

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

Notice LP-2256

For: State and County Offices

Crop Year 2018 MAL Warehouse-Stored Forfeitures and Farm-Stored Settlements

Approved by: Deputy Administrator, Farm Programs



1 Overview

A Background

MAL policy allows for outstanding nonrecourse MAL collateral to be forfeited or delivered to CCC at loan maturity.

For warehouse-stored MAL's, the receipts securing the collateral are to be forfeited to CCC on the day after the loan matures, or if the maturity date does not fall on a workday, immediately following the second workday. For farm-stored MAL's, the producer must deliver the commodity to a CCC-approved warehouse after maturity.

Premiums and discounts are not applied at loan disbursement but are applied to the commodity if forfeited or delivered to CCC after loan maturity for all commodities except peanuts and cotton. The Commodity Loan Processing System (CLPS) includes the functionality to process forfeitures for all commodities except cotton and soybeans **after** the County Offices have calculated the forfeiture rate outside of CLPS.

The settlement of farm-stored loans cannot be processed in CLPS currently. Settlements are a manual process completed entirely outside of CLPS for crop year 2018. The functionality to process settlements in CLPS will be included in a future enhancement.

Disposal Date	Distribution
May 1, 2020	State Offices; State Offices relay to County Offices

11-25-19 Page 1

1 Overview (Continued)

B Purpose

This notice:

- informs State and County Offices of the process for:
 - forfeiting warehouse-stored MAL's to CCC at maturity
 - settling with producers on farm-stored MAL's delivered to CCC after loan maturity
- reminds State and County Offices of the information required on all warehouse receipts at loan disbursement and if forfeited to CCC after loan maturity
- establishes new policy for marketing authorizations issued after loan maturity
- informs State and County Offices to use the updated CCC-692 Settlement Statement and updated Exhibit X Transmittal Control Document.

C Contact

If there are policy questions about this notice, State Offices can contact Shayla Watson-Porter, PSD, by either of the following:

- e-mail to **shayla.watson-porter@usda.gov**
- telephone at 202-720-7785.

If there are automation questions about this notice, State Offices can contact Dana Wood, PDD, by either of the following:

- e-mail to **dana.wood@usda.gov**
- telephone at 202-692-5288.

2 Warehouse Receipt Requirements

A General Warehouse Receipt Requirements Before Loan Disbursement

A warehouse-stored loan must **not** be disbursed if the warehouse receipt does not contain the required information and is not graded correctly according to U.S. grading standards.

According to procedure in 8-LP, subparagraph 545 A, all warehouse receipts must:

- represent an eligible commodity that is actually stored in an authorized warehouse
- be a paper or EWR issued through an AMS-approved EWR provider

2 Warehouse Receipt Requirements (Continued)

A General Warehouse Receipt Requirements Before Loan Disbursement (Continued)

- have a valid CCC-issued warehouse code
- be either an “approved” or “authorized” warehouse on the AMS warehouse list at https://internet-dotnet.fsa.usda.gov/approved_whses/ugrsa/approved_ugrsa_whses.asp
- be negotiable if a paper receipt, or loanable if an EWR
- be issued to the eligible producer or CCC, as applicable

Note: In the case of loans made to CMA’s, the receipt should be issued to CMA.

- be endorsed on the back by the producer if the receipt is paper
- show ownership, if the commodity is owned by the warehouse operator, solely, jointly, or in common with others
- contain a statement that the commodity is insured.

In addition, all warehouse receipts must show the following:

- type of commodity
- name and address of storing warehouse
- CCC-assigned warehouse code
- warehouse receipt number
- date receipt issued
- date commodity was deposited or received
- prepaid handling charges or statement provided according to 8-LP, subparagraph 540 E

2 Warehouse Receipt Requirements (Continued)

A General Warehouse Receipt Requirements Before Loan Disbursement (Continued)

- date that storage has been paid through, and storage start date or statement according to 8-LP, subparagraph 540 G

Important: Verify the storage paid through date if the statement includes “paid through maturity” or if the date is not provided. If entered in CLPS incorrectly, the loan must be corrected before a forfeiture can be processed.

- whether commodity was received by rail, truck, or barge
- amount per bu. or cwt. of prepaid in or out charges
- signature of the warehouse operator or authorized agent.

B Commodity Specific Warehouse Receipt Requirements

See 2-LP Grains and Oilseeds for commodity specific warehouse receipt requirements for each eligible MAL commodity in addition to the U.S. Grading Standards for the commodity.

Example: For wheat, the commodity specific requirements are in 2-LP Grains and Oilseeds, subparagraph 1402 A.

Commodity specific warehouse receipt requirements include, but are not limited to, the following:

- gross weight in pounds and net bu., cwt., pounds, or tons, shown in decimal hundredths
- class and subclass, if applicable
- grade, including special grades
- grading factors per applicable subparagraph in 2-LP Grains and Oilseeds.

C Reviewing Warehouse Receipts Before Forfeiting to CCC

County Offices **must** review the warehouse receipts on outstanding MAL’s **15 calendar days before loan maturity** to ensure that all required general information in subparagraph A is present on the receipt before a possible forfeiture, including, but not limited to:

- an approved or authorized CCC warehouse code found on AMS’s website at <https://www.fsa.usda.gov/programs-and-services/commodity-operations/warehouse-services/approved-storage-warehouses/index>

2 Warehouse Receipt Requirements (Continued)

C Reviewing Warehouse Receipts Before Forfeiting to CCC (Continued)

- correct storage paid through date matching the information in CLPS

Note: The producer is responsible for paying for or providing storage through the loan maturity date.

- in-charges provided for or paid.

Note: Acceptable documentation for storage and in-handling charges can be provided directly on the warehouse receipt or be a certification signed by the warehouse operator according to 8-LP, subparagraphs 540 E and F.

According to the applicable part of 2-LP Grains and Oilseeds, warehouse receipts must:

- substantiate the grade assigned by the warehouse
- include all the required quality factors for the applicable commodity.

During the pre-forfeiture review of the required elements of the warehouse receipt, as specified in subparagraph A, if the County Office discovers errors, they **must** contact the warehouse operator and request **they come into the office** to correct the warehouse receipts **before** computing the settlement rate and processing the forfeiture to CCC.

All corrections on the warehouse receipts **must be initialed** by the warehouse operator. County Office employees are **not** to make any corrections or edits to the warehouse receipts.

AMS allows corrections on any area of a paper warehouse receipt that was not pre-printed.

Important: County Office employees are **not** to make any corrections or edits to the warehouse receipts.

AMS allows corrections on any area of a paper warehouse receipt that was not pre-printed.

AMS will determine how EWR's issued by approved providers are to be corrected.

Warehouse receipts must be completed correctly and include all required information in subparagraphs A and B or the warehouse operator **must** correct the warehouse receipts **before** the loan is forfeited to CCC.

2 Warehouse Receipt Requirements (Continued)

C Reviewing Warehouse Receipts Before Forfeiting to CCC (Continued)

Ten calendar days before the end of the month, County Offices with outstanding warehouse MAL's maturing that month **must** certify to their State Office that all their warehouse receipts maturing at the end of the month have been reviewed and contain all required information.

Five calendar days before the end of each month, State Offices with MAL's maturing that month must notify PSD via e-mail that all outstanding warehouse receipts have been reviewed for completeness. This e-mail must be sent to both of the following:

- Shayla Watson Porter at shayla.watson-porter@usda.gov
- Kimberly Kempel at kimberly.kempel@usda.gov.

3 Forfeiting Warehouse-Stored MAL's to CCC

A Warehouse-Stored Forfeitures

Warehouse-stored MAL's:

- are disbursed at the loan rate in the county where the collateral is stored without any premiums or discounts that may or may not affect the loan rate, except for peanuts and cotton
- are subject to premiums and discounts to determine the value of the commodity if forfeited to CCC at loan maturity.

B State Office Oversight Required on Forfeited Warehouse Receipts

KCCO has returned several warehouse receipts to County Offices that were forfeited to CCC because the required information in paragraph 2 was incorrect or incomplete according to 2-LP Grains and Oilseeds.

To correct this, State Office specialists are now required to review **all** warehouse receipts **before** the forfeiture value is computed.

Warehouse receipts being forfeited to CCC will be scanned and e-mailed by the County Office to their State Office specialist to review for accuracy and completeness. If the State Office specialist agrees that the warehouse receipt is completed correctly, they will notify the County Office to proceed with determining the value of the commodity being forfeited and processing the forfeiture in CLPS.

3 Forfeiting Warehouse-Stored MAL's to CCC (Continued)

B State Office Oversight Required on Forfeited Warehouse Receipts (Continued)

State Offices may request a waiver of this review process after completing 2 months of reviews with no issues by e-mailing Shayla Watson-Porter at shayla.watson-porter@usda.gov. Reviews will continue until the State Offices receive a formal reply from PSD authorizing the waiver.

If errors are found at the time of forfeiture, the County Office must contact the warehouse operator and request that they come into the FSA County Office to correct the receipts **before** the settlement rate is calculated. See subparagraph 2 C.

Note: When corrections are made to the warehouse receipt by the warehouse operator, the warehouse operator **must** initial the changes.

C Forfeiture Process

Warehouse-stored MAL's forfeited to CCC are:

- processed in CLPS the first workday after the loan has matured, or if the loan maturity date is on a non-workday, immediately following the second workday

Example: Loan matures on Sunday, May 1

Warehouse loans can still be repaid on Monday, May 2

County Offices **must** forfeit any loans still outstanding on Tuesday, May 3

- entered into CLPS only **after** the County Office calculates the forfeiture rate outside of CLPS using an Excel spreadsheet.

County Offices **must** make forfeitures a priority and plan accordingly.

The Excel Forfeiture/Settlement Spreadsheet is available on the FSA Intranet at <https://inside.fsa.usda.gov/program-areas/dafp/commodity-and-facility-loans/commodity-loans/mal/index>. Select the forfeiture worksheet on the bottom tabs.

An example of the Excel spreadsheet, directions for its completion, and an example of a completed forfeiture spreadsheet are included in Exhibit 1.

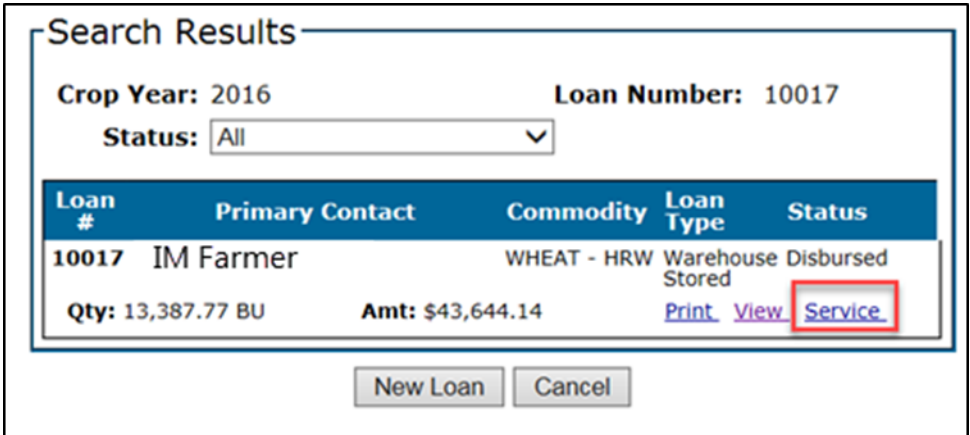
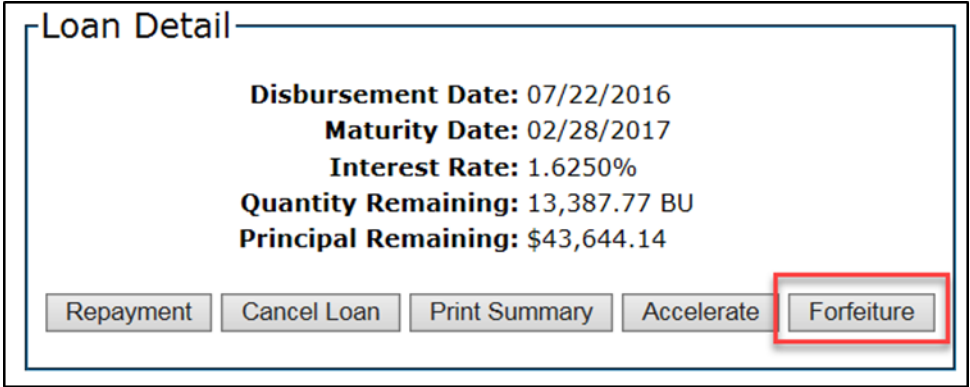
A second party review of the completed spreadsheet for each warehouse receipt is required before processing the forfeiture in CLPS.

After the value of the forfeited commodity has been determined, the County Office will process the forfeiture in CLPS.

3 Forfeiting Warehouse-Stored MAL's to CCC (Continued)

C Forfeiture Process (Continued)

Process forfeitures according to the following table.

Step	Action
1	Preparation and second party review of the Forfeiture Worksheet.
2	Access CLPS according to 16-PS.
3	On the Search Results Screen, CLICK “Service”. 
4	On the Loan Servicing Screen, Loan Detail Section, CLICK “Forfeiture”. 

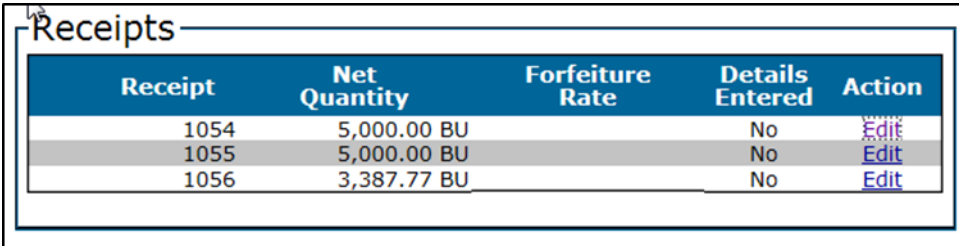
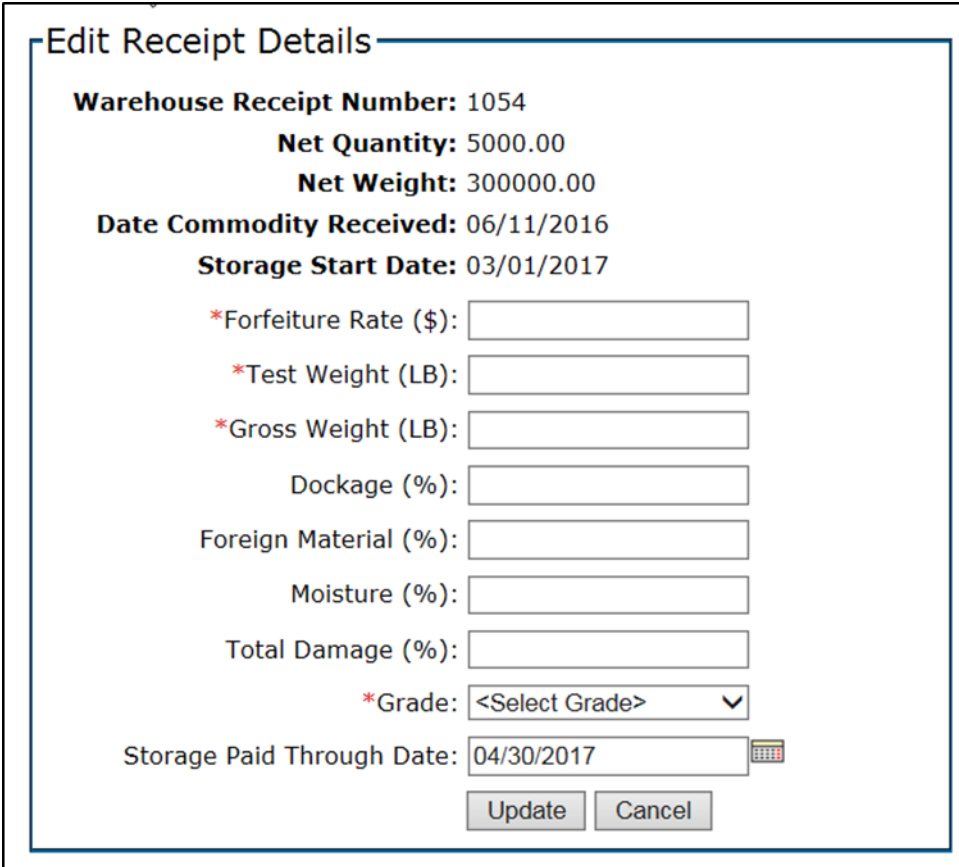
3 Forfeiting Warehouse-Stored MAL's to CCC (Continued)

C Forfeiture Process (Continued)

Step	Action
5	On the Forfeiture Details Screen: - enter the Acquisition Date, which should be the day after the loan maturity, in MM/DD/YYYY format, or by selecting the calendar icon - using the “Subclass” dropdown box, select the applicable subclass. Notes: When a commodity does not have a subclass, select “N/A”. Currently other credits and charges are not applicable for forfeitures. The screenshot shows the 'Forfeiture Details' screen with the following information: Loan Status: Disbursed State: KANSAS Loan Number: 10017 Commodity: WHEAT - HRW Contact: IM Farmer Forfeiture Status: Draft Producer Type: PRODUCER County: SEDGWICK Crop Year: 2016 Loan Type: WAREHOUSE Maturity Date: 02/28/2017 *Acquisition Date: 03/01/2017 (with a calendar icon) *Subclass: <Select Subclass> (dropdown menu) *Other Credits (\$): (input field) *Other Charges (\$): (input field)

3 Forfeiting Warehouse-Stored MAL's to CCC (Continued)

C Forfeiture Process (Continued)

Step	Action
6	On the Receipts Screen, CLICK "Edit" next to the first receipt. The Receipt Details Screen will be displayed. 
7	On the Edit Receipt Details Screen: • enter applicable grading factors from the spreadsheet and warehouse receipt • CLICK "Update" • repeat the process for all receipts. 

3 Forfeiting Warehouse-Stored MAL's to CCC (Continued)

C Forfeiture Process (Continued)

Step	Action																				
8	After all receipt details have been entered: • verify that applicable receipts have an indicator of “Yes” under the “Details Entered” column • CLICK “Save & Continue”. Receipts <table><tr><th>Receipt</th><th>Net Quantity</th><th>Forfeiture Rate</th><th>Details Entered</th><th>Action</th></tr><tr><td>1054</td><td>5,000.00 BU</td><td>\$2.650000</td><td>Yes</td><td>Edit</td></tr><tr><td>1055</td><td>5,000.00 BU</td><td>\$2.490000</td><td>Yes</td><td>Edit</td></tr><tr><td>1056</td><td>3,387.77 BU</td><td>\$2.550000</td><td>Yes</td><td>Edit</td></tr></table> Save & Continue Cancel	Receipt	Net Quantity	Forfeiture Rate	Details Entered	Action	1054	5,000.00 BU	\$2.650000	Yes	Edit	1055	5,000.00 BU	\$2.490000	Yes	Edit	1056	3,387.77 BU	\$2.550000	Yes	Edit
Receipt	Net Quantity	Forfeiture Rate	Details Entered	Action																	
1054	5,000.00 BU	\$2.650000	Yes	Edit																	
1055	5,000.00 BU	\$2.490000	Yes	Edit																	
1056	3,387.77 BU	\$2.550000	Yes	Edit																	
9	On the Forfeiture Summary Screen, verify that all information is correct. If information is correct: • scroll to the bottom of the screen • CLICK “Print Forfeiture Summary”.																				

3 Forfeiting Warehouse-Stored MAL's to CCC (Continued)

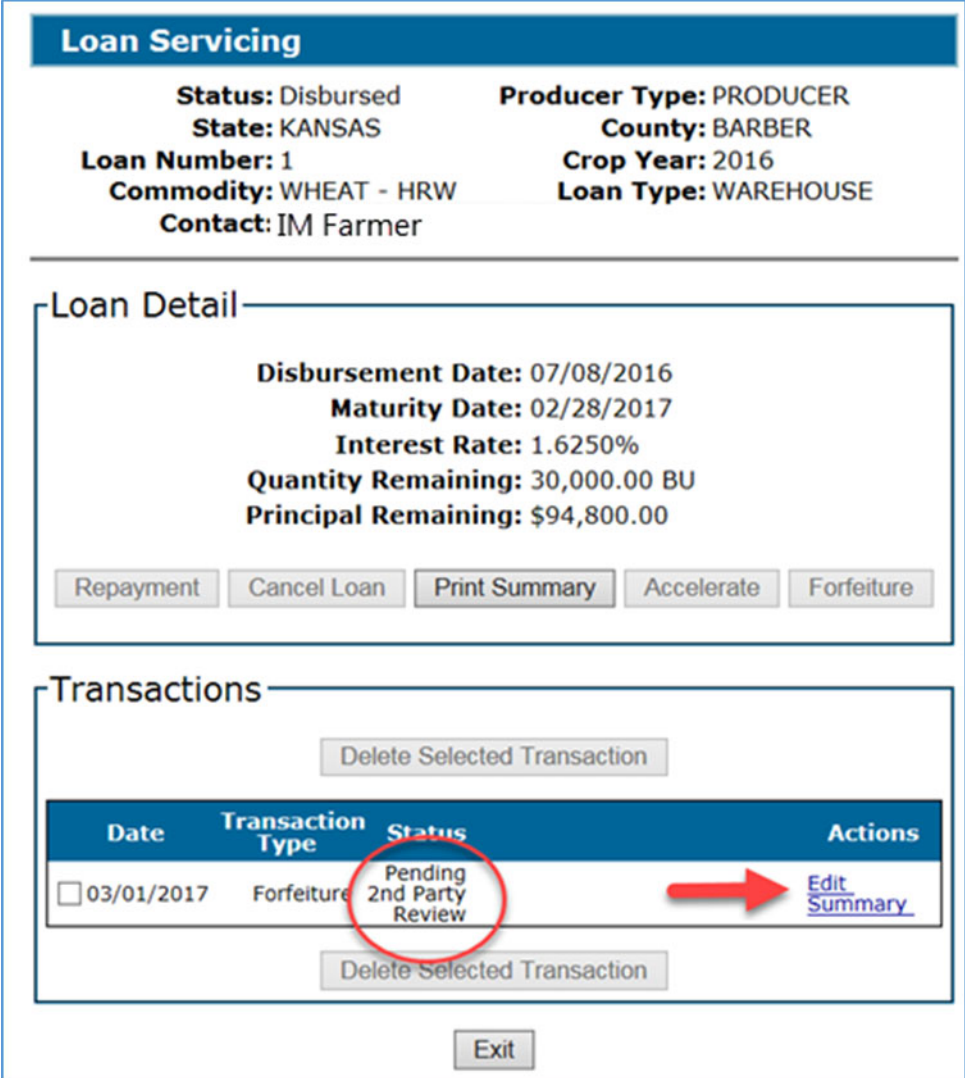
C Forfeiture Process (Continued)

Step	Action																														
10	After the Forfeiture Summary is displayed: • print the summary page • exit CLPS • notify the second party reviewer that loan is ready to be reviewed. For amounts due: • CCC, a receivable will automatically be established in NRRS • producer, a payment request will be sent to NPS for processing. State: KANSAS United States Department of Agriculture Date: 03/17/2017 County: SEDGWICK Farm Service Agency Time: 01:08 PM Year: 2016 Marketing Assistance Loan Contact: IM Farmer Warehouse Stored Loan - Non-Recourse Page: 1 of 1 <table border="1" style="width: 100%;"> <tr> <td> Loan No.: 10017 Loan Status: Disbursed Crop Year: 2016 Commodity: WHEAT Class: IRM </td> <td> ST. & CO. CODES & FARM NO. WHERE PRODUCED 20-173-0012304 </td> </tr> </table> Forfeiture Status: Pending 2nd Party Outstanding Principal: \$ 43,644.14 Forfeiture COC Approval: FORFEITURE LOAN VALUE: \$ 34,338.82 Maturity Date: 02/28/2017 AMOUNT DUE CCC: \$ 9,305.32 Acquisition Date: 03/01/2017 Forfeited Loan Quantity: 13,387.77 BU Forgiven Interest: \$ 444.51 <table border="1" style="width: 100%;"> <thead> <tr> <th>A. RECEIPT NUMBER</th><th>B. STORAGE START DATE</th><th>C. STORAGE PAID THROUGH DATE</th><th>D. FORFEITURE QUANTITY</th><th>E. FORFEITURE RATE</th><th>F. FORFEITURE VALUE</th></tr> </thead> <tbody> <tr> <td>1054</td><td>03/01/2017</td><td>04/30/2017</td><td>5,000.00 BU</td><td>\$ 2.650000</td><td>\$ 13,250.00</td></tr> <tr> <td>1055</td><td>03/01/2017</td><td>04/30/2017</td><td>5,000.00 BU</td><td>\$ 2.490000</td><td>\$ 12,450.00</td></tr> <tr> <td>1056</td><td>03/01/2017</td><td>04/30/2017</td><td>3,387.77 BU</td><td>\$ 2.550000</td><td>\$ 8,638.82</td></tr> </tbody> </table> <table border="1" style="width: 100%;"> <tr> <td style="text-align: center;">G. PRODUCER</td><td style="text-align: center;">H. SHARE</td></tr> <tr> <td>FARACRES FARMS</td><td>100.00 %</td></tr> </table>	Loan No.: 10017 Loan Status: Disbursed Crop Year: 2016 Commodity: WHEAT Class: IRM	ST. & CO. CODES & FARM NO. WHERE PRODUCED 20-173-0012304	A. RECEIPT NUMBER	B. STORAGE START DATE	C. STORAGE PAID THROUGH DATE	D. FORFEITURE QUANTITY	E. FORFEITURE RATE	F. FORFEITURE VALUE	1054	03/01/2017	04/30/2017	5,000.00 BU	\$ 2.650000	\$ 13,250.00	1055	03/01/2017	04/30/2017	5,000.00 BU	\$ 2.490000	\$ 12,450.00	1056	03/01/2017	04/30/2017	3,387.77 BU	\$ 2.550000	\$ 8,638.82	G. PRODUCER	H. SHARE	FARACRES FARMS	100.00 %
Loan No.: 10017 Loan Status: Disbursed Crop Year: 2016 Commodity: WHEAT Class: IRM	ST. & CO. CODES & FARM NO. WHERE PRODUCED 20-173-0012304																														
A. RECEIPT NUMBER	B. STORAGE START DATE	C. STORAGE PAID THROUGH DATE	D. FORFEITURE QUANTITY	E. FORFEITURE RATE	F. FORFEITURE VALUE																										
1054	03/01/2017	04/30/2017	5,000.00 BU	\$ 2.650000	\$ 13,250.00																										
1055	03/01/2017	04/30/2017	5,000.00 BU	\$ 2.490000	\$ 12,450.00																										
1056	03/01/2017	04/30/2017	3,387.77 BU	\$ 2.550000	\$ 8,638.82																										
G. PRODUCER	H. SHARE																														
FARACRES FARMS	100.00 %																														

3 Forfeiting Warehouse-Stored MAL's to CCC (Continued)

D Second Party Review and Approval in CLPS

Process second party reviews for forfeitures according to the following table.

Step	Action
1	Follows 16-PS, subparagraph 52 B to access the applicable loan. The status will indicate that the loan is pending a second party review.  CLICK “Edit”.
2	Review and verify that the information entered on the forfeiture worksheet matches the information entered in CLPS.

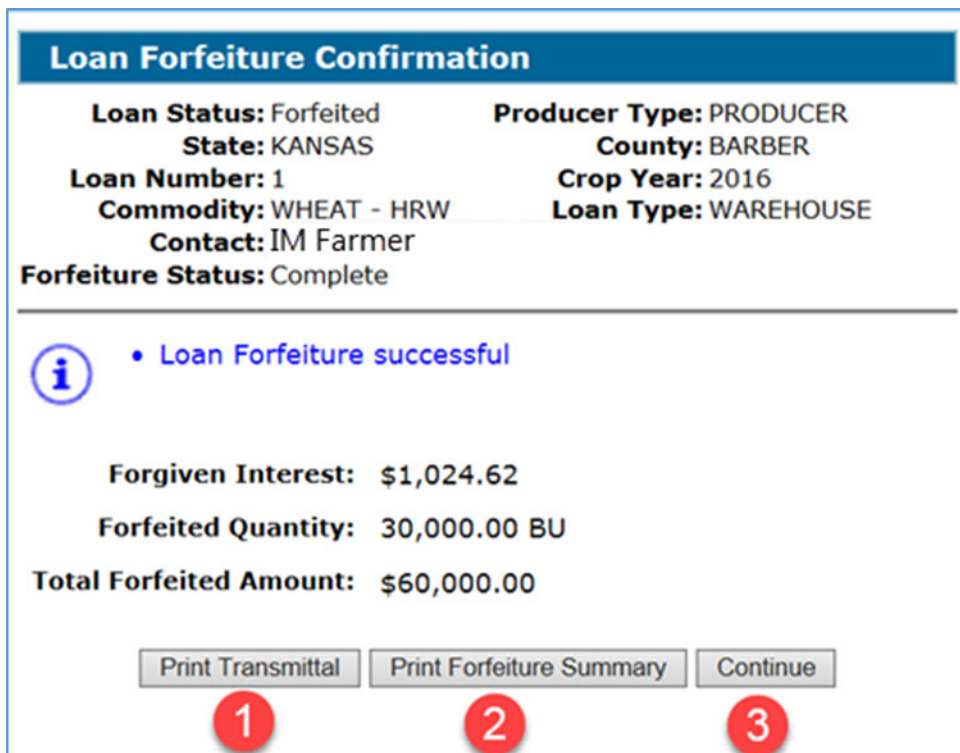
3 Forfeiting Warehouse-Stored MAL's to CCC (Continued)

D Second Party Review and Approval in CLPS (Continued)

Step	Action
3	 Once verified, if data entered is: • correct, enter the date the second party review was completed • incorrect, edit errors according to step 8 before completing the Second Party Review Section. Note: The system will automatically display the name of the second party reviewer.
4	On the Certification and Approval Section: • enter the COC approval date • enter the COC representative name and title • CLICK “Approve”. 

3 Forfeiting Warehouse-Stored MAL's to CCC (Continued)

D Second Party Review and Approval in CLPS (Continued)

Step	Action
5	The Loan Forfeiture Confirmation Screen will be displayed indicating that the loan was successfully forfeited.  Loan Forfeiture Confirmation Loan Status: Forfeited Producer Type: PRODUCER State: KANSAS County: BARBER Loan Number: 1 Crop Year: 2016 Commodity: WHEAT - HRW Loan Type: WAREHOUSE Contact: IM Farmer Forfeiture Status: Complete  • Loan Forfeiture successful Forgiven Interest: \$1,024.62 Forfeited Quantity: 30,000.00 BU Total Forfeited Amount: \$60,000.00 Print Transmittal Print Forfeiture Summary Continue 1 2 3 To complete the process, CLICK: 1. “Print Transmittal” 2. “Print Forfeiture Summary” 3. “Continue”.

3 Forfeiting Warehouse-Stored MAL's to CCC (Continued)

D Second Party Review and Approval in CLPS (Continued)

Step	Action								
6	The Loan Servicing Screen will indicate: - the quantity and principal remaining is zero - transaction type is "Forfeiture" - status is "Complete". Loan Servicing Status: Forfeited Producer Type: PRODUCER State: KANSAS County: BARBER Loan Number: 1 Crop Year: 2016 Commodity: WHEAT - HRW Loan Type: WAREHOUSE Contact: IM Farmer Loan Detail Disbursement Date: 07/08/2016 Maturity Date: 02/28/2017 Interest Rate: 1.6250% Quantity Remaining: 0.00 BU Principal Remaining: \$0.00 Repayment Cancel Loan Print Summary Transactions Delete Selected Transaction <table border="1"> <thead> <tr> <th>Date</th><th>Transaction Type</th><th>Status</th><th>Actions</th></tr> </thead> <tbody> <tr> <td>☐ 03/01/2017</td><td>Forfeiture</td><td>Complete</td><td>View Summary</td></tr> </tbody> </table> Delete Selected Transaction Exit CLICK "Exit".	Date	Transaction Type	Status	Actions	☐ 03/01/2017	Forfeiture	Complete	View Summary
Date	Transaction Type	Status	Actions						
☐ 03/01/2017	Forfeiture	Complete	View Summary						

3 Forfeiting Warehouse-Stored MAL's to CCC (Continued)

E Sending Transmittal Information to Kansas City

The County Office must:

- send the following documents to Kansas City:
 - original warehouse receipt(s), keeping a copy of receipt(s) in the loan folder

Notes: Enter on the upper right corner of the warehouse receipt(s) the following:

- State and county code
- loan number
- CCC storage start date – as storage was required to be paid or provided for through the loan maturity date at loan disbursement, the storage start date is the day following maturity according to 8-LP, subparagraphs 900 B and C.

For farm-stored MAL's transferred to a warehouse-stored MAL before loan maturity, see additional instructions in 8-LP, subparagraph 900 E.

- transmittal report signed by CED

Notes: The warehouse receipt numbers listed on the Transmittal Control Forfeited Warehouse Receipts Report **must** match the receipts being mailed or EWR's transmitted to KCCO.

If the warehouse receipts are EWR's, the County Office must transfer the receipts to "CCC Owned – Kansas City, MO" in the eGrain system.

- copy of Forfeiture Excel worksheet
- copy of Forfeiture Summary
- scan and e-mail required documents to the State Office specialist as specified in subparagraph G
- mail the original documents to the following address using the USPS:

USDA, AMS, KCCO, WCMD, CMB
STOP 8748
PO Box 419205
Kansas City, MO 64141-6205.

Note: This is a USPS Post Office box. UPS and FedEx must **not** be used.

3 Forfeiting Warehouse-Stored MAL's to CCC (Continued)

F Adjusting Automated Receivable in NRRS for Amounts Due CCC

The producer owes interest to CCC on any deficiency of the quality of the commodity from the date of disbursement to the date repayment of the deficiency is paid. This interest is not accounted for when any deficiency is sent from CLPS to NRRS. Because of this, County Offices must adjust the receivable in NRRS according to the following table.

Step	Action
1	Access NRRS through the FSA Applications site.
2	Search the receivable by producer tax ID.
3	Select receivable established for amount due CCC on forfeited loan.
4	Change "Program Interest Rate" to the interest rate when the loan was originally disbursed .
5	Change "Date of Indebtedness" to the date of loan disbursement .
6	Add the following statement to "Remarks" section of the receivable: "Use loan disbursement interest rate as the program interest rate with the date of disbursement equal to the date of indebtedness. Because of software limitations, 2 different interest rates cannot be used." NRRS will send the producer the required notification and demand letters.
7	County Offices must compute the exact amount the producer owes using NRRS, and repay the receivable in NRRS using the procedure in 64-FI.

G Sending Forfeiture Information and Documentation to PSD

FPAC requested additional information be provided on the forfeiture because the forfeiture process in CLPS is not totally automated, and the value of the forfeited commodity is computed outside the system.

To provide FPAC with the information they are requesting on each forfeiture, County Offices must scan and send through their State Office the following forfeiture documents:

- Forfeiture Summary - printed in CLPS when processing the forfeiture
- Transmittal Control Document for Forfeited warehouse receipt – printed in CLPS
- Excel Forfeiture Worksheet(s)
- copy of warehouse receipt(s).

The State Office will forward these documents by e-mail within 3 workdays of the forfeiture to the following individuals in PSD:

- Shayla Watson-Porter at shayla.watson-porter@usda.gov
- Kimberly Kempel at kimberly.kempel@wdc.usda.gov.

PSD will use the documents to complete the table for FPAC.

3 Forfeiting Warehouse-Stored MAL's to CCC (Continued)

H Sending Forfeiture Documentation to the Producer

County Offices must send the producer a copy of:

- CLPS generated Forfeiture Summary Report
- completed Forfeiture Worksheet(s).

County Offices must **not** return CCC-678 to the producer marked “Forfeited” until all loan forfeiture amounts due CCC have been paid.

4 Farm-Stored MAL's Delivered to CCC

A Farm-Stored Settlements

Farm-stored MAL's:

- are disbursed at the loan rate in the county where the collateral is stored
- are subject to premiums and discounts to determine the value of the commodity if delivered to CCC after loan maturity
- are entitled to deliver up to 110 percent of the outstanding loan quantity if delivered to CCC.

Note: The delivered quantity cannot **exceed** the maximum eligible quantity.

CLPS has not been enhanced to process settlements. Until enhanced, settlements will be processed outside of CLPS and according to the instructions in this paragraph.

B Preparing for Farm-Stored Deliveries to CCC

Before MAL maturity, and to determine whether local storage space is available for CCC owned commodities, County Offices must contact AMS-approved UGRSA warehouses listed at https://internet-dotnet.fsa.usda.gov/approved_whses/ugrsa/approved_ugrsa_whses.asp.

Note: Farm-stored commodities delivered to CCC at loan maturity can only be delivered to an “**Approved**” warehouse on AMS’s website. “Authorized” warehouses cannot accept commodities delivered to CCC at maturity.

4 Farm-Stored MAL's Delivered to CCC (Continued)

C County Office Action on the Day After Loan Maturity

If a farm-stored MAL is not repaid by the loan maturity date, or if the maturity date falls on a non-workday, immediately following the second workday, County Offices must send both of the following to the producer:

- the first demand letter (8-LP, Exhibit 7, subparagraph F)
- CCC-691, Commodity Delivery Notice, directing delivery of the commodity to an UGRSA “**Approved**” warehouse identified according to subparagraph 5 B. Allow the producer 15 calendar days to deliver the loan collateral.

Important: The first demand letter and CCC-691 are **required** and **must** be sent even if the producer has an unexpired CCC-681-1.

D Marketing Authorizations Issued After Loan Maturity

Producers requesting authorization to sell their loan collateral after the loan maturity date will only be allowed 15 calendar days for marketing authorization.

Producers requesting a marketing authorization before loan maturity will be authorized to request either 15 or 30 calendar days for marketing authorization.

E Settlement Process

The warehouse completes CCC-691, Part B, when the producer has completed delivery of the commodity. The warehouse sends CCC-691 to the applicable County Office with the warehouse receipt, made out to CCC, for the commodity delivered.

The County Office must complete the settlement process according to the following table.

Step	Action
1	Before beginning the MAL settlement process, Counties must review the warehouse receipt to ensure that all required general and commodity specific information is on the receipt according to paragraph 2. This also includes making certain the grading factors substantiate the grade assigned. Note: If the grading factors do not substantiate the grade on the receipt, or some required factors are missing, the warehouse receipt must be corrected by the warehouse operator before the settlement is processed.

4 Farm-Stored MAL's Delivered to CCC (Continued)

E Settlement Process (Continued)

Step	Action
2	If it is determined that the receipt is missing required information, or the grading factors on the warehouse receipt do not substantiate the grade, County Offices must not make any corrections to the warehouse receipt, and must: • advise the warehouse operator of the errors • request that the warehouse operator come into the County Office to correct the receipt. Notes: AMS allows paper receipt corrections on any area of the receipt that was not pre-printed. When corrections are made, the warehouse operator must initial the changes. KC-350 (Grain) or KC-350 (Oilseed) cannot be used to correct warehouse receipts. All wheat receipts for the following wheat classes must include protein: HRW, HWW, HRS, Durum and SWW.
3	When all of the warehouse receipt information has been checked and verified to be correct, County Offices will calculate the settlement rate for the delivered quantity using the Excel spreadsheet available on the FSA Intranet at https://inside.fsa.usda.gov/program-areas/dafp/commodity-and-facility-loans/commodity-loans/mal/index. Select the "Settlement" worksheet on the bottom tabs. An example of the Excel spreadsheet for both forfeitures and settlements, directions for their completion, and a completed example of both are in Exhibit 1. See Exhibit 4 for instructions to access the spreadsheet on the DAFP homepage on the FSA Intranet. A second party review is required for the spreadsheet before completing the settlement process.
4	County Offices will complete CCC-691, Part C entering any other authorized charges and credits according to 8-LP, paragraph 817. In Part C, item 30, the County Office must enter the State and county code of the producer's normal delivery point.

4 Farm-Stored MAL's Delivered to CCC (Continued)

E Settlement Process (Continued)

Step	Action
5	County Offices must: - manually complete CCC-692 according to the instructions and example in Exhibit 2 Note: A fillable version of CCC-692 is available to State Offices by contacting Shayla Watson-Porter at shayla.watson-porter@usda.gov. County Offices must request a copy from their State Office, if needed. - use settlement rate computed on the Excel Settlement worksheet in step 3 - include other charges and credits from CCC-691, Part C - include interest on any deficiency from date of disbursement until the date CCC obtains the commodity. Notes: The date CCC obtains the commodity is entered by the warehouse on CCC-691, Part B, item 20. The applicable interest can be computed using the interest calculator on the FSA Intranet site at https://inside.fsa.usda.gov/program-areas/dafp/commodity-and-facility-loans/commodity-loans/mal/index.
6	After completing the manual settlement, CCC-691, CCC-692, Excel Worksheet(s), and warehouse receipt(s) must be reviewed by a second party for accuracy.
7	Before notifying the producer and sending the warehouse receipt(s) to KCCO, County Offices must forward copies of the Excel Settlement worksheet, CCC-691, CCC-692, and warehouse receipt(s) to the applicable State Office specialist for additional review.
8	If the State Office specialist concurs that the settlement is correct, the documents must be scanned, encrypted and e-mailed to PSD for further review to both: - Shayla Watson-Porter at shayla.watson-porter@usda.gov - Kimberly Kempel at kimberly.kempel@usda.gov. PSD will notify the State Office via e-mail: - if the settlement has been determined to be correct - when it is no longer necessary to send settlement documents from the State Office to PSD for review. Note: State Office specialists will continue to review all manually computed settlements.

4 Farm-Stored MAL's Delivered to CCC (Continued)

E Settlement Process (Continued)

Step	Action
9	When notified by the State Office that the settlement is correct, the County Office will do 1 of the following: - if the producer owes CCC, create a manual receivable in NRRS using the program code XXCOMMNRDFLTN for the amount owed CCC in item 10 I on CCC-692 Note: NRRS will send the producer the required letters. - if CCC owes the producer, process the payment to the producer and any lien holders included on the initial loan disbursement through NPS as an online payment using the program code XXCOMMMALSETPY - if the delivery value equals the outstanding loan principal, neither action is applicable. Notes: XX is the 2-digit crop year, and COMM is the commodity abbreviation. For both the NRRS receivable and NPS payable, reference the original loan number.
10	County Office must complete a manual Settlement Transmittal Control document. See Exhibit 3 for an example of the Settlement Transmittal Control documents and instructions for completing. See Exhibit 4 for instructions to access a fillable Settlement Transmittal Control document on the DAFP homepage on the FSA Intranet.

4 Farm-Stored MAL's Delivered to CCC (Continued)

F Sending Settlement Information to Kansas City

The County Office must:

- send the following documents to Kansas City:
 - original warehouse receipt(s), keeping a copy of receipt(s) in the loan folder

Note: Enter the following on the upper-right corner of the warehouse receipt(s):

- State and county code
 - loan number
 - CCC storage start date – date entered by warehouse on CCC-692, item 20.
- CCC-691
 - CCC-692
 - Settlement Transmittal Control document completed and signed by CED

Notes: The warehouse receipt numbers listed on the Transmittal Control - Settled Warehouse Receipts Report, **must** match the receipts being mailed or EWR's transmitted to KCCO.

If the warehouse receipts are EWR's, the County Office must transfer the receipts to "CCC Owned – Kansas City, KS" in the eGrain system.

- copy of Settlement Worksheet
- mail the original documents to the following address using the USPS:

USDA, AMS, KCCO, WCMD, CMB
STOP 8748
PO Box 419205
Kansas City, MO 64141-6205.

Note: This is a USPS Post Office box. UPS and FedEx must **not** be used.

4 Farm-Stored MAL's Delivered to CCC (Continued)

G Sending Settlement Documents to the Producer

County Office will send the producer a copy of the following:

- CCC-691
- CCC-692
- Settlement Worksheet.

County Offices must **not** return the original CCC-677 to the producer marked “Delivered to CCC” until all loan settlement amounts due CCC have been paid.

H Requesting a Document Change Request for Farm-Stored MAL's Delivered to CCC

Because farm-stored settlements are done entirely outside of CLPS, County Offices must request their State Office to enter a document change request (DCR) on the CLPS SharePoint site to move the loan to a “Settled” status in CLPS.

5 Action

A State Office Action

State Offices must ensure that their County Offices are following these instructions about:

- checking and verifying that the information on the warehouse receipts at both loan disbursement and before loan forfeiture is correct
- certifying that all outstanding warehouse MAL's are correct at least 10 calendar days before their loan maturity date
- processing forfeitures in CLPS
- processing manual farm-stored settlements
- only allowing producers requesting marketing authorizations after loan maturity with 15 calendar days to deliver their commodity to a buyer
- sending the required documents for both settlements and forfeitures to both KCCO and PSD.

State Offices must notify PSD via e-mail 5 calendar days before maturity that all outstanding warehouse receipts maturing that month have been reviewed for completeness.

5 Action (Continued)

B County Office Action

County Offices will contact their State Office with questions on anything in this notice.

County Offices must:

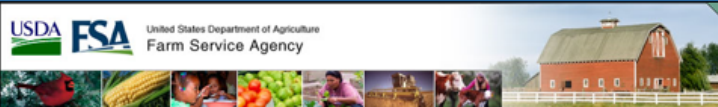
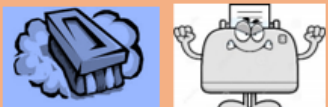
- check and verify that the information on the warehouse receipts at both loan disbursement and before loan forfeiture are correct
- certify to their State Office that all outstanding warehouse MAL's are correct at least 10 calendar days before their loan maturity date
- process warehouse-stored forfeitures in CLPS for all commodities according to these instructions, except for peanuts and cotton
- contact State Office Specialist for instructions on forfeiting peanut and cotton
- process manual farm-stored settlements according to the instructions in this notice
- only allow producers requesting marketing authorizations after loan maturity with 15 calendar days to deliver their commodity to a buyer
- send the required documents for both settlements and forfeitures to KCCO.

The following is an example of the Forfeiture Worksheet.

United States Department of Agriculture Farm Service Agency			Receipt Number	Factor (Select Drop Down)	P & D
PRODUCER:			FORFEITURE WORKSHEET		
SHARE:					
COMMODITY:					
CLASS:					
ST/CO CODE:					
LOAN NO:					
DISBURSEMENT DATE:					
INT RATE:					
LOAN RATE:					
DELIVERY DATE:					
Prepared by: Initial: Date:					
2nd Partied by: Initial: Date:					
COMMODITY DELIVERED FOR ACCOUNT OF CCC RATE 			TOTAL:		
			\$0.00		

Forfeiture and Settlement Worksheet (Continued)

The following is an example of the Settlement Worksheet.

USDA FSA United States Department of Agriculture Farm Service Agency		Factor (Select Drop Down)		P & D			
							
PRODUCER: SHARE: COMMODITY: CLASS: ST/CO CODE: LOAN NO: DISBURSEMENT DATE: INT RATE: LOAN RATE: DELIVERY DATE:		SETTLEMENT WORKSHEET 					
Prepared by: Initial: _____ Date: _____							
2nd Partied by: Initial: _____ Date: _____							
		TOTAL: \$0.00					
COMMODITY DELIVERED FOR ACCOUNT OF CCC							
LIQUIDATED	REC #	DELIVERED	STATE & CO	RATE	DELIVERY AMOUNT	LIQUIDATED	
CHARGES							
DEL CHG	INTEREST ON DEF.	ASSESSMENTS	MKTG ASSESSMENTS	LOAN ORG FEE	OTHER CHGS	AMT TO BE SETTLED	
STORAGE PREPAID	STORAGE ACCRUED	STORAGE CREDIT	OTHER CREDITS	AMT ALLOWED IN SETTLEMENT	DUE PRODUCER	DUE CCC	NET PRODUCER
		\$0.00		\$0.00			
DUE PRODUCER							

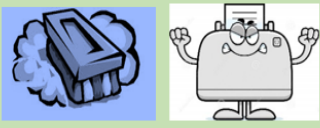
Forfeiture and Settlement Worksheet (Continued)

The following instructions are for completing the Forfeiture Worksheet.

Item	Action
Producer	Enter the name of the producer.
Share	Enter the share of the commodity for this producer.
Commodity	Enter the name of the commodity.
Class	Enter the commodity class.
ST/CO Code	Enter the 2-digit State code and 3-digit county code.
Loan No.	Enter the loan number assigned by CLPS.
Disbursement Date	Enter the loan approval date as the disbursement date.
Interest Rate	Enter the interest rate on this loan when disbursed.
Loan Rate	Enter the loan rate this receipt was disbursed at. This is the loan rate for the location of the warehouse at loan disbursement.
Delivery Date	Enter the delivery date from the warehouse receipt.
Receipt Number	Enter the receipt number preprinted on the warehouse receipt. A separate forfeiture worksheet must be completed for each warehouse receipt on the loan. The required factors will populate below the warehouse receipt number.
Factor	After the commodity and class are entered, the worksheet will prepopulate with the factors required in the first column. Select the applicable range of factors in the second column using the information on the warehouse receipt. The receipt should have already been checked to make certain it is correct and contains all required factors for the grade indicated. If not, stop and follow subparagraph 2 C as instructed before continuing.
P & D	The worksheet will automatically populate with the applicable P&D's for the factors selected. The net total of the P&D's will be displayed at the bottom of the column. The net total P&D amounts will be subtracted from or added to the loan rate entered in the first column and be displayed in the middle of the worksheet as the forfeiture rate for this warehouse receipt.
Prepared by	Individual who entered information in the worksheet will initial and date
Second Party Review by	Individual who second party reviewed what the first individual entered must initial and date.
Settlement Rate	This block will automatically populate; this is the forfeiture rate that the user will enter for this warehouse receipt number in CLPS.

Forfeiture and Settlement Worksheet (Continued)

The following is an example of a Forfeiture Worksheet completed for warehouse-stored MAL's forfeited to CCC before processing the forfeiture in CLPS.

 United States Department of Agriculture Farm Service Agency					
PRODUCER: Joe Producer			Receipt Number 123		
SHARE: 100.0000%			Factor (Select Drop Down)		
COMMODITY: WHEAT			GRADE: Grade US No. 2		
CLASS: HRW			PROTEIN: 11.4 - 11.5		
ST/CO CODE: 00-000			DOCKAGE: .71 - 1.0		
LOAN NO: 10031			HEAT DMG:		
DISBURSEMENT DATE: 9/7/2017			DMG KERNEL-TOTAL: 0 - 15.0		
INT RATE: 2.2500%			TEST WEIGHT: 51 & above		
LOAN RATE: \$3.22			INSECT DMG: 9 or less		
DELIVERY DATE: 6/1/2018			MOISTURE: 13.5 & below		
FORFEITURE WORKSHEET 			OTHER(1):		
			OTHER(2):		
			OTHER(3):		
Prepared by: Initial: KK Date: 6/1/2018					
2nd Partied by: Initial: CED Date: 6/1/2018					
COMMODITY DELIVERED FOR ACCOUNT OF CCC RATE \$3.20					

Forfeiture and Settlement Worksheet (Continued)

The following instructions are for completing the Settlement Worksheet.

Item	Action
Producer	Enter the name of the producer.
Share	Enter the share of the commodity for this producer.
Commodity	Enter the name of the commodity.
Class	Enter the commodity class.
ST/CO Code	Enter the 2-digit State code and 3-digit county code where delivered or the applicable State and county code to use in this settlement.
Loan No.	Enter the loan number assigned by CLPS.
Disbursement Date	Enter the loan approval date as the disbursement date.
Interest Rate	Enter the interest rate on this loan when disbursed.
Loan Rate	Enter the loan rate of this loan at disbursement.
Delivery Date	Enter the delivery date from CCC-691, Part B, item 20 completed by the warehouse.
Receipt Number	Enter the receipt number preprinted on the warehouse receipt. A separate settlement worksheet must be completed for each warehouse receipt on the settlement. The required factors will populate below the warehouse receipt number.
Factor	After the commodity and class are entered, the worksheet will prepopulate with the required factors in the first column. Select the applicable range of factors in the second column using the information on the warehouse receipt and CCC-691, Part B. The receipt should have already been checked to make certain it is correct and contains all required factors for the grade indicated. If not, stop and follow subparagraph 2 C as instructed before continuing.
P & D	The worksheet will automatically populate with the applicable P&D's for the factors selected. The net total P&D amounts will be subtracted from or added to the loan rate entered in the first column and be displayed in the middle of the worksheet as the settlement rate for this warehouse receipt.
Total	The net total of the P&D's will be displayed at the bottom of the column.
Commodity Delivered for Account of CCC	
Liquidated	Enter the quantity liquidated.
Rec #	Enter the warehouse receipt number.
Delivered (Bu.)	Enter the quantity delivered.
State & Co	Enter the State and county code of the settlement rate
Settlement Rate	The settlement rate will auto populate and be the loan rate of the State and county where delivered minus the P&D's.
Delivery Amount	The worksheet will automatically populate using the amounts for quantity delivered multiplied by settlement rate.
Loan Amount Liquidated	Loan amount liquidated based on the quantity liquidated.

Forfeiture and Settlement Worksheet (Continued)

Item	Action
Charges	
Del Chg	Leave blank unless CCC forecloses and charges the producer for trucking.
Interest of Def	No entry allowed. Compute interest using the Interest Calculator on the DAFP Intranet site and include on CCC-692, item 10C.
Assessments	Leave blank.
Mktg Assessments	Leave blank.
Loan Org Fee	Leave blank.
Other charges	Leave blank unless CCC forecloses and charges the producer for other expenses. For example, auger rental to remove grain from bin.
Amount to be Settled	Total of outstanding loan principal plus any other charges. These charges must also be included on CCC-692, item 10.
Storage Prepaid	Leave blank.
Storage Accrued	Leave blank.
Storage Credit	Leave blank.
Other Credit	Leave blank.
Amt Allowed in Settlement	Total of "Storage Prepaid", "Storage Accrued", "Storage Credit", and "Other Credit".
Due Producer	Leave blank. Compute on CCC-692.
Due CCC	Leave blank. Compute on CCC-692.
Net Producer	Leave blank. Compute on CCC-692.

The following is an example of a Settlement Worksheet completed for farm-stored MAL's delivered to CCC after maturity.

Page 7

CCC-692, Settlement Statement

The following are instructions for manually completing CCC-692 for delivery to CCC.

Item	Action
1	Enter name and mailing address of the contact producer.
2	Enter crop year of delivered commodity.
3	Enter commodity including class, if applicable.
4	Enter CLPS loan number.
5	Enter State and county codes.
6	Enter loan quantity liquidated.
7	Leave blank.
8	Enter principal for loan quantity liquidated
9A	Enter preprinted warehouse receipt number.
9B	Enter delivered quantity from the warehouse receipt in item 9.
9C	Enter the State and county code of the location where the commodity was delivered.
9D	Enter settlement rate for each warehouse receipt as determined on the Excel Settlement worksheet.
9E	Enter the value of the quantity on the warehouse receipt (item 10 multiplied by item 12).
10A	Enter the loan principal liquidated. This should be the full loan principal of the entire MAL was delivered to CCC.
10B	Leave blank.
10C	Enter interest on the deficiency determined using the Interest Calculator on the DAFP Intranet site. Interest is owed on any shortage in the value of the commodity delivered to CCC, compared to the outstanding loan principal. Example: Principal outstanding on MAL at time of delivery to CCC = \$10,000.00 Value of delivered commodity because of quality discount = <u>\$9,500.00</u> Difference = \$ 500.00 Interest is owed CCC on \$500 from the date of disbursement to the date on CCC-691 Part B, item 20.
10D	Leave blank.
10E	Leave blank.
10F	Leave blank.
10G	Leave blank.
10H	Enter the total of items 10A through 10G.
10I	If the amount in item 10H is greater than the amount in item 11D, there is an amount due CCC. Enter the difference in item 10I. Note: All producers on the loan are jointly and severally responsible for any amounts due CCC.
11A	Enter the total of item 9E.
11B	Enter any storage credit due producer computed according to 8-LP, subparagraph 817 C.
11C	Enter excess haul if applicable according to 8-LP, subparagraph 817 K.
11D	Enter total of items 11A through 11C.

CCC-692, Settlement Statement (Continued)

Item	Action
11E	If the amount in item 11D is greater than the amount in item 10H, there is an amount due the producer. Enter the difference in item 11E.
11F	If item 11E displays an amount due the producer, enter the name(s) of producer(s) from the original loan disbursement based on their shares, as applicable.
11G	Enter the last 4 digits of the producer(s) ID number listed in item 11F.
11H	Enter the share of the producers from the original loan disbursement.
12A	An authorized individual approving this settlement must sign.
12B	Enter the date the authorized individual approved this settlement.
13A	Enter the name and address of the County Office processing this MAL settlement.
13B	Enter the telephone number, including area code, of the FSA State Office processing this MAL settlement.

CCC-692, Settlement Statement (Continued)

The following is an example of a manually completed CCC-692 for farm-stored settlements.

FSA State Office employees can obtain a fillable version of this form by contacting either:

- Shayla Watson-Porter at shayla.watson-porter@usda.gov
- Kimberly Kempel at kimberly.kempel@usda.gov.

Note: County Offices must request a copy from their State Office, if needed.

This form is electronically available.

CCC-692 (09-05-19)		U.S. DEPARTMENT OF AGRICULTURE Commodity Credit Corporation	
SETTLEMENT STATEMENT			
<i>Completed form contains information that protected from unauthorized use/unauthorized disclosure by Federal statutes to include the Privacy Act (5 U.S.C. 552a - as amended) and the Freedom of Information Act (5 U.S.C. § 552 - as amended). USDA disclosure of the completed form is restricted to only the individual(s) to whom the information on the form pertains and to authorized personnel who have (1) the appropriate access clearances/permissions and (2) a demonstrated business need to know the information in order to perform their assigned official duties.</i>			
This information collection is exempted from the Paperwork Reduction Act as specified in the Agricultural Act of 2014 (Pub. L. 113-79, Title I, Subtitle F, Administration).			
1. Name and Address of Contact Producer Joe Producer 123 State Street Town, ST 99999-9999	2. Crop Year 2018	3. Commodity Wheat HRW	4. Loan No. 10005
	5. State and County Code 20 111	6. Quantity Liquidated 10,000 Bu	7. Principal Liquidated \$ 33,340.00
8. COMMODITY DELIVERED FOR ACCOUNT OF CCC:			
A. Warehouse Receipt or Lot No.	B. Quantity Delivered	C. Receiving State and County Code	D. Settlement Rate
3419	9,980 Bu	20 11	\$ 3.33
			\$
			\$
9. CREDITS:		10. CHARGES:	
A. Storage Credit \$	B. Other Credit \$	A. Assessments \$ 33,340.00	B. Interest on Deficiency \$ 1.32
C. Other Charges \$			
11. SETTLEMENT VALUE:			
A. Total Delivered Value (Sum of Column Item 8E) \$ 33,233.40	B. Total Credits (Sum of Item 9) \$	C. Total Charges (Sum of Item 10) \$	D. Amount Allowed in Settlement (Item 11A + Item 11B - Item 11C) \$ 33,233.40
12. AMOUNT DUE CCC - When the amount in Item 11D is less than the amount in Item 7, there is an amount due CCC. Enter the amount due CCC: \$		13. AMOUNT DUE PRODUCER - When the amount in Item 11D is greater than the amount in Item 7, there is an amount due the producer. Enter the amount due the producer: \$	
When there is an amount due the producer, complete Items 14A through 14C.			
14A. PRODUCER NAME	14B. SHARE	14C. CALCULATED AMOUNT DUE PRODUCER (Item 13 x Item 14B = Item 14C)	
Joe Producer	100%	\$	
		\$	
		\$	
15A. Approved for CCC By	15B. Date (MM-DD-YYYY) 06/19/2017	16A. Name and Address of County FSA Office County FSA Office 1521 Main Street Town, CT 99999-9999	
		16B. Telephone Number (Include Area Code): 999-555-1222	

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at http://www.ascr.usda.gov/complaint_filing_cust.html and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov. USDA is an equal opportunity provider, employer, and lender.

The following is a copy of the Transmittal Control – Settled Warehouse Receipts, available to FSA employees on the FSA Intranet.

Page 1

Transmittal Control – Settled Warehouse Receipts (Continued)

The following are instructions for manually completing the “Transmittal Control – Settled Warehouse Receipts” document that must accompany the warehouse receipts sent to KCCO.

Item	Action
State	Enter the State name.
County	Enter the county name.
Year	Enter crop year of the MAL.
Date	Enter date settlement computed on CCC-692
Time	No entry required.
Page	Enter total number of pages in the transmittal for this settlement. Note: In most cases, this will be “1”.
Loan No.	Enter the loan number for the receipts transmitted.
Crop Year	Enter the crop year of the MAL.
Commodity	Enter the commodity name.
Class	Enter the commodity class.
Total Number of Receipts	Enter the number of receipts associated with this settlement. Note: The receipt numbers will be listed under column “A” of the Transmittal Control worksheet.
Total Settled Quantity	Enter the total settled quantity. Note: This will be the total of column “B” of the Transmittal Control worksheet.
Total Settled Value	Enter the total settled value. Note: This will be the total of column “C” of the Transmittal Control worksheet.
Column A -Receipt Number	List each receipt number associated with this settlement.
Column B -Settled Quantity	List the total quantity on each receipt associated with this settlement.
Column C -Settled Value	List the total settled value of each receipt associated with this settlement.
Signature	Signature of CED or “Delegated” individual.
Date	Date signed by CED or “Delegated” individual.

Transmittal Control – Settled Warehouse Receipts (Continued)

The following is an example of a completed transmittal control document for farm-stored settlements manually completed.

U.S. DEPARTMENT OF AGRICULTURE Farm Service Agency TRANSMITTAL CONTROL Settled Warehouse Receipts											
STATE: KANSAS	DATE: 06/16/18										
COUNTY: OSBORNE	TIME										
YEAR: 2018	Page 1 of: 1										
LOAN NO.: 20001 COMMODITY: HWR CLASS: TOTAL NUMBER OF RECEIPTS: 2 TOTAL SETTLED QUANTITY: 10 000.00m Bu TOTAL SETTLED VALUE: \$ 20.000		MAILING ADDRESS: USDA, AMS, KCCOO, WCMD, CMB Beacon Facility Stop 8748 PO Box 419205 Kansas City, MO 64141-6205									
<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="width: 33%;">A. RECEIPT NUMBER</th> <th style="width: 33%;">B. SETTLE QUANTITY</th> <th style="width: 33%;">C. SETTLED VALUE</th> </tr> </thead> <tbody> <tr> <td>1800</td> <td>5000.00 Bu</td> <td>10 000.00</td> </tr> <tr> <td>1801</td> <td>5000.00 Bu</td> <td>\$ 101000.00</td> </tr> </tbody> </table>			A. RECEIPT NUMBER	B. SETTLE QUANTITY	C. SETTLED VALUE	1800	5000.00 Bu	10 000.00	1801	5000.00 Bu	\$ 101000.00
A. RECEIPT NUMBER	B. SETTLE QUANTITY	C. SETTLED VALUE									
1800	5000.00 Bu	10 000.00									
1801	5000.00 Bu	\$ 101000.00									
Warehouse receipt date has been verified against original receipts											
SIGNATURE (By)	TITLE	DATE (MM-DD-YYYY) 06/16/18									
In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident. Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at http://www.ascr.usda.gov/complaint_filing_cust.html and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov. USDA is an equal opportunity provider, employer, and lender.											

Obtaining Documents on the FSA Intranet

The documents referenced in this notice are available on the FSA Intranet and can be accessed as follows:

- access the FSA Intranet at **<https://inside.fsa.usda.gov/>**
- under “Program Areas”, select “Deputy Administrator Farm Programs”
- on the “Deputy Administrator Farm Programs” home page, scroll down to “Programs”
- under “Programs”, select “MAL, LDP, and Graze-Out Information”
- select for the:
 - Excel worksheet, “Forfeiture-Settlement Worksheet”
 - interest calculator, “Interest Calculator”
 - settlement transmittal document, “Transmittal Control Document – Settled Warehouse Receipts”.