

For: State and County Offices

FY 1999 Market Loss Assistance (MLA) Payment Processing

Approved by: Deputy Administrator, Farm Programs



1 Overview

A

Background

On October 22, 1999, the President signed the Agriculture, Rural Development, Food and Drug Administration, and Related Agencies Appropriations Act, 2000. The Act provides:

- up to \$5.5 billion “...for assistance to owners and producers on a farm that are eligible for final payments for fiscal year 1999 under a production flexibility contract (PFC) for the farm under [provisions of] the Agricultural Market Transition Act...”
- that the assistance made available to producers shall be proportionate to the amount of PFC payment received by the producers for FY 1999.

B

Purpose

This notice provides:

- State and County Offices with information regarding the calculation and issuance of FY 1999 MLA payments
- MLA payment rates
- instructions for handling MLA assignments and joint payments
- instructions for issuing and canceling FY 1999 MLA payments

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<p>Disposal Date</p> <p>October 1, 2000</p>	<p>Distribution</p> <p>State Offices; State Offices relay to County Offices</p>
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1 Overview (Continued)

B

Purpose (Continued)

- instructions for the FY 1999 MLA PPH print
 - instructions for computing and transferring MLA overpayments to CRS.
-

C

In This Notice

This notice contains the following paragraphs.

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2 General Provisions for MLA Payments

A Payment Information

FY 1999 MLA payments shall be:

- issued to producers who were eligible for FY 1999 final PFC payments

Note: No further action is required by eligible producers before issuance of MLA payments.

- proportionate to the amount of the PFC payments received for FY 1999
 - equal to 100 percent of the FY 1999 PFC payment received after reductions for:
 - FAV acre-for-acre payment reductions
 - payment limitation
 - issued immediately after receipt of procedure and software.
-

B Determining Eligible Producers

MLA payments are to be issued to producers who were eligible for FY 1999 **final** PFC payments. The MLA payment process is designed to read the FY 1999 CCC-478 worksheet file to determine the payment shares for producers earning the final PFC payment.

Note: Changes made to CCC-478 effective for FY 2000 do not affect the FY 1999 MLA payment process.

In some cases, information provided by producers requesting LDP's has indicated that PFC payment shares may not be correct. For PFC **and** MLA payment purposes, COC's must determine on questionable cases who met the definition of a producer on contract acreage for FY 1999.

Note: Depending on the crops grown in the area, producers may have left the farm before September 30 and still have met the definition of a producer provided in 1-PF, subparagraph 250 B.

Continued on the next page

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2 General Provisions for MLA Payments (Continued)

B

**Determining
Eligible
Producers
(Continued)**

Under no circumstances can a producer be added to PFC for FY 1999 after September 30, 1999. Signature requirements must be met on FY 1999 contracts according to 1-PF. If producer eligibility is questionable on a contract for FY 1999, **do not** issue the FY 1999 MLA payment until COC has determined producer eligibility for the farm. Producers who erroneously received an FY 1999 payment shall not be issued an MLA payment. County Offices shall remove the COC payment approval date on any contract in which producer eligibility, as described in this subparagraph, is in question.

C

**Successions-in-
Interest**

In FY 1998, many questions arose about PFC successions-in-interest and how to handle the MLA payment.

The MLA payment process is designed to read the FY 1999 CCC-478 worksheet file at the time the MLA payment is processed to determine who the MLA payment will be issued to and that producer's payment share. The CCC-478 automated worksheet file should accurately reflect all successions-in-interest that occurred for FY 1999.

D

Reconstitutions

County Offices shall continue processing FY 2000 farm reconstitutions. FY 1999 MLA payments will not be impacted by these reconstitutions.

E

**Timing of
Payments**

The MLA payment process software is included in County Release No. 417-S. **County Offices shall install County Release No. 417-S immediately upon receipt.**

All MLA payments, except those questionable cases referenced in subparagraph B, shall be issued to eligible FY 1999 PFC producers **immediately**.

Note: Producers cannot elect to defer this payment.

F

Using FSA-325

If FSA-325 has been executed for the FY 1999 final PFC payment so that the payment can be issued to another payee, the same FSA-325 shall be used for the FY 1999 MLA payment.

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2 General Provisions for MLA Payments (Continued)

G

Payment Eligibility Rules

Final PFC payment eligibility rules apply to MLA payments. See 2-PF, subparagraph 16 C for a description of the eligible and ineligible flag values.

Note: A prepayment register is not being developed for the MLA payment process. Therefore, County Offices shall process payments in the normal manner and use the nonpayment register to identify producers that cannot be paid because of eligibility conditions.

H

FY 1999 Overpayments

County Offices **shall** run the FY 1999 PFC overpayment process before issuing MLA payments. **All** FY 1999 PFC overpayments that have been verified as debts owed to CCC shall be transferred to CRS before issuing MLA payments.

I

FAV Planting Violations and 1995 Overpayments

FAV planting violations and 1995 overpayments:

- shall **not** be offset from MLA payments
- can only be offset from PFC payments according to statute.

All other FSA or CCC debts **shall** be offset from MLA payments according to regular procedure.

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3 Assignment and Joint Payment Records for MLA Payments

A
MLA
Assignments

The 1999 MLA payments are assignable and jointly payable. If a producer elects to assign this payment or make this payment jointly payable, County Offices shall:

- accept CCC-36 or CCC-37, as applicable, according to 63-FI for those producers in which the payment has not been issued
- establish the assignment or joint payment in the Assignment and Joint Payment System according to this paragraph.

Note: The FY 1999 MLA payments are considered a new program and are **not** subject to PFC assignments already on file. State and County Offices shall ensure that the filing date of CCC-36's and CCC-37's for MLA payments is **on or after** October 22, 1999, which is the date the FY 1999 MLA program was enacted.

B
Changes Made to
Establish Screen
AZK10020 of the
Assignment and
Joint Payment
System

Screen AZK10020 of the Assignment and Joint Payment System has been modified to add a field for MLA program payments.

This is an example of Screen AZK10020.

Accounting	081 LITTLE RIVER	Establish	AZK10020
Assignment / Joint Payment Screen		Version: AC84	10-26-1999 13:05 Term W2
Producer ID	536 97 7483	Type S	Facility Code 00
Name	MARYANN BROWN		Assignment CCC-36
Place an "X" by the applicable program			
<input type="checkbox"/> Conservation Reserve			
<input type="checkbox"/> Production Flexibility			
<input type="checkbox"/> Crop Loss Disaster Assistance			
<input type="checkbox"/> Loan Deficiency Payment			
<input checked="" type="checkbox"/> Market Loss Assistance			
or			
Enter Program Code			
Other _____			
Enter=Continue Cmd4=Previous Screen Cmd7=End Help=Help Text			

Continued on the next page

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3 Assignment and Joint Payment Records for MLA Payments (Continued)

C

Establishing 99MLA

Establish a 99MLA assignment or joint payment from Assignment and Joint Payment Main Menu AZK000 according to this table.

Assignment or Joint Payment

Note: Assignment and/or joint payment records must be established according to procedures in this table **before** disbursing FY 1999 MLA payments.

Step	Action			Result
1	On Menu AZK000: <ul style="list-style-type: none"> • ENTER "1", "Establish an Assignment/Joint Payment" • PRESS "Enter". 			Establish Screen AZK10010 will be displayed.
2	On Screen AZK10010, do the following.			
	IF producer's ID is...	THEN...	AND...	
	available	<ul style="list-style-type: none"> • enter producer's ID number, ID type, and facility code • ENTER "X" in the "Assignment CCC-36" or "Joint Payment CCC-37" field • PRESS "Enter". 		If CCC-36 is selected, Screen AZK10010 will be redisplayed for additional data entry. If CCC-37 is selected, go to step 4.
	not available	<ul style="list-style-type: none"> • enter producer's last name or first initial in the "Name" field • verify that the facility code is "00" • PRESS "Enter" 	Screen FAX270-01 will display a list of names. Select the applicable ID number from the list. <ul style="list-style-type: none"> • Enter the desired option number. • PRESS "Enter". 	
	<ul style="list-style-type: none"> • ENTER "X" in the "Assignment CCC-36" or "Joint Payment CCC-37" field. • PRESS "Enter". 			

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3 Assignment and Joint Payment Records for MLA Payments (Continued)

C
Establishing
99MLA
Assignment or
Joint Payment
(Continued)

Step	Action			Result
3	On the redisplayed Screen AZK10010, do the following.			Establish Screen AZK10020 will display the producer's name, ID, ID type, facility code, and form designation. Go to step 5.
	IF assignee's ID is...	THEN...	AND...	
	available	<ul style="list-style-type: none"> • enter assignee's ID number, ID type, and facility code from CCC-36, item 9, in the "ID Number" field • PRESS "Enter". 		
not available	<ul style="list-style-type: none"> • enter assignee's last name or first initial in the "Name" field • enter assignee's facility code • PRESS "Enter" 	Screen FAX270-01 will display a list of names. Select the applicable ID number from the list. <ul style="list-style-type: none"> • Enter the desired option number. • PRESS "Enter". 		
4	On the redisplayed Screen AZK10010: <ul style="list-style-type: none"> • enter joint payee's name • PRESS "Enter". 			Establish Screen AZK10020 will display the producer's name, ID, ID type, facility code, and form designation.
5	On Screen AZK10020: <ul style="list-style-type: none"> • ENTER "X" in the "Market Loss Assistance" field • PRESS "Enter". 			Screen AZK10030 will be displayed.

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3 Assignment and Joint Payment Records for MLA Payments (Continued)

**C
Establishing
99MLA
Assignment or
Joint Payment
(Continued)**

Step	Action	Result								
6	<p>On Screen AZK10030, enter the:</p> <ul style="list-style-type: none"> • MLA payment year “1999” from CCC-36, item 11, or CCC-37, item 7, in the “Year” field • assigned 99MLA amount from CCC-36, item 3, in the “Assignment Amount” field <p>Note: This entry is required for assignment only.</p> <ul style="list-style-type: none"> • 6- or 8-digit date CCC-36 or CCC-37 was accepted in the servicing County Office in the “Date Filed” field in the “mmddy” or “mmddyyy” format. 	<p>Establish Screen AZK10040 will display:</p> <ul style="list-style-type: none"> • all of the data that was entered • the message, “PRESS Cmd5 to add record”. 								
	<table border="1" style="width: 100%;"> <thead> <tr> <th style="text-align: left;">IF the “Date Filed” is....</th> <th style="text-align: left;">THEN...</th> </tr> </thead> <tbody> <tr> <td>the current date</td> <td>PRESS “Enter”.</td> </tr> <tr> <td>less than the current date</td> <td> <p>the message, “Payment(s) may have been issued.” will be displayed.</p> <ul style="list-style-type: none"> • Verify the date. • PRESS “Enter”. </td> </tr> <tr> <td>after the current date</td> <td> <p>the message, “Date CANNOT be later than current date.” will be displayed.</p> <ul style="list-style-type: none"> • Modify the date. • PRESS “Enter”. </td> </tr> </tbody> </table>	IF the “Date Filed” is....	THEN...	the current date	PRESS “Enter”.	less than the current date	<p>the message, “Payment(s) may have been issued.” will be displayed.</p> <ul style="list-style-type: none"> • Verify the date. • PRESS “Enter”. 	after the current date	<p>the message, “Date CANNOT be later than current date.” will be displayed.</p> <ul style="list-style-type: none"> • Modify the date. • PRESS “Enter”. 	
IF the “Date Filed” is....	THEN...									
the current date	PRESS “Enter”.									
less than the current date	<p>the message, “Payment(s) may have been issued.” will be displayed.</p> <ul style="list-style-type: none"> • Verify the date. • PRESS “Enter”. 									
after the current date	<p>the message, “Date CANNOT be later than current date.” will be displayed.</p> <ul style="list-style-type: none"> • Modify the date. • PRESS “Enter”. 									

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3 Assignment and Joint Payment Records for MLA Payments (Continued)

C
Establishing
99MLA
Assignment or
Joint Payment
(Continued)

Step	Action		Result
7	On Screen AZK10040, do the following.		
	IF all entries are...	THEN...	
	correct	PRESS "Cmd5".	A record will be established. To print the Assignment/Joint Payment Status Report: <ul style="list-style-type: none"> • follow the system instructions • enter the applicable responses. Note: This report cannot be printed at any other time .
	not correct	PRESS "Cmd4".	Return to Screen AZK10030. <ul style="list-style-type: none"> • Go to step 6 to make correction on Screen AZK10030. • PRESS "Cmd4". Go back to Screen AZK10020 and make correction. • PRESS "Cmd4" twice. Go back to Screen AZK10010 and make correction.
to exit	PRESS "Cmd7".	Return to Menu AZK000 without establishing the assignment or joint payment record.	

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3 Assignment and Joint Payment Records for MLA Payments (Continued)

D
Changes Made to Correct Screen AZK20030 of the Assignment and Joint Payment System

Screen AZK20030 of the Assignment and Joint Payment System has been modified to add a field for MLA program payments.

This is an example of Screen AZK20030.

Accounting	081 LITTLE RIVER	Correct	AZK20030
Assignment / Joint Payment Screen		Version: AC84	10-26-1999 07:24 Term W2
Producer ID	536 97 7483	Type S Facility Code 00	Assignment CCC-36
Name	MARYANN BROWN	Number	A003

(Place an "X" by the applicable program(s))
(Use field exit to remove a previous selection)

<input type="checkbox"/> All Crops	<input type="checkbox"/> Conservation Reserve
<input type="checkbox"/> Wheat	<input type="checkbox"/> Production Flexibility
<input type="checkbox"/> Feed Grains	<input type="checkbox"/> Crop Loss Disaster Assistance
<input type="checkbox"/> Upland Cotton	<input type="checkbox"/> Loan Deficiency Payment
<input type="checkbox"/> ELS Cotton	<input type="checkbox"/> Market Loss Assistance
<input type="checkbox"/> Rice	OR
<input type="checkbox"/> Shorn Wool	Enter Program Code
<input type="checkbox"/> Unshorn Lambs	
<input type="checkbox"/> Mohair	Other _____

Enter=Continue Cmd4=Previous Screen Cmd7=End Help=Help Text

E
Correcting an Established Assignment

Screen AZK20030 is accessed from Assignment and Joint Payment Main Menu, option 2, "Correct an Assignment".

County Offices shall correct an established assignment record according to 63-FI, paragraph 148.

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4 Projected Software Release Schedule

A

Software Release Schedule

Because of the priority of issuing MLA payments, necessary resources have been dedicated to ensure that software is in place for County Offices as soon as possible. Over the next week, software will be released.

This table includes the release schedule for the various processes affecting the FY 1999 MLA payment process.

Note: The release dates included in this table are projected.

Process	Method of Release	Projected Arrival Date
Subsidiary Download	Downloaded	October 25, 1999
MLA Payment Rates	County Release No. BETA-NN	October 25, 1999
FAV Acre-for-Acre Payment Reduction Process for MLA Payments	County Release No. 417-S	October 5, 1999
MLA Regular Payment Processing		
MLA Payment Cancellation		
PPH Print		
Menus Providing Access to the MLA Options	County Release No. BETA-NN	October 25, 1999
MLA Overpayment	Future County Release	To Be Determined

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5 MLA Payment Rates

A

**County Office
Action**

MLA payment rates will be released to County Offices on or about October 25, 1999.

County Offices shall:

- immediately install County Release No. BETA-NN
 - print Report MAA232-R001 according to subparagraph B
 - verify the payment rates **before** issuing FY 1999 MLA payments.
-

B

**Printing Report
MAA232-R001**

Follow the steps in this table to print Report MAA232-R001.

Step	Menu or Screen	Action
1	FAX250	ENTER "3" or "4", "Application Processing", and PRESS "Enter".
2	FAX09002	Enter the appropriate county, if applicable, and PRESS "Enter".
3	FAX07001	ENTER "9", "Common Provisions", and PRESS "Enter".
4	MA0000	ENTER "1", "County Office Table Files Maintenance", and PRESS "Enter".
5	MA000	ENTER "7", "Print Crop Table for Program Crops", and PRESS "Enter".
6	MA00	ENTER "2", "Production Flexibility Program Crop Table", and PRESS "Enter".
7	MADPRT01	Enter the printer ID and PRESS "Enter".
8	MAA23301	Do either of the following: <ul style="list-style-type: none">• enter a specific crop year• ENTER "ALL".

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5 MLA Payment Rates (Continued)

**C
Example of
Report
MAA232-R001**

Following is an example of Report MAA232-R001. The data on this report was either downloaded or entered by the County Office.

VIRGINIA		USDA-FSA	Prepared: 09-09-1998
PRINCE EDWARD		Production Flexibility Program Crop Table	
Report ID: MAA232-R001		1999	Page: 01
WHEAT		0011	
SL PFC PAYMENT RATE	0.63700000	MLA Payment Rate	.63700000
Beginning PFC Payment Date	10/13/1998	Beginning MLA Payment Date	10/25/1999
Ending PFC Payment Date	09/30/1999	Ending MLA Payment Date	09/30/2002
CORN		0041	
SL PFC PAYMENT RATE	0.36300000	MLA Payment Rate	.36300000
Beginning PFC Payment Date	10/13/1998	Beginning MLA Payment Date	10/25/1999
Ending PFC Payment Date	09/30/1999	Ending MLA Payment Date	09/30/2002
GRAIN SORGHUM		0051	
SL PFC PAYMENT RATE	0.43500000	MLA Payment Rate	.43500000
Beginning PFC Payment Date	10/13/1998	Beginning MLA Payment Date	10/25/1999
Ending PFC Payment Date	09/30/1999	Ending MLA Payment Date	09/30/2002
OATS		0016	
SL PFC PAYMENT RATE	0.03000000	MLA Payment Rate	.03000000
Beginning PFC Payment Date	10/13/1998	Beginning MLA Payment Date	10/25/1999
Ending PFC Payment Date	09/30/1999	Ending MLA Payment Date	09/30/2002
BARLEY		0091	
SL PFC PAYMENT RATE	0.27100000	MLA Payment Rate	.27100000
Beginning PFC Payment Date	10/13/1998	Beginning MLA Payment Date	10/25/1999
Ending PFC Payment Date	09/30/1999	Ending MLA Payment Date	09/30/2002
RICE		0018	
SL PFC PAYMENT RATE	0.02820000	MLA Payment Rate	.02820000
Beginning PFC Payment Date	10/13/1998	Beginning MLA Payment Date	10/25/1999
Ending PFC Payment Date	09/30/1999	Ending MLA Payment Date	09/30/2002
UPLAND COTTON		0021	
SL PFC PAYMENT RATE	0.07880000	MLA Payment Rate	.07880000
Beginning PFC Payment Date	10/13/1998	Beginning MLA Payment Date	10/25/1999
Ending PFC Payment Date	09/30/1999	Ending MLA Payment Date	09/30/2002
		Reviewers	_____
		Date	_____

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5 MLA Payment Rates (Continued)

D
Data on Report
MAA232-R001

This table describes the data on Report MAA232-R001.

Field	Description
MLA Payment Rate	Rate used to calculate MLA payments.
Ending MLA Payment Date	Last date MLA payments can be issued through the regular payment process.

E
Payment Rates

This table contains FY 1999 payment rates for the MLA payment.

Commodity	Payment Rate
Barley	\$.27100000
Corn	\$.36300000
Grain Sorghum	\$.43500000
Oats	\$.03000000
Rice	\$.02820000
Upland Cotton	\$.07880000
Wheat	\$.63700000

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6 Subsidiary File Updates

A

Creating FY 1999 MLA Field

To facilitate timely payments, software will be downloaded to edit the 1999 payment limitation file. This edit:

- creates a new MLA field in the payment limitation file with a maximum allocation of \$40,000 for any 1 county
- distributes the \$40,000 MLA allocation proportionally to the values in the FY 1999 PFC-SL field.

Disregard this paragraph when issuing payments for nonmulticounty producers. Producers active in only 1 county do not have payment limitation records unless combined with a producer in another county.

B

Verifying and Revising Amounts in MLA Field

Control County Offices shall access producers' FY 1999 payment limitation records to verify that MLA amounts allocated are correct. Control County Offices shall ensure that:

- any unallocated MLA amounts are properly allocated
- noncontrol County Offices timely receive changes to payment limitation amounts
- FY 1999 PFC payment limitation amounts are **not** altered. Make necessary changes to the FY 1999 MLA field only.

Note: See 2-PL, paragraphs 179 and 180 to access and update FY 1999 payment limitation files.

Continued on the next page

6 **Subsidiary File Updates (Continued)**

C

Example for Revising Amounts in Payment Limitation File

Fred is an active producer on farms in Steuben and Livingston Counties for 1999. Steuben County, Fred's control county for payment limitation, had set Fred's PFC-SL amounts as follows.

- Steuben County 1999 PFC-SL allocation: \$32,000
- Livingston County 1999 PFC-SL allocation: \$ 8,000

Fred has 80 percent of his PFC-SL allocation in Steuben County, with the remaining 20 percent in Livingston County. The downloaded software will set amounts in the FY 1999 MLA payment limitation fields using these same percentages, as shown.

- Steuben County MLA allocation: \$32,000
 - Livingston County MLA allocation: \$ 8,000
-

D

Subsidiary File Instructions

To ensure that payments are issued in proportion to final FY 1999 PFC payments. A new MLA field has been created to support the MLA payment.

County Offices shall:

- make no adjustments to FY 1999 producer eligibility flags, unless currently incorrect in home and control County Offices
- **not** adjust the FY 1999 PFC payment limitation amounts, unless currently incorrect

Note: Control County Offices should update the fields in the system only after the downloaded payment limitation edit has been successfully performed.

- **not**, unless absolutely necessary, update the fields in the system until after downloaded payment limitation edit has been successfully performed. Any updates to payment limitation amounts occurring before successful distribution of the payment limitations may be overwritten during the download, and will need to be re-entered.
-

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7 Accessing MLA Payment Processing Options

A

Introduction

The software developed to issue FY 1999 MLA payments functions similar to the PFC payment software, with the following exceptions:

- special payment processing is not being provided since there is not a requirement to reduce payments for GPR
 - the only report options provided are options to print PPH.
-

B

Accessing Menu MGCSO

Access the MLA payment process from Menu FAX250 according to this table.

Step	Menu or Screen	Action
1	FAX250	ENTER "3" or "4", "Application Processing".
2	FAX09002	Menu FAX09002 will be displayed if option 4 was selected on Menu FAX250. Select the appropriate county to continue to Menu FAX07001.
3	FAX07001	ENTER "11", "PFC/Compliance".
4	M00000	ENTER "4", "Production Flexibility Program".
5	MGYEAR	ENTER "5", "1999 Program Year".
6	MGC000	ENTER "2", "Production Flexibility Contract Payment Processing".
7	MGCL00	ENTER "2", "1999 Market Loss Assistance Payment Processing". Note: Menu MGCL00 is a new menu that allows County Offices to select the desired 1999 payment process. To access the 1999 PFC payment processing options, ENTER "1", "1999 PFC Payment Processing".
8	MGCSO	Menu MGCSO is the main menu for the MLA payment processing options.
		IF the user wants to...
		THEN on Menu MGCSO, ENTER...
	access options to:	"1", "Reports".
	<ul style="list-style-type: none"> • print an individual PPH • batch print PPH's for all farms or producers 	Note: See paragraph 10 for additional information on PPH for MLA payments.
	<ul style="list-style-type: none"> • issue payments • cancel a payable • continue a suspended payment batch 	"2", "MLA Payment Processing".
	process MLA overpayments	"3", "Overpayment Processing".

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8 Processing MLA Payments

A

Issuing MLA Payments Follow the procedure in this table to issue MLA payments.

Step	Action	Result
1	<p>Ensure that the subsidiary file download has been received. MLA payments will not be issued to multicounty producers until the subsidiary download is received. The download may be confirmed by performing start-of-day processing after October 25 and confirming that a larger than normal Payment Limitation Download Report MAD712-R001 is printed. This report will contain all records in the 1999 and 2000 payment limitation file for a county.</p> <p>Note: No other subsidiary file records will be downloaded during this processing cycle.</p>	
2	<p>Ensure that the FAV acre-for-acre payment reductions have been computed.</p> <p>Notes: If the MLA payment process is accessed and the FAV acre-for-acre payment reductions have not been computed, the message, "Market Loss Assistance Payments cannot be issued until the 1999 MLA payment reductions have been computed." will be displayed.</p> <p>This step is not necessary for County Offices that did not have any 1999 FAV acre-for-acre payment reductions.</p>	
3	<p>Access Menu MGCSD0 according to paragraph 7.</p>	<p>Menu MGCSD1 will be displayed.</p>
4	<p>Menu MGCSD1 provides the MLA payment processing options. To process MLA payments:</p> <ul style="list-style-type: none"> • ENTER "1", "Regular Payment Processing -- Compute and Issue Payments" • PRESS "Enter". 	<p>Screen MGCLPRT2 will be displayed.</p>
5	<p>Select the printer where the pending payment and nonpayment registers should be queued.</p>	<p>Screen MGCLAA01 will be displayed.</p>
6	<p>Like the process used in PFC payment processing, Screen MGCLAA01 allows County Offices to process payments in a variety of ways. County Offices can process MLA payments:</p> <ul style="list-style-type: none"> • by farm • by producer • for a range of farms • randomly, by selected farms • for all farms. 	<p>After the farm or farms to be processed have been selected, Screen MGCLAF05 will be displayed.</p>

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8 Processing MLA Payments (Continued)

**A
Issuing MLA
Payments
(Continued)**

Step	Action	Result
7	Screen MGCLAF05 is displayed with the current system date. The date displayed on Screen MGCLAF05 can be changed to a later date, but cannot be more than 14 calendar days from the system date. PRESS "Enter" to continue with the payment process.	All farms selected with a COC payment approval date for FY 1999 will be processed.
8	Follow 2-PF, Part 4 to complete the payment process.	

**B
Suspended
Payment Batches**

The PFC and MLA payment processes are designed to prevent multiple payment processes from continuing if a batch of payments has been suspended. Therefore, County Offices must complete suspended batches before continuing with another batch. This applies even if the FY selected for multiple payment batches is different.

Example: County Office suspends a batch of FY 2000 PFC payments. FY 1999 MLA payments cannot be processed until the FY 2000 PFC payment batch is completed.

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9 Canceling MLA Payments

A

When to Cancel Payment

The provision for canceling PFC payments also applies to canceling MLA payments. County Offices shall follow 2-PF, paragraph 171 to determine whether the MLA payment should be canceled through the MLA payment process or the accounting process.

Reminder: MLA payments shall not be canceled through the MLA payment process if the payment has been issued to the producer. This includes situations where:

- CCC-184 has been mailed to the producer
 - EFT has been transmitted to KCMO for processing.
-

B

Canceling MLA Payables Through MLA Payment Process

If it is determined that the payment was generated erroneously, **and CCC-184 is available in the County Office or EFT has not been transmitted**, County Offices shall follow the provisions of this table to cancel MLA payables.

Step	Action	Result
1	Access Menu MGCS00 according to paragraph 7.	Menu MGCS01 will be displayed.
2	Menu MGCS01 provides the MLA payment processing options. On Menu MGCS01: <ul style="list-style-type: none"> • ENTER “3”, “Special Payment Processing -- Cancel Payable” • PRESS “Enter”. 	Screen MGCLC001 will be displayed.
3	Information Screen MGCLC001 advises County Offices that payments should not be canceled through this process unless the payment is available. PRESS “Enter” to continue the cancellation process.	Screen MGCLPRT2 will be displayed.
4	Select the printer where the transaction statement should be queued.	Screen MGCLAB01 will be displayed.
5	Like the process used in PFC payment processing, Screen MGCLAB01 requires County Offices to enter specific data about the payable being canceled. On Screen MGCLAB01: <ul style="list-style-type: none"> • enter the following data: <ul style="list-style-type: none"> • farm number on which the payment was issued • producer’s last name or the last 4 digits of the producer’s ID number • PRESS “Enter”. 	Screen MGCLRD01 will be displayed.
6	For the remainder of the cancellation procedure, follow 2-PF, subparagraph 172 B starting with step 5.	

10 MLA Payment History Prints

A

Introduction

The PPH report is a tool provided to County Offices to assist with payment reconciliation efforts. The PPH print contains information about:

- payments issued
- payments canceled
- receivables established
- payment reductions that have been applied to the payment.

The following reports are available to be printed:

- individual, entity, or member, which may be printed by selecting the last name or ID number, as applicable
- joint operation, which may be printed by selecting the joint operation name or ID number
- farm, which may be printed by selecting a single farm, range of farms, all farms, or randomly selected farms.

Continued on the next page

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10 MLA Payment History Prints (Continued)

B

Printing PPH's Follow the procedure in this table to print PPH reports.

Step	Action	Result	
1	Access Menu MGCSJ0 according to paragraph 7.	Menu MGCSJ0 will be displayed.	
2	Menu MGCSJ0 provides County Offices with 3 report options.		
	IF County Offices want to...	THEN, on Menu MGCSJ0...	
	print PPH for: <ul style="list-style-type: none"> • a specific farm or producer • a range of farms • randomly selected farms 	<ul style="list-style-type: none"> • ENTER "1", "Print Payment History" • PRESS "Enter". 	Screen MGCLPRT2 will be displayed.
	batch print PPH for all farms in farm number order	<ul style="list-style-type: none"> • ENTER "2", "Batch Print All Farms" • PRESS "Enter". 	
batch print PPH for all producers in alphabetical order	<ul style="list-style-type: none"> • ENTER "3", "Batch Print All Producers" • PRESS "Enter". 		
3	Select the printer where PPH should be queued.	<p>An informational screen will be displayed. PRESS "Enter" to continue with the PPH print process.</p> <ul style="list-style-type: none"> • Screen MGCLPJ01 will be displayed if option 1 was selected on Menu MGCSJ0. • Menu MGCSJ0 will be redisplayed after the report is sent to the print queue if option 2 or 3 was selected on Menu MGCSJ0. 	
4	<p>Like the process used in PFC PPH print processing, Screen MGCLPH01 allows County Offices to print PPH in a variety of ways. County Offices can process MLA PPH's:</p> <ul style="list-style-type: none"> • by farm • by producer • for a range of farms • randomly, by selected farms • for all farms. 	Screen MGCLPJ01 will be redisplayed after the report is sent to the print queue.	

Notice PF-121

11 Processing MLA Overpayments

A Overpayment Processing

The software that was developed to handle MLA overpayments functions similar to the PFC overpayment software. However, the MLA overpayment process is separate from the PFC overpayment process.

Example: If a producer received PFC and MLA payments and it is later determined that the producer's share on CCC-478 was not correct, CCC-478 should be updated in the automated system accordingly. To determine the overpayment amounts, County Offices must run the overpayment according to:

- 2-PF, Part 8 for the PFC payment
- this notice for the FY 1999 MLA payment.

Reminder: 2-PF instructs County Offices that an “**all farms**” overpayment process shall be run at least once every 60 calendar days for PFC payments to ensure that:

- producers are timely notified of overpayments
- the finality rule will not apply.

Continued on the next page

Notice PF-121

11 Processing MLA Overpayments (Continued)

B

Accessing MLA Overpayment Process Access the FY 1999 MLA overpayment process from Menu FAX250 according to this table.

Step	Action		
1	Access Menu MGCS00 according to paragraph 7.		
2	Menu MGCS00 is the main menu for MLA payment processing options. <ul style="list-style-type: none"> • ENTER "3", "Overpayment Processing". • PRESS "Enter". 		
3	Menu MGCSR0 is the main menu for MLA overpayment processing options.		
	IF the user wants to...	THEN, on Menu MGCSR0...	Result
	<ul style="list-style-type: none"> • compute overpayments • print the overpayment register • transfer overpayments to CRS • continue a suspended overpayment batch 	ENTER "1", "Process Overpayments".	Menu MGCSR1 will be displayed.
	cancel an overpayment that has been transferred to CRS	ENTER "2", "Cancel Overpayments".	Screen MGCLAA02 will be displayed.

Continued on the next page

Notice PF-121

11 Processing MLA Overpayments (Continued)

C

Computing Overpayments

County Offices shall compute MLA overpayments every **60 calendar days** to ensure that:

- producers are notified of overpayments in a timely manner
- the finality rule will not apply.

On Menu MGCSR1, ENTER “1”, “Compute Overpayments”, to calculate MLA overpayments by:

- a specific farm
- a range of farms
- all farms
- selected farms.

Note: The system will force an “**all farms**” overpayment process if MLA overpayments have not been computed in the last 60 calendar days.

Reminder: The MLA overpayment process is separate from the PFC overpayment process, and County Offices shall run both processes in determining FY 1999 overpayments.

D

Printing Overpayment Register

Once MLA overpayments are computed, County Offices shall print the overpayment register by accessing option 2, “Print Overpayment Register”, on Menu MGCSR1.

The messages on the MLA overpayment register are exactly like those that print on the PFC overpayment register. See 2-PF, Part 5 for an explanation of overpayment register messages.

E

Transferring Overpayment Amounts to CRS

Once MLA overpayment amounts are verified, County Offices shall transfer legitimate, verified overpayments to CRS by accessing option 3, “Select and Transfer Overpayments to CRS”, on Menu MGCSR1.

The process to transfer MLA overpayments to CRS is similar to that used in the PFC application. See 2-PF, paragraphs 224 through 227 for additional information about transferring overpayments to CRS.

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Notice PF-121

11 Processing MLA Overpayments (Continued)

F **Canceling** **Overpayments**

If it is discovered that an MLA overpayment has been transferred to CRS erroneously, the overpayment shall be canceled by accessing option 2, "Cancel Overpayments", on Menu MGCSR0.

Note: Overpayments cannot be canceled until subsequent transactions, such as collections applied to the receivable, have been canceled in CRS. See 67-FI.

The process to cancel MLA overpayments is similar to that used in the PFC application. See 2-PF, paragraph 229 for additional information about canceling overpayments.

G **DD Review**

As with PFC payments, DD's shall review the MLA overpayment register to ensure that County Offices are:

- running the overpayment process in a timely manner
 - collecting overpayments in a timely manner
 - correcting information in the system.
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