

For: State and County Offices

**Resolution of 2023 Dairy Margin Coverage (DMC)
Initiated or Producer-Certified Annual Contracts**

Approved by: Deputy Administrator, Farm Programs



1 Overview

A Background

The 2023 DMC coverage election period ended on January 31, 2023. Currently, the 2023 DMC initiated and producer-certified annual contracts remain in the DMC software and must be resolved for the billing service to link premiums due with the applicable dairy operations.

B Purpose

This notice provides State and County Offices with instruction to:

- identify 2023 initiated and producer-certified annual DMC contracts
- confirm that the 2023 initiated contract is not a valid complete contract
- determine the reason producer-certified contract was not acted upon
- disapprove the 2023 initiated and producer-certified annual contracts
- resolve 2023 initiated and producer-certified annual contracts not acted upon for 2023.

2 Initiated 2023 DMC Contracts

A Annual-Administrative Fee Not Paid Report

State Offices will provide County Offices with the dairy operations identified with initiated 2023 DMC contracts on the most recent Annual-Administrative Fee Not Paid report provided by the National Office.

Disposal Date	Distribution
August 1, 2023 3-16-23	State Offices; State Offices relay to County Offices

2 Initiated 2023 DMC Contracts (Continued)

B Review

County Offices will review all dairy operations on the Annual-Administrative Fee Not Paid report with initiated contracts and their respective DMC file information to confirm that a valid and complete CCC-801 was not returned or on file in the County Office. After the review is complete, the County Office will disapprove the initiated contract according to subparagraph C.

Note: All 2023 DMC annual contracts with a status of initiated or producer-certified **must** be approved or disapproved, as applicable, except for contracts that have pending issues or are awaiting remediation on SharePoint.

C Disapprovals

To disapprove initiated annual 2023 DMC contracts, County Offices will follow this subparagraph to disapprove the contract in the DMC software.

For initiated contract with no producer information recorded:

- select “Record Signature” on the Contract Search Results Screen
- user will be directed to the COC Action Screen
- select “Disapprove”, enter the COC determination date, and CLICK “Save and Continue”.

For initiated contract with producer information recorded:

- select “Record Signature” on the Contract Search Results Screen
- user will be directed to the Producer Certification Screen
- CLICK “Continue” through to the COC Action Screen
- select “Disapprove”, enter the COC determination date, and CLICK “Save and Continue”.

Note: Validation errors will be displayed but the user can continue through to disapprove the contract.

On the Contract Signature Screen, COC will disapprove, save, and print a copy for the file record. The COC DMC contract disapproval will be recorded in the COC meeting minutes.

3 Producer-Certified 2023 DMC Contracts

A Annual-Administrative Fee Not Paid Report

State Offices will provide County Offices with the dairy operations identified with producer certified 2023 DMC contracts on the most recent Annual-Administrative Fee Not Paid report provided by the National Office.

B Review

County Offices will review all dairy operations on the producer-certified contract Annual-Administrative Fee Not Paid report and their respective DMC file information to determine the reason the contract was not acted upon.

The annual producer-certified contract may not have been acted upon for 1 of the following reasons:

- the contract signature date may have been removed because of a succession, dissolution, or production history modification
- the administrative fee was not paid by the deadline, or the exemption waiver was incomplete
- the signature date was erroneously entered.

C Disapprovals

County Offices will take action by disapproving the producer-certified annual contracts according to the following table.

IF...	THEN...
the contract approval date was removed because of succession, dissolution, or production history modification	the County Office will re-enter the original approval date from the applicable CCC-801 and do either of the following: <ul style="list-style-type: none"> • approve according to subparagraph E • disapprove the 2023 contract.
the administrative fee was not paid by the deadline, or the exemption waiver was incomplete	disapprove the contract according to this subparagraph and document the disapproval in the COC meeting minutes.
the producer signature date was erroneously entered	disapprove the contract according to this subparagraph and document the disapproval in the COC meeting minutes.

3 **Producer-Certified 2023 DMC Contracts (Continued)**

D Processing Disapprovals

To disapprove producer-certified 2023 DMC contracts, County Offices will follow this subparagraph to disapprove the contract in the DMC software.

For producer-certified contracts with producer information recorded:

- select “Record Signature” on the Contract Search Results Screen
- user will be directed to the Producer Certification Screen
- CLICK “Continue” through to the COC Action Screen
- select “Disapprove”, enter the COC determination date, and CLICK “Save and Continue”.

Note: The COC DMC contract disapproval will be recorded in the COC meeting minutes.

E Approvals

County Offices will approve a 2023 DMC producer-certified contract in the DMC software if it:

- has been signed and received by the 2023 deadline
- includes the timely paid administrative fee
- was acted upon by COC but not entered into the DMC software.

2023 DMC producer-certified contracts that were not acted upon by COC will require COC approval and must be entered in the DMC software.

4 **Action**

A State Office Action

State Offices must ensure that County Offices:

- are immediately informed of the contents of this notice
- forward DMC program questions through their State Office to the National Office.

B County Office Action

County Offices must:

- review all 2023 DMC initiated contracts
- take immediate action according to this notice
- send questions about this notice to their State Office Price Support Specialist.