

For: State and County Offices

**Processing 2000 Crop Nonrecourse Honey Loans and LDP's
Using Software Provided in County Release No. 454**

Approved by: Acting Deputy Administrator, Farm Programs



1 Overview

**A
Special
Instructions**

County Offices shall not process any 2000 crop honey nonrecourse loan and LDP transactions according to this notice until authorized to do so by a future LP notice.

**B
Background**

The Agriculture, Rural Development, FDA, and Related Agencies Appropriations Act (Act) for fiscal year 2001 provides for **nonrecourse** Marketing Assistance Loans and LDP's to producers of 2000 crop honey.

2000 crop year:

- outstanding **recourse** honey loans **must** be converted to **nonrecourse** honey loans
- nonrecourse honey loans accrue interest in the normal manner, when applicable
- nonrecourse loans and LDP's are subject to the same \$150,000 price support payment limitation that applies to all other loan and LDP eligible agricultural commodities.

Notice LP-1769 provided policy for 2000 crop honey nonrecourse loans and LDP's.

Continued on the next page

Disposal Date	Distribution
July 1, 2001	State Offices; State Offices relay to County Offices

Notice PS-385

1 Overview (Continued)

C

Purpose

This notice provides instructions for using APSS software provided in County Release No. 454 to process 2000 crop year honey **nonrecourse**:

- loans and LDP's
- market loan repayments and settlements
- loan and LDP transaction corrections.

Reminder: County Offices shall **not** process any 2000 crop honey nonrecourse loan and LDP transactions until authorized by a future LP notice.

D

Note About Handbooks

12-PS and 14-PS are being revised and combined into 1 handbook that will be released in the near future. After its release, the handbook will be amended to include the honey automation instructions provided in this notice. Therefore, the general references to 12-PS in paragraphs 6, 7, and 8 should be understood to be guidelines only, respectively, for honey:

- market loan repayments
 - settlements
 - corrections.
-

E

Contact

Address automation questions about this notice, through the State Office, to George Stickels, Chief, User Requirement Branch, PSD, at 202-720-7874.

Notice PS-385

2 Basic Nonrecourse Honey Loan and LDP Program Information

A

Loan Type and Loan Rate

After County Release No. 454 has been installed, 2000 crop year honey loans shall be processed as **nonrecourse** loans for which market loan repayments can be processed at less than the loan rate when applicable.

The loan rate for 2000 crop **nonrecourse** honey loans:

- is 65 cents per pound
 - must be entered on the County-Maintained Table File according to 14-PS, Part 9, **before** processing honey transactions according to this notice.
-

B

Commodity Information

2000 crop honey nonrecourse loan and LDP:

- eligible classes are:
 - Table (T)
 - Nontable (N)
 - commodity abbreviation is "HONY".
-

C

Interest

Interest for **nonrecourse** honey loans, when applicable, will accrue in the same manner as for all other nonrecourse loans.

D

Service Fee

The loan service fee for nonrecourse honey loans is system-calculated as the smaller of:

- $\frac{1}{2}$ (.005) of 1 percent times the gross loan amount
 - \$45 per loan, plus \$3 for each lot over 1.
-

E

Loan Availability and Maturity

See Notice LP-1769 for final loan availability date information for 2000 crop honey.

Continued on the next page

Notice PS-385

2 Basic Nonrecourse Honey Loan and LDP Program Information (Continued)

F

Program Codes The program code for 2000 crop:

- **nonrecourse** honey loans is “00HONYLN”
 - honey LDP’s is “00LDPHONY”.
-

G

Assessments Assessments do **not** apply to 2000 crop honey loans and LDP’s.

3 2000 Crop Recourse Honey Loan Repayment Amounts Involving Lost Beneficial Interest

A

Processing Market Gain

For 2000 crop **recourse** honey loans that were:

- **fully** repaid before County Release No. 454 was installed and for which beneficial interest has been lost, County Offices shall process a honey LDP for the applicable market gain according to:
 - Notice LP-1769, paragraph 4
 - paragraph 7
 - **partially** repaid before County Release No. 454 was installed, and for which beneficial interest has been lost on the partially repaid quantity, County Offices shall, after County Release No. 454 has been installed, follow the instructions in the table in paragraph 4 to:
 - **convert** the **entire recourse** honey loan to a nonrecourse honey loan
 - **re-enter** the loan as a nonrecourse loan
 - **re-enter** the partial repayment as the recording of a **manually made** action using the honey marketing assistance repayment rate on the date beneficial interest on the applicable quantity was lost to receive the desired market gain on the partially repaid quantity.
-

Notice PS-385

4 Converting Outstanding 2000 Crop Recourse Honey Loan Amounts to Nonrecourse Loans

A

**Converting
Recourse Loan
Amounts**

After County Release No. 454 has been installed, County Offices shall convert outstanding 2000 crop **recourse** honey loan amounts to **nonrecourse** loan amounts according to this table.

Step	Action
1	Ensure that the County-Maintained Table File has been updated with the 2000 crop nonrecourse honey loan rate according to: <ul style="list-style-type: none">• subparagraph 2 A• 14-PS, Part 9.
2	Process a loan-making correction to delete the entire recourse loan and establish a receivable for that outstanding loan amount. See 12-PS, Part 17.
3	Process a nonrecourse loan: <ul style="list-style-type: none">• on the same day of the recourse loan correction• as the recording of a manually made action• using the same date and quantity as for the recourse loan• at the new nonrecourse loan rate.
4	Apply the nonrecourse loan proceeds by: <ul style="list-style-type: none">• repaying the receivable, without interest, created by the recourse loan deletion• issuing the remaining amount to the producer.

Notice PS-385

5 Processing Nonrecourse Honey Loans in APSS

A

Ensure Loan Rate On File

Verify that the **nonrecourse** loan rate has been correctly entered into the computer according to subparagraph 2 A.

B

APSS Honey Loan Procedure

Process nonrecourse loans according to the following table.

Important: The date the loan is approved by CCC must be on or before the date of loan disbursement.

Ensure that funds are not disbursed by CCC-184 or electronic funds transfer before signatures of all producers or authorized agents are obtained and loan is approved by CCC.

Step	Action	Result	
1	On Menu PCA005, ENTER “2”, and PRESS “Enter”.	Screen PCA11000 will be displayed.	
2	On Screen PCA11000: <ul style="list-style-type: none"> • enter either the producer’s last name or the producer’s ID and type • enter the crop year • ENTER “N” for the loan number • PRESS “Enter”. 	IF...	THEN go to...
		<ul style="list-style-type: none"> • Screen PCA12000 is displayed • Screen MACR04-01 is displayed 	<ul style="list-style-type: none"> • step 4. • step 3.
3	On Screen MACR04-01, enter the number for the desired producer, and PRESS “Enter”.	Screen PCA12000 will be displayed.	
4	On Screen PCA12000: <ul style="list-style-type: none"> • ENTER “Y” or “N”, as applicable, to the following questions: <ul style="list-style-type: none"> • “Is this the correct producer?” • “Is this the re-entry of a corrected loan?” • PRESS “Enter”. 	IF the producer is...	THEN...
		correct and this is not a re-entry of a corrected loan	Menu PLA000 will be displayed. Go to step 6.
		not correct	Screen PCA11000 will be redisplayed. Return to step 2.
	correct, but this is a re-entry of a corrected loan	Screen PCA12000 will be redisplayed. Go to step 5.	

Continued on the next page

Notice PS-385

5 Processing Nonrecourse Honey Loans in APSS (Continued)

**B
APSS Honey
Loan Procedure
(Continued)**

Step	Action	Result
5	On Screen PCA12000: <ul style="list-style-type: none"> • enter the crop year and loan number of the original loan • PRESS “Enter”. 	Menu PLA000 will be displayed.
6	On Menu PLA000 select option “1” and PRESS “Enter”. <p>Note: Although honey can be stored on or off the farm according to Notice LP-1769, all honey loans shall be processed as “Farm Stored Regular Certified”.</p>	Screen PLB10000 will be displayed.
7	On Screen PLB10000: <ul style="list-style-type: none"> • ENTER: <ul style="list-style-type: none"> • “HONY” in the commodity field • in the class field: <ul style="list-style-type: none"> • “T” for table honey • “N” for nontable honey • “00” in the crop year field • PRESS “Enter”. 	Screen PLB10005 will be displayed.

Continued on the next page

5 Processing Nonrecourse Honey Loans in APSS (Continued)

B
APSS Honey
Loan Procedure
(Continued)

Step	Action		Result
8	Make entries on Screen PLB10005 according to this table.		Screen PLB10010 will be displayed.
	Question	Entry	
	“Does this loan have multiple producers?”	<ul style="list-style-type: none"> • “Y” for a joint loan • “N” if not a joint loan. 	
	“Is a spot check required for this loan?”	Either: <ul style="list-style-type: none"> • “Y” • “N”. 	
	“Is this a repledged Loan?”		
	Field		
	Loan Application Date Note: For 2000 crop honey, the “Loan Application Date” entry must be March 31, 2001, or before, even though the loan may be applied for and approved 30 calendar days after publication of the Federal Regulations.	application date in “MMDDYY” format.	
After all entries are completed PRESS “Enter”.			

Continued on the next page

5 Processing Nonrecourse Honey Loans in APSS (Continued)

B
APSS Honey
Loan Procedure
(Continued)

Step	Action		Result	
9	On Screen PLB10010 make free form entry of the location where the honey is stored and PRESS "Enter".		IF the loan is...	THEN...
			a joint loan	Screen PLA12000 will be displayed. Go to step 10.
			not a joint loan	Screen PLB11005 will be displayed. Go to step 12.
10	On Screen PLA12000 enter data according to the following table.		IF...	THEN go to...
	Field	Entry	<ul style="list-style-type: none"> • Screen MACR04-01 is displayed • Screen PLB11005 is displayed 	<ul style="list-style-type: none"> • step 11. • step 12.
	Last Name	Enter last name of producer who will share in the loan that was not entered previously, including producer entered in step 2.		
	ID Number	Enter applicable producer ID, if known.		
	Contact Point for Mailing	ENTER "Y" or "N". If the producer whose name was entered in step 2 will be the contact producer, ENTER "N" for all producers entered during this step. Note: Only 1 producer can be designated as the contact producer.		
<ul style="list-style-type: none"> • ENTER "Y" or "N" to the question, "Are there additional producers?" • PRESS "Enter". 				
11	On Screen MACR04-01:		IF there are...	THEN...
	<ul style="list-style-type: none"> • confirm the producer selected by entering the number of the desired producer • PRESS "Enter". 		additional producers	Screen PLA12000 will be redisplayed. Return to step 10.
			no additional producers	Screen PLB11005 will be displayed. Go to step 12.

Continued on the next page

5 Processing Nonrecourse Honey Loans in APSS (Continued)

B
APSS Honey
Loan Procedure
(Continued)

Step	Action	Result	
12	<p>On Screen PLB11005:</p> <ul style="list-style-type: none"> • enter in the applicable field the: <ul style="list-style-type: none"> • seal number • floral source (alpha-code) • estimated quantity (pounds) • number of containers (numeric) • size of the containers (gallons) <p>Notes: “Help” is available. A new system-validation limits “estimated quantity” to result of “size of containers” X 18 pounds X “number of containers.”</p> <ul style="list-style-type: none"> • PRESS “Enter”. 	<p>Screen PLB11015 will be displayed and:</p> <ul style="list-style-type: none"> • system-display the: <ul style="list-style-type: none"> • applicable seal number • certified quantity for loan • maximum percent eligible for loan • allow users to reduce the quantity eligible for loan by entering 1 of the following: <ul style="list-style-type: none"> • new percentage • new loan quantity • ask the question, “Additional Lots?”. 	
13	<p>On Screen PLB11015:</p> <ul style="list-style-type: none"> • make applicable entries • answer the question about additional lots • PRESS “Enter”. 	IF the answer is...	THEN...
		“Y”	Screen PLB11005 will be redisplayed. Go back to step 12.
		“N”	<p>Screen PLB13000 will be displayed, and system-display the:</p> <ul style="list-style-type: none"> • seal number • mortgaged quantity • loan quantity • loan rate • total loan amount. <p>Go to step 14.</p>
14	<p>On Screen PLB13000, PRESS:</p> <ul style="list-style-type: none"> • “Cmd3” to go back to make changes • “Cmd7” to end the job when applicable • “Enter” to continue. 	<p>If “Enter” was pressed, Screen PLB13500 will be displayed and system-display the:</p> <ul style="list-style-type: none"> • total loan amount • system-calculated service fee. 	

Continued on the next page

Notice PS-385

5 Processing Nonrecourse Honey Loans in APSS (Continued)

B
APSS Honey
Loan Procedure
(Continued)

Step	Action		Result
15	On Screen PLB13500: <ul style="list-style-type: none"> enter revised service fee amount if applicable PRESS "Enter" to continue. 		Screen PLB13505 will be displayed and show: <ul style="list-style-type: none"> gross loan amount total loan amount system-calculated service fee.
16	On Screen PLB13505, PRESS "Enter" to continue.		Screen PLB13510 will be displayed and show: <ul style="list-style-type: none"> mortgaged quantity loan quantity loan amount disbursement amount.
17	On Screen PLB13510, PRESS "Enter" to continue.		Menu PLA005 will be displayed with option: <ul style="list-style-type: none"> "1" to print documents and disburse check "2" to print documents and save information "4" to end processing and save all information "5" to end processing and delete all information. <p>Note: Option "3" does not apply to honey.</p>
18	On Menu PLA005, select options according to the following :		
	IF...	THEN select....	
	loan will be disbursed on the current work day	option "1".	
	loan will not be disbursed on the current workday, and loan documents are needed	option "2".	
	loan will not be disbursed on the current workday and the loan documents are not needed	option "4".	
loan will never be disbursed	option "5".	Menu PCA005 will be redisplayed. Return to step 1. All information will be deleted.	

Continued on the next page

Notice PS-385

5 Processing Nonrecourse Honey Loans in APSS (Continued)

**B
APSS Honey
Loan Procedure
(Continued)**

Step	Action	Result
19	On Screen PLA13005: <ul style="list-style-type: none"> • enter date of: <ul style="list-style-type: none"> • UCC-1 filing • lien search • loan approval • ENTER “Y” to the question, “Do you wish to complete this process ? (Y or N)” • PRESS “Enter”. 	<ul style="list-style-type: none"> • CCC-677 will be printed • Accounting - Checkwriting procedure begins • Menu PCA005 will be redisplayed. Return to step 1. <p>Note: See 1-FI for Accounting - Checkwriting procedure.</p>
20	On Screen PLA13005: <ul style="list-style-type: none"> • ENTER “Y” to the question, “Do you wish to complete this process?” • PRESS “Enter”. 	<ul style="list-style-type: none"> • CCC-677 will be printed • Menu PCA005 will be redisplayed. Return to step 1.

6 Processing Nonrecourse Honey Loan Repayments and Settlements

**A
APSS
Market Loan
Repayment
Procedure**

County Offices shall process nonrecourse honey market loan repayments according to:

- Notice LP-1769, subparagraph 5 B
 - market loan repayment guidelines in 12-PS, Part 9.
-

**B
APSS
Settlements
Procedure**

County Offices shall process nonrecourse honey loan settlements according to settlement guidelines in 12-PS, Part 11.

Notice PS-385

7 Processing Honey LDP's in APSS

A

Ensure Loan Rate On File

Verify that the nonrecourse **loan** rate has been correctly entered into the computer according to subparagraph 2 A.

B

APSS Honey LDP Procedure

Process honey LDP's according to the following table.

Important: Date LDP is approved by CCC **must** be on or before date of LDP issuance. Ensure that funds are not issued by CCC-184 or electronic funds transfer until LDP is approved for payment.

Step	Action	Result	
1	On Menu PCA005, ENTER "13", and PRESS "Enter".	Screen PCA11020 will be displayed.	
2	On Screen PCA11020: <ul style="list-style-type: none"> • enter either the producer's last name or the producer's ID and type • enter the crop year • ENTER "N" for the loan number • PRESS "Enter". 	IF...	THEN go to...
		<ul style="list-style-type: none"> • Screen PCA12020 is displayed • Screen MACR04-01 is displayed 	<ul style="list-style-type: none"> • step 4. • step 3.
3	On Screen MACR04-01, enter the number for the desired producer, and PRESS "Enter".	Screen PCA12020 will be displayed.	
4	On Screen PCA12020: <ul style="list-style-type: none"> • ENTER "Y" or "N", as applicable, to the following questions: <ul style="list-style-type: none"> • "Is this the correct producer?" • "Is this the re-entry of a corrected LDP?" • PRESS "Enter". 	IF the producer is...	THEN...
		correct and this is not a re-entry of a corrected LDP	Menu PGA000 will be displayed. Go to step 6.
		not correct	Screen PCA11020 will be redisplayed. Return to step 2.
		correct, but this is a re-entry of a corrected LDP	Screen PCA12020 will be redisplayed. Go to step 5.

Continued on the next page

Notice PS-385

7 Processing Honey LDP's in APSS (Continued)

B
APSS Honey
LDP Procedure
(Continued)

Step	Action	Result
5	On Screen PCA12020: <ul style="list-style-type: none"> • enter crop year and LDP number of the original LDP • PRESS "Enter". 	Menu PGA000 will be displayed.
6	On Menu PGA000 select option "1" and PRESS "Enter". <p>Note: Although honey can be stored on or off the farm according to Notice LP-1769, all honey LDP's shall be processed as "Farm Stored Regular Certified".</p>	Screen PGA10000 will be displayed.
7	On Screen PGA10000: <ul style="list-style-type: none"> • ENTER: <ul style="list-style-type: none"> • "HONY" in the commodity field • in the class field: <ul style="list-style-type: none"> • "T" for table honey • "N" for nontable honey • "00" in the crop year field • answer the question, "Does this LDP have multiple producers?" (Y or N) • PRESS "Enter". 	Screen PGA10010 will be displayed.

Continued on the next page

7 Processing Honey LDP's in APSS (Continued)

B
APSS Honey
LDP Procedure
(Continued)

Step	Action	Result	
8	On Screen PGA10010: <ul style="list-style-type: none"> • enter: <ul style="list-style-type: none"> • CCC-determined value (nn.nnnn) • LDP approval date (MMDDYY) • LDP percentage (nnn) • PRESS "Enter". 	Screen PGA10550 will be displayed.	
9	On Screen PGA10550: <ul style="list-style-type: none"> • make free form entry of the location where the honey is stored • PRESS "Enter". 	IF LDP is...	THEN...
		a joint LDP	Screen PGA12000 will be displayed. Go to step 10.
		not a joint LDP	Screen PGA13000 will be displayed. Go to step 12.

Continued on the next page

7 Processing Honey LDP's in APSS (Continued)

B
APSS Honey
LDP Procedure
(Continued)

Step	Action		Result	
10	On Screen PGA12000 enter data according to the following table.		IF...	THEN go to...
	Field	Entry	<ul style="list-style-type: none"> • Screen MACR04-01 is displayed 	<ul style="list-style-type: none"> • step 11.
	Last Name	Enter last name of producer who will share in the LDP that was not entered previously, including producer entered in step 2.		
	ID Number	Enter applicable producer ID, if known.	<ul style="list-style-type: none"> • Screen PGA13000 is displayed 	<ul style="list-style-type: none"> • step 12.
	Contact Point for Mailing	ENTER "Y" or "N". If the producer whose name was entered in step 2 will be the contact producer, ENTER "N" for all producers entered during this step. Note: Only 1 producer can be designated as the contact producer.		
<ul style="list-style-type: none"> • ENTER "Y" or "N" to the question, "Are there additional producers?" • PRESS "Enter". 				
11	On Screen MACR04-01:		IF there are...	THEN...
	<ul style="list-style-type: none"> • confirm the producer selected by entering the number of the desired producer 		additional producers	Screen PGA12000 will be redisplayed. Return to step 10.
	<ul style="list-style-type: none"> • PRESS "Enter". 		no additional producers	Screen PGA13000 will be displayed. Go to step 12.

Continued on the next page

7 Processing Honey LDP's in APSS (Continued)

B
APSS Honey
LDP Procedure
(Continued)

Step	Action	Result
12	<p>On Screen PGA13000:</p> <ul style="list-style-type: none"> • enter in the applicable field the: <ul style="list-style-type: none"> • lot number • floral source (alpha-code) • estimated quantity (pounds) • number of containers (numeric) • size of the containers (gallons) <p>Note: "Help" is available. A new system-validation limits "estimated quantity" to result of "size of containers" X 18 pounds X "number of containers."</p> <ul style="list-style-type: none"> • answer the question about additional lots • PRESS "Enter". 	<p>If the answer was:</p> <ul style="list-style-type: none"> • "Y", Screen PGA13000 will be redisplayed and allow for data entries for additional lots • "N", Screen PGA14000 will be displayed, in sequence for each lot when applicable, and system-display the: <ul style="list-style-type: none"> • lot number • total quantity • LDP quantity • system-calculated LDP rate • LDP amount.
13	<p>On Screen PGA14000, PRESS:</p> <ul style="list-style-type: none"> • "Cmd3" to go back to make changes • "Cmd7" to end the job when applicable • "Enter" to continue. 	<p>If "Enter" was pressed, Screen PGA15005 will be displayed, and system-display LDP payment summary as system-calculated:</p> <ul style="list-style-type: none"> • initial LDP quantity • LDP amount • denied market gain, as applicable • net LDP amount.
14	<p>On Screen PGA15005 users:</p> <ul style="list-style-type: none"> • can PRESS: <ul style="list-style-type: none"> • "Cmd3" to go back to make changes • "Cmd7" to end the job when applicable • are asked "Do you wish to print a TSR Report?" (Y or N) • can PRESS "Enter" to continue. 	<p>The TSR Report will be printed if the answer was "Y". After "Enter" has been pressed, Screen PGA17005 will be displayed.</p>

Continued on the next page

7 Processing Honey LDP's in APSS (Continued)

B
APSS Honey
LDP Procedure
(Continued)

Step	Action	Result
15	On Screen PGA17005: <ul style="list-style-type: none"> • ENTER "Y" to the question, "Do you wish to complete this process?" (Y or N). • PRESS "Enter". 	<ul style="list-style-type: none"> • CCC-700 will be printed • Accounting - Checkwriting begins • Menu PGA000 is redisplayed. Return to step 1. <p>Note: See 1-FI for Accounting - Checkwriting procedure.</p>

8 Corrections

A
APSS
Corrections
Procedure

County Offices shall process nonrecourse honey loan and LDP transaction corrections according to guidelines in 12-PS, Part 17.
