

**For:** State and County Offices

**Dairy Margin Coverage (DMC) Automated Process for  
Transfers and Production History Modifications**

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**Approved by:** Deputy Administrator, Farm Programs



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**1 Overview**

**A Background**

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

- transfers within a county
- disapprove production history migrated to DMC from MPP
- automated CCC-800X and CCC-800T.

**B Purpose**

This notice provides State and County Offices with guidance for the automated transfer process as well as production history disapproval instructions.

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<b>Disposal Date</b>	<b>Distribution</b>
July 1, 2020	State Offices; State Offices relay to County Offices

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## Notice DMC-8

### 2 Production History Search Results Screen

#### A Introduction

The process to transfer dairy operations to a new location within the same county has been simplified under DMC because the farm and tract numbers are no longer on CCC-801.

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.

**Note:** The ability to transfer dairy operations from one county to another county or to another State was not included in this software release. More information will be forthcoming on this functionality.

#### B 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

## Notice DMC-8

### 2 Production History Search Results Screen (Continued)

#### C 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.

### 3 Production History Transfer Screen

#### A Introduction

The Production History Transfer Screen lists all farm and tracts that the dairy operation is associated with in Farm Records.

**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

## Notice DMC-8

### 3 Production History Transfer Screen (Continued)

#### C Field Description and Action

The following table provides the field description 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 due to a reconstitution.

#### D Actions for the 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 due to a reconstitution.
2	Select the applicable farm and tract that the dairy operation is being transferred to.
3	CLICK “Continue” to proceed with the transfer.

#### E Production History Transfer Screen Confirmation

The following is an example of the Production History Transfer Screen that will be displayed with:

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

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	345	432

**Transfer To:**

State	County	Dairy Operation	Farm	Tract
Virginia	Orange	DMC Dairy 123 LLC	1214	3147

**Confirm** **Back** **Cancel**

## Notice DMC-8

### 3 Production History Transfer Screen (Continued)

#### F Options

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

Option	Action
Confirm	Confirms that the correct farm and tract was selected and 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 Results Screen and does not save any transfer information.

### 4 Pending Transfer Screen

#### A Introduction

Once the transfer has been initiated, the user will select “Pending Transfers” from the “Maintenance” option located on the top navigation menu.

#### B Example of Production History Search Screen with Maintenance Selected

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

The screenshot shows a web application interface for the Production History Search Screen. The top navigation bar includes 'Home', 'Production History', 'Contracts', 'Collections', and 'Maintenance' (which is selected and has a dropdown menu open). The dropdown menu contains 'Pending Transfers', 'Approve Contracts', and 'Review Required'. Below the navigation, the page displays 'Coverage Year: 2019' and 'County: Orange (137)'. The main content area features a table with the following columns: 'Select', 'Dairy Operation', 'Dairy Operation Number', 'Farm Number', 'Tract Number', 'Production (lbs)', and 'Status'. The table lists five entries, all with a status of 'Approved'. At the bottom of the screen, there are three buttons: 'Record Signatures', 'Transfer', and 'View Forms'.

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

**5 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 that the dairy operation is being transferred to.

**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 dropdown box provided, select the applicable State.
County	The county the dairy operation is being transferred to or within.	Using the dropdown box provided, select the applicable county.
Program Year	The coverage year related to the effective date of the transfer.	Using the dropdown box provided, select the applicable coverage year.

## Notice DMC-8

### 5 Pending Transfer Search Screen (Continued)

#### D Options

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

Option	Action
Continue	Proceeds to the Review Transfer Screen.
Cancel	Returns user to the Production History Results Screen.

### 6 Review Transfer Screen

#### A Introduction

The Review Transfer Screen will be displayed with 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 Search Screen

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

The screenshot displays the 'Review Transfer' interface. At the top, there is a navigation menu with 'Home', 'Admin', 'Production History', 'Contracts', 'Collections', and 'Maintenance'. Below the menu, the search criteria are set to 'Program Year: 2019', 'State: Virginia', and 'County: Orange'. The main heading is 'Review Transfer'. Underneath, it says 'Search Results' and shows a table with the following data:

Select	Dairy Operation	Production	State	County	Farm	Tract
<input type="radio"/>	DMC Dairy 123 LLC	45,223,680	Virginia Virginia	Orange Orange	345 1214	432 3147

At the bottom of the screen, there are four buttons: 'Accept' (blue), 'Reject' (red), 'View CCC-800T' (light blue), and 'Cancel' (white).

## Notice DMC-8

### 6 Review Transfer Screen (Continued)

#### C Options

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

<b>Option</b>	<b>Action</b>
Accept	Accepts the transfer and continues to the Transfer Determination Screen.  <b>Warning:</b> It is critical that users ensure 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	The 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.



# Notice DMC-8

## 7 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.

### B Example of the Transfer Determination Screen

The following is an example of the Transfer Determination Screen.

The screenshot shows a web application interface for the Transfer Determination screen. At the top, there is a navigation menu with links for Home, Admin, Production History, Contracts, Collections, and Maintenance. Below the navigation menu, the screen displays the following information:

- Program Year: 2019
- State: Virginia
- County: Culpeper
- Dairy Operation: DMC Dairy 123 LLC
- Dairy Number: 822
- Farm: 822
- Tract: 1392
- Established Production History: 13,042,890
- Transferred To
- Status: Initiated

The main heading is "Transfer Determination". Below this, there are several form fields and sections:

- Effective Date:** A date input field with a calendar icon and a "Required" label.
- Producer Signature:** A section with the question "Is more than one signature required for the Dairy Operation?" and two radio buttons labeled "Yes" and "No".
- Date Filed:** A date input field with a calendar icon.
- COC Determination:** A section with two radio buttons labeled "Approve" and "Disapprove".
- COC Determination Date:** A date input field with a calendar icon and a "Required" label.

At the bottom of the form, there are four buttons: "Save And Continue" (highlighted in blue), "Back", "Cancel", and "View CCC-800T".

## Notice DMC-8

### 7 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 due to 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>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 one of the following:</p> <ul style="list-style-type: none"> <li>• Yes - more than one signature is needed for the dairy operation</li> <li>• No - only one signature is needed for the dairy operation.</li> </ul>
Number of Signatures Required	<p>This box will only be displayed if the user selects “Yes”, more than one signature is required for the dairy operation.</p> <p><b>Note:</b> Currently the form 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-8**

**7 Transfer Determination Screen (Continued)**

**C Field Descriptions and Actions (Continued)**

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

## Notice DMC-8

### 7 Transfer Determination Screen (Continued)

#### D Options

The following options are available on the Transfer Determination Screen.

Option	Action
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	The CCC-800T will be displayed and available to printed.

### 8 Removing Inactive or Erroneous Production History Records that Migrated to DMC from MPP

#### A Introduction

To establish production history for DMC, all approved MPP production history records with an “approved” status were migrated to DMC. In some cases that production history does not meet the requirements for participation in DMC.

An option is being provided to “remove” any production history record that is not valid for DMC purposes. Using this option will also ensure the production history record will not roll forward or be available for selection in coverage year 2020.

Production history records will only be “removed” if one of the following conditions applies:

- production history was established solely for MFP purposes
- dairy operation dissolved prior to January 1, 2019
- production history record was recorded erroneously in the MPP software.

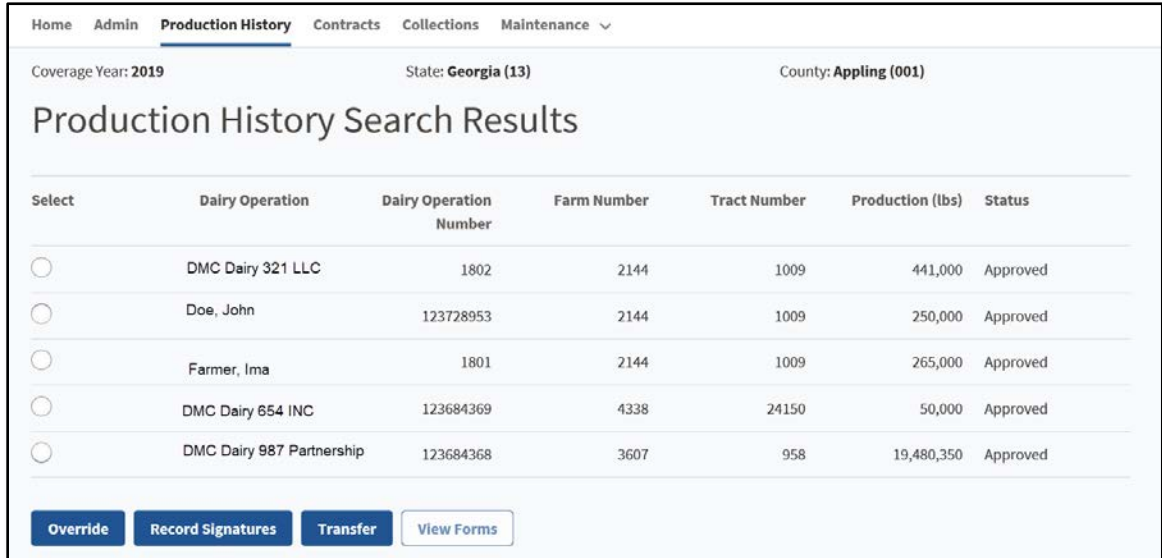
To remove production history records, users will access the DMC software and select “Production History” from the top navigation menu. The Production History Search Results Screen will be displayed.

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### 8 Removing Inactive or Erroneous Production History Records that Migrated to DMC from MPP (Continued)

#### B Example of Production History Search Results Screen

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



#### C 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.

## Notice DMC-8

### 8 Removing Inactive or Erroneous Production History Records that Migrated to DMC from MPP (Continued)

#### D Production History COC Determination Screen

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

#### E Action

The following table provides the steps to take COC action on a production history record.

Step	Action
1	From the Production History Search Results Screen, select the applicable production history record being “removed” from DMC.
2	Once the production history record has been selected, CLICK “Record Signatures”.
3	The COC Determination Screen will be displayed.
4	Select “No” to the statement: “Is more than one signature required for the Dairy Operation?”
	<b>Note:</b> This process is due to MPP cleanup efforts, therefore, a producer signature is not required.

## Notice DMC-8

### 8 Removing Inactive or Erroneous Production History Records that Migrated to DMC from MPP (Continued)

#### E Action (Continued)

Step	Action
5	The "Date Filed" field is prepopulated with the original date filed and should not be changed.
6	To "remove" the production history record, select "disapprove" for the "COC Determination".
7	Update the "COC Determination Date" field with the date COC determines the production history is not applicable to DMC by disapproving the CCC-800.  <b>Note:</b> The "COC Determination Date" field has been prepopulated with the original date the production history was approved by COC.
8	CLICK "Save And Continue" to save the COC determination and return to the Production History Search Results Screen.

#### F Options

The following provides information about the options on the Production History Search Results Screen.

Option	Description
Save	Saves the information on the page.
Save and Continue	Saves and submits the information on the page and returns the user back to the Production History Search Results Screen.
Cancel	Cancels out of the determination screen and returns the user to the Production History Search Results Screen.