be earlier than September 1 of the previous year.</p> <p>Note: See Notice DMC-7 for additional information.</p>	Use the calendar icon to select the applicable effective date or enter the applicable date.
Is more than one signature required for the Dairy Operation?	Allows the user to indicate if more than 1 signature is required to act on behalf of the dairy operation.	<p>Select either of the following:</p> <ul style="list-style-type: none"> • “Yes” if more than 1 signature is needed for the dairy operation • “No” if only 1 signature is needed for the dairy operation.
Number of Signatures Required	<p>This field will only be displayed if the user selects “Yes”. More than 1 signature is required for the dairy operation.</p> <p>Note: Currently, CCC-800T will not print the specified number of signature lines. If additional signature lines are needed, print multiple copies of CCC-800T for signature and staple them together.</p>	Enter the applicable number of signatures needed on CCC-800T.

Notice DMC-10

16 Transfer Determination Screen (Continued)

C Field Descriptions and Actions (Continued)

Field	Description			Action
Date Filed	The date the producer signed and dated CCC-800T or the date that the County Office received CCC-800T. If the transfer is because of a reconstitution, this field is not required.			Use the calendar icon to select or enter the applicable date CCC-800T was filed.
COC Determination	IF the COC determination selected is...	FOR the...	THEN...	Select either of the following: <ul style="list-style-type: none"> • “Approved” • “Disapproved”. Use the calendar icon to select or enter the COC determination date.
	approved	original production history record	<ul style="list-style-type: none"> • status will remain as “Approved” • secondary status will be “Transferred From”. 	
		new production history record	<ul style="list-style-type: none"> • status is updated to “Approved” • secondary status will be “Transferred To”. 	
	disapproved	original production history record	status remains “Approved”.	
		new production history record	status is updated to “Disapproved”.	

Notice DMC-10

16 Transfer Determination Screen (Continued)

D Page Options

The following options are available on the Transfer Determination Screen.

Option	Description
Save And Continue	Completes the determination process and routes the user back to the Production History Search Results Screen.
Back	Returns the user to the Review Transfer Screen.
Cancel	Returns the user to the Production History Search Results Screen.
View CCC-800T	CCC-800T will be displayed and available to be printed.

17 Contracts After Transfer

A Transferred to a Different State and County

If the transfer is to a farm/tract associated with a different State and county from the original production history record, do the following as applicable:

- the original version of the contract will remain in the original State and county, but the end date will be equal to the day before the effective date of the transfer
- a new version of the contract will be transferred to the new State and county with a start date equal to the effective date of the transfer
- new producer signature dates and COC determination and determination dates are required because of the contract being in a different administrative county
- the user will record the new signature dates in the software.