

For: State and County Offices

2015 Margin Protection Program (MPP) Application Enrollment Workbook

Approved by: Deputy Administrator, Farm Programs



1 Overview

A Background

The MPP-Dairy program is a voluntary program that provides dairy operations with risk management coverage that pays producers when the difference (the margin) between the National price of milk and the average cost of feed falls below a certain level selected by the producers in a dairy operation.

The MPP-Dairy software is still under development and County Office users have had to take production history, contract, and election data manually.

B Purpose

This notice provides State and County Offices with information and procedure on the following:

- that an Excel spreadsheet has been developed to collect enrollment information
- how to access the 2015 MPP Application Enrollment Workbook
- how to access the 2015 MPP Application Enrollment Workbook User Guide
- how to properly name the 2015 MPP Application Enrollment Workbook file before uploading to the MPP SharePoint site
- that all 2015 enrollment data must be submitted to the National Office by March 13, 2015.

Disposal Date	Distribution
July 1, 2015	State Offices; State Offices relay to County Offices

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2 2015 MPP Application Enrollment Workbook

A Introduction

The 2015 MPP Application Enrollment Workbook shall be used to submit the manually collected data for 2015 enrollments to the National Office so reports can be run for program administration and to migrate into the system when the software is available.

The 2015 MPP Application Enrollment Workbook will be available on February 19, 2015. It needs to be completed by the County Office users and uploaded by State Offices to the MPP SharePoint site by **March 13, 2015**. SED may extend that date by one week in counties with large MPP participation.

B Accessing the Workbook and User Guide

State and County Office users shall access the 2015 MPP Application Enrollment Workbook and User Guide from the DAFP Home page at <http://fsaintranet.dev.sc.egov.usda.gov/dafp/>.

These two files are listed under the MPP Header as:

- XX-XXX_2015_MPP_Application_Enrollment_Workbook_v1.0
- 2015 MPP Application Enrollment Workbook User Guide v1.0.

C County Office Instructions for the 2015 MPP Application Enrollment Workbook

County Office users shall access the DAFP Home page according to this table.

Step	Action
1	CLICK on “ XX-XXX_2015_MPP_Application_Enrollment_Workbook_v1.0 ”.
2	CLICK “ Save ”.
3	When saving, rename the file to replace “XX-XXX” with their State and County FSA codes; leave the rest of the file name the same.

Example: “01-001_2015_MPP_Application_Enrollment_Workbook_v1.0”

County Office users shall follow the instructions provided in the “2015 MPP Application Enrollment Workbook User Guide v1.0” to complete the workbook. Upon completion, the County Office users shall e-mail the completed workbook to the State Office MPP Program Specialist.

Important: All CCC-781 data shall be loaded in the 2015 MPP Application Enrollment Workbook.

Only 2015 CCC-782 data shall be entered into the 2015 MPP Application Enrollment Workbook. Do not load 2014 CCC-782 data into the 2015 MPP Application Enrollment Workbook.

It is imperative that the naming convention is consistent for all workbooks to be able to correctly run administrative reports and complete data migration when software is developed.

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2 2015 MPP Application Enrollment Workbook (Continued)

D State Office Instructions for the 2015 MPP Application Enrollment Workbook

The State Office MPP Program Specialist shall verify the workbooks have been:

- completed according to the instructions provided in the User Guide and this notice
- renamed according to subparagraph 2 C, step 3
- completed, verified, and uploaded into their applicable State folder on the MPP SharePoint site at <https://sharepoint.fsa.usda.net/mgr/dafp/PECD/MPP/SitePages/Home.aspx>.

Important: All CCC-781 data shall be loaded in the 2015 MPP Application Enrollment Workbook.

Only 2015 CCC-782 data shall be entered into the 2015 MPP Application Enrollment Workbook. Do not load 2014 CCC-782 data into the 2015 MPP Application Enrollment Workbook.

It is imperative that the naming convention is consistent for all workbooks to be able to correctly run administrative reports and complete data migration when software is developed.

E Contacts

County Offices shall contact their State Office for questions about this notice.

State Offices shall contact either of the following at the National Office for questions about this notice:

- Tracey Smith by e-mail to tracey.smith@wdc.usda.gov
- Andrea Naughton by e-mail to andrea.naughton@wdc.usda.gov.