

For: State and County Offices

Potato Diversion Program (PDP) Application Instructions

Approved by: Acting Deputy Administrator, Farm Programs



1 PDP Application

A

Background

Notice FV-14 announced the 2000 crop fresh Russet PDP.

B

Purpose

This notice provides instructions to the State and County Offices for the PDP application form, FSA-117 (Exhibit 1).

C

Action

State Offices shall immediately publicize the contents of this notice to the maximum extent possible.

County Offices shall:

- make FSA-117 available to producers
- assist producers with completing FSA-117
- accept applications during the PDP signup period from June 13, 2001, through July 13, 2001.

<p>Disposal Date</p> <p>January 1, 2002</p>	<p>Distribution</p> <p>State Offices; State Offices relay to County Offices</p>
--	--

FSA-117, 2000 Crop Fresh Russet Potato Diversion Program (PDP) Application

A

Completing FSA-117

Complete FSA-117 according to this table **if the producer is requesting PDP in person** at the County Office.

All producers who share in the production must certify and sign FSA-117.

Item	Instructions
1	Enter the applicable State code.
2	Enter the applicable county code.
3	Enter the application number assigned by APSS after FSA-117 has been recorded in APSS.
4	Enter the name, address, and telephone number of the contact producer.
5	Enter the name and address of the applicable County Office.
Part A - Methods of Diversion	
6 through 9	Check the appropriate box or boxes indicating the method or methods of diversion used.
Part B - General Eligibility	
10	Check the applicable box in response to the question, "Did you divert your potatoes between April 13, 2001, and June 12, 2001?"
11	Check the applicable box in response to the question, "Did you have your potatoes inspected by an authorized or licensed USDA grading inspector?"
12	Check the applicable box in response to the question, "Do you understand that you must provide the original grading inspection certificate (FV-184 or FV-301) before your application is approved for payment?"
13	Check the applicable box in response to the question, "Do you understand that your total eligible hundredweight, if necessary, may be reduced not to exceed the total funds available for this program?"
14	Check the applicable box in response to the question, "Do you understand that the payment rate of \$1.00 includes all costs, but not limited to processing, transportation, and inspection costs of all diversion methods?"
15	Check the applicable box in response to the question, "Do you understand that FSA will perform random spot checks and request documentation, as applicable?"

Continued on the next page

FSA-117, 2000 Crop Fresh Russet Potato Diversion Program (PDP) Application (Continued)

**A
Completing
FSA-117
(Continued)**

Item	Instructions
Part C - Charitable Institutions Diversion Method	
16	Check the applicable box in response to the question, "Did the diverted potatoes meet the U.S. Grade No. 2 (fairly clean) requirements?"
17	Check the applicable box in response to the question, "Do you understand that you must provide to the FSA County Office a bill of lading showing shipment was made to the charitable institutions between April 13, 2001, to June 12, 2001?"
18	Enter the eligible cwt. that was diverted to the charitable institution. The eligible hundredweight must be the same as the hundredweight certified on FV-184 or FV-301 as meeting the U.S. Grade No. 2 (fairly clean) requirement.
Part D - Livestock Feed Diversion Method	
19	Check the applicable box in response to the question, "Did the diverted potatoes meet the U.S. Grade No. 2 Processing requirement?"
20	Check the applicable box in response to the question, "Do you understand that you must provide to the FSA County Office delivery receipts, scale tickets, weighing facilities, or volume measurements and the name and address for the recipient(s) of the potatoes?"
21	Indicate the methods of processing used by checking the appropriate boxes.
22	Enter the eligible cwt. that was diverted for livestock feed. The eligible hundredweight must be the same as the hundredweight certified on FV-184 or FV-301 as meeting the U.S. Grade No. 2 Processing requirement.
Part E - Ethanol Production/Rendered Nonmarketable and Disposed of Diversion Method	
23	Check the applicable box in response to the question, "Did the diverted potatoes meet the U. S. Grade No. 2 Processing requirement?"
24	Check the applicable box in response to the question, "Do you understand that you must provide to the County Office delivery receipts, scale tickets, watching facilities, or volume measurements and the name(s) or recipients receiving the eligible potatoes for ethanol production and/or the location of where the eligible potatoes were disposed of?"
25	Indicate the method of processing used by checking the appropriate boxes.
26	For potatoes rendered nonmarketable, indicate the method of disposal by checking the appropriate boxes.
27	Enter the eligible cwt. that was diverted for ethanol production and/or rendered nonmarketable and disposed of. The eligible hundredweight must be the same as the hundredweight certified on FV-184 or FV-301 as meeting the U.S. Grade No. 2 Processing requirement.

Continued on the next page

FSA-117, 2000 Crop Fresh Russet Potato Diversion Program (PDP) Application (Continued)

**A
Completing
FSA-117
(Continued)**

Item	Instructions
Part F - Producer's Certification	
28 through 31	After reading the certification statement, all producers must sign, provide ID number, date, and indicate share, as applicable.
32 through 35	COC or designee shall sign, provide title, approve or disapprove, and date FSA-117. Note: Do not approve FSA-117 if "No" is entered in any of the items 10 through 17, 19 and 20, or 23 and 24.

Continued on the next page

FSA-117, 2000 Crop Fresh Russet Potato Diversion Program (PDP) Application (Continued)

B
Example of
FSA-117

The following is an example of FSA-117.

REPRODUCE LOCALLY. Include form number and date on all reproductions. FSA-117 (06-08-01)		U.S. DEPARTMENT OF AGRICULTURE Farm Service Agency		Form Approved - OMB No. 0560-0145	
2000 CROP FRESH RUSSET POTATO DIVERSION PROGRAM (PDP) APPLICATION		1. State Code	2. County Code		
		3. Application Number			
See Reverse for Privacy Act and Public Burden Statements.					
4. Contact Producer Name and Address (Including ZIP Code)			5. Name and Address of County FSA Office (Including ZIP Code)		
Phone Number: ()			Phone Number: ()		
PART A - METHODS OF DIVERSION (Please check the appropriate box(es) indicating method(s) of diversion used)					
6. Charitable Institutions <input type="checkbox"/>		7. Livestock Feed <input type="checkbox"/>		8. Ethanol Production <input type="checkbox"/>	
				9. Rendered Nonmarketable and Disposed of <input type="checkbox"/>	
PART B - GENERAL ELIGIBILITY					
10. Did you divert your potatoes between April 13, 2001 and June 12, 2001?					
11. Did you have your potatoes inspected by an authorized or licensed USDA grading inspector?					
12. Do you understand you must provide the original grading inspection certificate (FV-184 or FV-301) before your application is approved for payment?					
13. Do you understand that your total eligible hundredweight, if necessary, may be reduced not to exceed the total funds available for this program?					
14. Do you understand that the payment rate of \$1.00 includes all costs, but not limited to processing, transportation, and inspection costs of all diversion methods?					
15. Do you understand that FSA will perform random spot checks and request documentation, as applicable?					
After answering the questions in Part B (General Eligibility), you must also answer the questions in Part C (Charitable Institution Diversion Method), Part D (Livestock Feed Diversion Method), and Part E (Ethanol Production/Rendered Nonmarketable and Disposed of Diversion Method) below that specifically apply to the different methods of diversion you indicated in Part A.					
PART C - CHARITABLE INSTITUTIONS DIVERSION METHOD					
16. Did the diverted potatoes meet the U.S. Grade No. 2 (fairly clean) requirements?					
17. Do you understand that you must provide to the FSA County Office a bill of lading showing shipment was made to the charitable institutions between April 13, 2001 to June 12, 2001?					
18. Please enter the eligible cwt. (cwt.) The eligible hundredweight must be the same as the hundredweight certified on FV-184 or FV-301 as meeting the U.S. Grade No. 2 (fairly clean) requirement.					
PART D - LIVESTOCK FEED DIVERSION METHOD					
19. Did the diverted potatoes meet the U.S. Grade No. 2 Processing requirement?					
20. Do you understand that you must provide to the FSA County Office delivery receipts, scale tickets, weighing facilities, or volume measurements and the name and address for the recipient(s) of the potatoes?					
21. Please indicate the method of processing used by checking the appropriate boxes below: Cut <input type="checkbox"/> Chopped <input type="checkbox"/> Sliced <input type="checkbox"/> Gouged <input type="checkbox"/> Crushed <input type="checkbox"/> Ensiled <input type="checkbox"/> Frozen <input type="checkbox"/> Cooked <input type="checkbox"/>					
22. Please enter the eligible cwt. (cwt.) The eligible hundredweight must be the same as the hundredweight certified on FV-184 or FV-301 as meeting the U.S. Grade No. 2 Processing requirement.					
PART E - ETHANOL PRODUCTION/RENDERED NONMARKETABLE AND DISPOSED OF DIVERSION METHOD					
23. Did the diverted potatoes meet the U.S. Grade No. 2 Processing requirement?					
24. Do you understand that you must provide to the FSA County Office delivery receipts, scale tickets, weighing facilities, or volume measurements and the name(s) of recipients receiving the eligible potatoes for ethanol production and/or the location of where the eligible potatoes were disposed of?					
25. Please indicate the method of processing used by checking the appropriate boxes below: Cut <input type="checkbox"/> Chopped <input type="checkbox"/> Sliced <input type="checkbox"/> Gouged <input type="checkbox"/> Crushed <input type="checkbox"/> Ensiled <input type="checkbox"/> Frozen <input type="checkbox"/> Cooked <input type="checkbox"/>					
26. For Rendered Nonmarketable, indicate the method of disposal by checking the appropriate boxes below: Sprayed <input type="checkbox"/> Disked <input type="checkbox"/> Buried <input type="checkbox"/> NOTE: All methods of disposal must have been in accordance with federal, state and local regulations.					
27. Please enter the eligible cwt. (cwt.) The eligible hundredweight must be the same as the hundredweight certified on FV-184 or FV-301 as meeting the U.S. Grade No. 2 Processing requirement.					
PART F - PRODUCER'S CERTIFICATION					
I certify that all the information entered on this application is true and correct and all persons involved have submitted the accurate hundredweight of diverted potatoes to the eligible outlets. To ensure that all programs requirements are met, I understand that I may be selected for spot check. If I am selected for spot check, I may be required to provide any information that may be required to determine program eligibility. I understand that the hundredweight, if necessary, may be reduced not to exceed the total funds available for this program. Providing a false certification to the government is punishable by imprisonment, fines and other penalties. All information provided herein is subject to verification by the Farm Service Agency. The provisions of criminal and civil fraud statutes, including 18 USC 286, 287, 371, 641, 651, 1601; 15 USC 714m; and 31 USC 3729, may be applicable to the information provided.					
28. Producer's Signature		29. Producer's Tax ID Number		30. Date	
PART G - COC DETERMINATION					
32. Signature of COC or Designee		33. Title		34. Action	
				Approved <input type="checkbox"/> Disapproved <input type="checkbox"/>	
				35. Date	

Continued on the next page

FSA-117, 2000 Crop Fresh Russet Potato Diversion Program (PDP) Application (Continued)

B
Example of
FSA-117
(Continued)

FSA-117 (Reverse) (06-08-01)

PART H - REMARKS SECTION

36. REMARKS

NOTE: The following statement is made in accordance with the Privacy Act of 1974 (5 USC 552a) and the Paperwork Reduction Act of 1995, as amended. The authority for requesting the following information is clause (2) of section 32 of the Act of August 24, 1935, as amended. The information will be used to determine eligibility in accordance with the requirements of the regulation for applicants who are requesting a potato diversion payment. Furnishing the requested information is voluntary. Failure to furnish the requested information will result in determination of ineligibility for potato diversion payments. This information may be provided to other agencies, IRS, Department of Justice, or other State and Federal Law enforcement agencies, and in response to a court magistrate or administrative tribunal. The provisions of criminal and civil fraud statutes, including 18 USC 286, 287, 371, 641, 651, 1001; 15 USC 714m; and 31 USC 3729, may be applicable to the information provided.

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0560-0145. The time required to complete this information collection is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. **RETURN THIS COMPLETED FORM TO YOUR COUNTY FSA OFFICE.**

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice or TDD). USDA is an equal opportunity provider and employer.

Continued on the next page

FSA-117, 2000 Crop Fresh Russet Potato Diversion Program (PDP) Application (Continued)

C

Instructions to Producer

If a producer requests PDP by telephone, mail, or FAX, County Offices shall:

- complete items 1, 2, and 5
- not complete items 3 and 32 through 35 until the PDP producer has completed and returned FSA-117 to the County Office
- send FSA-117 to the PDP producer as requested
- provide the following instructions for the PDP producer to complete FSA-117.

Item	Instructions
4	Enter the contact producer's name, address, and telephone number.
Part A - Methods of Diversion	
6-9	Check the appropriate box or boxes indicating the method or methods of diversion used.
Part B - General Eligibility	
10 through 15	Enter your responses to the general eligibility questions 10 through 15. Note: If your answer to any of the eligibility questions is "No", you are ineligible for a PDP payment and should not complete the remainder of this form.
Part C - Charitable Institutions Diversion Method	
16 through 17	Enter your responses to the questions for the charitable institution diversion method.
18	Enter the eligible cwt. that was diverted to the charitable institution. The eligible hundredweight must be the same as the hundredweight certified on FV-184 or FV-301 as meeting the U.S. Grade No. 2 (fairly clean) requirement.
Part D - Livestock Feed Diversion Method	
19 through 20	Enter your responses to the questions for the livestock feed diversion method.
21	Indicate the methods of processing used by checking the appropriate boxes.
22	Enter the eligible cwt. that was diverted for livestock feed. The eligible hundredweight must be the same as the hundredweight certified on FV-184 or FV-301 as meeting the U.S. Grade No. 2 Processing requirement.

Continued on the next page

FSA-117, 2000 Crop Fresh Russet Potato Diversion Program (PDP) Application (Continued)

C
**Instructions to
 Producers
 (Continued)**

Item	Instructions
Part E - Ethanol Production/Rendered Nonmarketable and Disposed of Diversion Method	
23 through 24	Enter your responses to the questions for the ethanol production and/or rendered nonmarketable and disposed of diversion method.
25	Indicate the methods of processing used by checking the appropriate boxes.
26	For potatoes rendered nonmarketable, indicate the method of disposal by checking the appropriate boxes.
27	Enter the eligible cwt. that was diverted for ethanol production and/or rendered nonmarketable and disposed of. The eligible hundredweight must be the same as the hundredweight certified on FV-184 or FV-301 as meeting the U.S. Grade No. 2 Processing requirement.
Part F - Producer's Certification	
28 through 31	<p>After reading the certification statement, sign, provide your tax ID number, date, and indicate your share, as applicable. All producer's who share in the commodity must also sign, date, indicate shares, and provide ID numbers, as applicable.</p> <p>When all signatures and information have been obtained, take your completed application to the County Office in item 5 from June 13, 2001, through COB July 13, 2001. If you elect to mail or FAX your completed application, the County Office in item 5 must receive the application from June 13, 2001, through COB July 13, 2001.</p> <p>Note: There are no exceptions.</p>