

For: State and County Offices

Instructions for Processing Apple Market Loss Assistance Program (AMLAP) Applications in APSS Using Software Provided in County Release No. 456

Approved by: Acting Deputy Administrator, Farm Programs



1 Overview

A

Background

The Agriculture, Rural Development, Food and Drug Administration, and Related Agencies Appropriations Act for FY 2001, Section 811 authorized \$100 million of Commodity Credit Corporation funds to be paid to apple producers.

B

Purpose

This notice provides County Offices with APSS instructions for:

- recording and storing AMLAP applications
- modifying stored AMLAP applications before upload to KC-ITSDO
- deleting AMLAP applications before upload to KC-ITSDO
- printing AMLAP application summary reports at the County Office level.

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

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2 Basic Information

A

Application Form

AMLAP application form CCC-891 is available to the general public electronically from the PSD website at <http://www.fsa.usda.gov/dafp/psd/>. From the PSD Home Page, select “Forms” to access CCC-891.

B

Basic Facts

AMLAP:

- program year is “01” and program code is “01AMLAP”
 - total program payments are limited to **\$99,780,000**, \$100 million appropriation reduced by .22 percent rescission according to Pub. L. 106-554, Section 1403
 - total funds available for program payments after adjustment for reserve is **\$95,000,000**
 - application data shall be recorded in APSS by County Offices, then uploaded to the KC-ITSDO-based mainframe for payment rate calculation
 - allows for recording apple production for either **1998** or **1999**
 - production shall be recorded in **whole** pounds and will be system-limited to **1,600,000** pounds per operation for the reported year
 - payment calculations are based on production limited to the first **1,600,000 pounds** for the reported year
 - **per pound payment rate** will be determined by dividing the total available funds (\$95,000,000) by the total eligible pounds, as limited, that were recorded by County Offices nationwide
 - payments are **not** subject to assignment without a waiver, or setoff.
-

C

Program Codes

AMLAP for disbursements, collections, and assignments when applicable are, as applicable:

- “98AMLAP”
 - “99AMLAP”.
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2 Basic Information (Continued)

D

Apple Operation

An apple operation is any individual, group of individuals, partnership, corporation, estate, trust association, cooperative, or other business enterprise or other legal entity that is, or whose members are, a citizen of, or legal resident alien or aliens in the United States.

D

Automated Process

AMLAP application data:

- can be entered, modified, or deleted in APSS by County Offices, and shall be “system-stored” at the County Office level until triggered for upload
- will be uploaded to KC-ITSDO by a trigger mechanism that will be broadcast to County Offices as determined by PSD and KC-ITSDO
- **cannot** be entered, modified, or deleted after data is uploaded to KC-ITSDO, except as provided below.

After nationwide AMLAP data has been uploaded to KC-ITSDO, an unannounced period of time will be allowed for KC-ITSDO to receive:

- failed transmissions
 - KC-ITSDO performed unanticipated file corrections
 - PSD authorized late data entries or deletions.
-

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3 Getting Started with AMLAP Processing

A

Accessing
AMLAP

Follow this table to access the AMLAP Processing Menu PDA000.

Step	Action	Result
1	On Application Selection Menu FAX07001: <ul style="list-style-type: none">• ENTER "13", "Price Support"• PRESS "Enter".	Price Support Main Menu PCA005 will be displayed.
2	On Menu PCA005: <ul style="list-style-type: none">• ENTER "10", "Perform Special Functions"• PRESS "Enter".	Special Price Support Functions Processing Menu PCA000 will be displayed.
3	On Menu PCA000: <ul style="list-style-type: none">• ENTER "7", "Perform Apple Market Loss Assistance (AMLAP) Functions"• PRESS "Enter".	AMLAP Processing Menu PDA000 will be displayed.

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3 Getting Started With AMLAP Processing (Continued)

B

Menu PDA000

The following is an example of AMLAP Menu PDA000.

```
COMMAND                                PDA000
APPLE MARKETING LOSS ASSISTANCE PAYMENT - PROCESSING MENU
-----
  1. Entering and Storing AMLAP Application Data
  2. Delete a AMLAP Application Before Upload
* 3. Issuing AMLAP Payments
* 4. Canceling AMLAP Payables
* 5. Recording AMLAP Overpayments/Underpayments
  6. Print Stored AMLAP Application Summary
* 7. Print Stored AMLAP Payment Statement Data
* 8. Issue Canceled/Failed AMLAP Payments
* 9. Flag Refused AMLAP Payments

21. Return to Application Selection Menu
22. Return to Office Selection Menu
23. Return to Primary Selection Menu
24. Sign Off

Enter option and press the "Enter" key
Cmd3=Previous Menu
```

Installing County Release No. 456 activates option:

- "1" for entering AMLAP application data, see paragraph 4
- "2" for deleting an AMLAP application before upload, see paragraph 5
- "6" for printing an application summary, see paragraph 8.

Future software releases will activate other options on Menu PDA000.

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4 Processing AMLAP Applications and Payments

A

Producer Data

To enter application data on AMLAP Processing Menu PDA000, ENTER “1”, “Entering and Storing AMLAP Application Data”, and PRESS “Enter”. Screen PDA03500 will be displayed and allow the user to identify the contact producer whose data will be entered.

The following is an example of Screen PDA03500.

077-MARTINDALE	PDA03500
APPLE MARKET LOSS ASSISTANCE PAYMENT	Version: AA52 03-01-01 14:06 Term C5
Enter Contact Producer's Last Name APPLE or	
Contact Producer's ID (Numeric)	and (Optional) Type (S, I, E or T) . .
Program Year 2001	AMLAP Number New
Press "Enter" To Continue Cmd3=Previous Menu Cmd7=End of Job	

On Screen PDA03500:

- program year “2001” will be system-displayed and cannot be changed
- “AMLAP Number” field will default to “New” for initial application recordings, but also allow for a number entry according to paragraphs 5 and 6
- AMLAP number will be system-assigned and cannot be changed.

After completing entries on Screen PDA03500, PRESS “Enter” and Screen PDA03010 will be displayed.

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4 Processing AMLAP Applications and Payments (Continued)

B Producer Verification

The following is an example of Screen PDA03010 on which contact producer information will be system-displayed for verification.

077-MARTINDALE	
PDA03010	Version: AA52 03-01-01 14:06 Term C5
APPLE MARKET LOSS ASSISTANCE PAYMENT	
Contact Producer's Last Name APPLE	Producer's ID 222 22 2222 S
Program Year 2001	AMLAP Number NEW
Contact Producer's Name	(First Middle Last Suffix)
CID R APPLE	
Producer's Address	
RR 1 BOX 74 ORCHARD, ZZ 38950-9603	
Is this the correct producer? (Y or N) . .	
Cmd2=Return to ID Entry Screen Cmd3=Previous Menu Cmd7=End of Job	

After verifying producer information:

- PRESS "Enter"
- Screen PPDA01000 will be displayed.

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4 Processing AMLAP Applications and Payments (Continued)

C Multiple Producer Screen PDA01000

The following is an example of Screen PDA01000 that will system-display:

- program year that is hard-coded
- question, “Does this AMLAP Application have multiple producers?”.

SIGN-UP	077-MARTINDALE
PDA01000	
APPLE MARKET LOSS ASSISTANCE PAYMENT	Version: AA52 03-01-01 14:06 Term C5
CID R APPLE	PY 01 AMLAP # 1
Apple Market Loss Assistance Payment for program year 2001	
Does this AMLAP Application have multiple producers? (Y or N) . .	
Press “Enter” To Continue Cmd7=End of Job	

If the answer is:

- “N”, PRESS “Enter” and Screen PDA10000 will be displayed. Go to subparagraph F
- “Y”, PRESS “Enter”, and Screen PDA02000 will be displayed. Go to subparagraph D.

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4 Processing AMLAP Applications and Payments (Continued)

D
Multiple
Producers

The following is an example of Screen PDA02000 for recording multiple producers.

SIGN-UP	077-MARTINDALE
PDA02000	
APPLE MARKET LOSS ASSISTANCE PAYMENT	Version: AA52 03-01-01 14:06 Term C5
CID R APPLE	PY 01 AMLAP # 1
Enter the Last Name or ID Number for the producer who will share in the proceeds of this AMLAP .	
Last Name	
ID Number (Numeric)	
Are there additional producers? (Y or N) . .	
Press "Enter" To Continue Cmd3=Previous Screen Cmd7=End of Job	

After all multiple producer entries have been recorded on Screen PDA02000, PRESS "Enter" and Screen PDA02500 will be displayed.

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4 Processing AMLAP Applications and Payments (Continued)

E

Payment Shares and Refused Payments

The following is an example of Screen PDA02500 for:

- recording multiple producer shares
- flagging producers for refused payment.

SIGN-UP	077-MARTINDALE	
PDA02500		
APPLE MARKET LOSS ASSISTANCE PAYMENT	Version: AA52 10-0-00 14:06 Term C5	
<hr/>		
CID R APPLE	PY 01 AMLAP # 1	
Enter each producer's share in this AMLAP as a whole percentage. Total AMLAP Percent to be allocated: 100		
NAME	PERCENTAGE (%)	REFUSED PYMT
JACK MCINTOSH	50	N
CID R APPLE	50	N
Press "Enter" To Continue Cmd3=Previous Screen Cmd7=End of Job		

On Screen PDA02500:

- shares **must** be entered as a whole percentage and total 100 percent
- user can "flag" a producer for refused payment by changing the default flag from "N" to "Y"
- after completing entries PRESS "Enter" and Screen PDA10000 will be displayed.

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4 Processing AMLAP Applications and Payments (Continued)

F
Recording
Production

The following is an example of Screen PDA10000 for entering:

- the name of the apple operation from CCC-891
- apple production in whole pounds for either calendar year **1998** or **1999**.

After entering the **total** production in whole pounds, PRESS “Enter”. If the entered pounds exceeds 1,600,000 pounds, the system will limit the entered pounds to 1,600,000 pounds, and display the:

- resulting 1,600,000 pounds program year
- message, “Production has been limited to the maximum allowable quantity of 1,600,000 pounds”.

APSS will save and upload the application’s total production, but use only the “allowable” production when computing the national factored rate.

SIGN-UP	077-MARTINDALE
PDA10000	
APPLE MARKET LOSS ASSISTANCE PAYMENT	Version: AA52 03-01-01 14:06 Term C5
CID R APPLE	PY 01 AMLAP # 1
Enter Name of Producer from CCC-891: CID’S APPLE FARM	
Enter the Bushels for this AMLAP :	
<u>Calendar Year</u>	<u>Production in Whole Pounds</u>
1998	2,766,000 lbs 1,600,000 lbs
Press “Enter” To Continue Cmd3=Previous Screen Cmd7=End of Job	
Production has been limited to the max allowable quantity of 1,600,000 lbs.	

After entries and system-limited pounds have been completed and displayed on Screen PDA10000, PRESS “Enter” and Screen PDA10005 will be displayed.

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4 Processing AMLAP Applications and Payments (Continued)

G
Payment
Summary Screen

The following is an example of Screen PDA10005 that will display:

- AMLAP payment summary data, as shown
- the “hard-coded” statement, “Press ‘Enter’ to store data for upload to KCMO and to print AMLAP Application/Payment Statement”.

SIGN-UP	077-MARTINDALE		
	PDA10005		
APPLE MARKET LOSS ASSISTANCE PAYMENT	Version: AA52 03-01-01 14:06 Term	C5	
CID R APPLE	PY 01	AMLAP #	1
AMLAP Payment Summary			
<u>Year</u>	<u>Allowable Production</u>	<u>Payment Rate</u>	<u>Payment Amount</u>
1998	1,600,000 lbs	00.00	00.00
Press “Enter” to store data for upload to KCMO and to print AMLAP Application/Payment Statement.			
Press “Enter” To Continue Cmd3=Previous Screen Cmd7=End of Job			

On Screen PDA10005, PRESS “Enter” to:

- store allowable production data for later upload to KC-ITSDO
- print Application Payment Statement, see subparagraph H.

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4 Processing AMLAP Applications and Payments (Continued)

**H
Payment
Statement**

The following is an example of the AMLAP Application Payment Statement. Continuation sheets will be printed automatically at the selected printer until all producers' information has been printed.

U. S. DEPARTMENT OF AGRICULTURE Commodity Credit Corporation AMLAP Application/Payment Statement			
Name & Address of Contact	Program	St. & Co. Codes	
Cid R Apple RR 1 BOX 74 SOMETOWN, ZZ 33333-3333	AMLAP	68-888	
This AMLAP information will be uploaded to KCMO for payment rate calculation according to the information provided on form CCC-891 filed by the producer(s) shown below.			
Name of Apple Operation:	MAC's APP's		
AMLAP Number:	00001		
Program Year:	2001		
Transaction Date:	04/22/01		

<u>Year</u>	<u>Allowable Production</u>	<u>Payment Rate</u>	<u>Payment Amount</u>
2001	1,600,000	\$0.0000	\$ 00.00

PRODUCER	ID NUMBER	SHARE	AMLAP AMOUNT
CID R APPLE	222 22 2222	50 %	\$ 00.00
JACK MACINTOSH	777 77 7777	50 %	\$ 00.00

	DATE	NAME & ADDRESS OF COUNTY FSA OFFICE	
		Martindale County FSA Office	
		Box 66, RD # 1	
		Martindale, ZZ 99992-9987	

This program or activity will be conducted on a nondiscriminatory basis without regard to race, color, religion, national origin, age, sex, sexual orientation, marital status, or disability.			

When the payment process ends, AMLAP Processing Menu PDA000 will be redisplayed.

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5 Modifying AMLAP Application Data Before Upload to KC-ITSDO

A Modifying an Application in APSS Before Data Upload

To modify an AMLAP application that has already been recorded in APSS:

- access AMLAP processing Menu PDA000 according to paragraph 3
- select option “1”, “Entering and Storing AMLAP Application Data”, and PRESS “Enter”. Screen PDA03500 will be displayed.

On Screen PDA03500:

- enter “AMLAP Number” to be modified
- PRESS “Enter” and Screen PDA03010 will be displayed for contact producer verification.

After verifying contact producer information, PRESS “Enter” and Screen PDA01000 will be displayed. To modify AMLAP data, follow instructions in subparagraphs 4 C through H.

6 Deleting AMLAP Application Data Before Upload to KC-ITSDO

A Deleting Applications from APSS Before Data Upload

To **delete** an AMLAP application that has already been recorded in APSS:

- access AMLAP processing Menu PDA000 according to paragraph 3
- select option “2”, “Delete a AMLAP Application Before Upload”, and PRESS “Enter”. Screen PDA03500 will be displayed.

On Screen PDA03500:

- enter “AMLAP Number” to be **deleted**
- PRESS “Enter” and Screen PDA03010 will be displayed for **contact** producer verification.

After verifying the contact producer on Screen PDA03010, PRESS “Enter” and Screen PDA20000 will be displayed.

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6 Deleting AMLAP Application Data Before Upload to KCMO (Continued)

A
Deleting
Applications
from APSS
Before Data
Upload
(Continued)

The following is an example of Screen PDA20000 that will allow users to **delete** an entire stored DMLA application.

SIGN-UP	077-MARTINDALE		
PDA20000			
APPLE MARKET LOSS ASSISTANCE PAYMENT	Version: AA52 04-12-99 14:06 Term C5		
CID R APPLE	PY 01 AMLAP # 1		
Delete AMLAP Data			
Name of Apple Operation from CCC-891: MAC's APP's			
Sign-Up Transaction Date 04-12-2001			
Year	Allowable Production	Payment Rate	Payment Amount
1998	1,700,000 lbs	0.00	0.00
Press "Enter" to DELETE information associated with this AMLAP number.			
Cmd7=End of Job			

On Screen PDA20000, when the user:

- PRESSES "Enter" to **delete** a AMLAP application:
 - an informational screen will be displayed for 5 seconds informing the user that the selected application is being **deleted**
 - after the informational screen is displayed, AMLAP Menu PDA000 will be automatically redisplayed and allow for the next transaction
 - selects "Cmd7" to end the job, AMLAP Menu PDA000 will be automatically redisplayed and allow for the next transaction.
-

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7 Printing County AMLAP Summary Report for 2001 Payment Year

A

Printing Summary Report

To **print** a county AMLAP summary report before or after application data upload, on Menu PDA000, select option "6" and PRESS "Enter".

A screen will be displayed for the user to select the printer and number of copies.

Another screen will be displayed with the message that the report is being printed on the selected printer.

The **County AMLAP Summary Report for 2001 Payment Year** will be printed with:

- **detail** data, as applicable, for each AMLAP number printed under these headings:
 - AMLAP number
 - transaction (sign up) date
 - date of payment
 - program (AMLAP)
 - producer name (first contact producer, then all others)
 - producer percentage share
 - refused payments
 - production in pounds
 - payment rate, when available
 - total payment amount, when available

- **total** data, as applicable, for the County Office printed to the right of the categories:
 - number of AMLAP's
 - amount of allowable production.

After the report is printed, AMLAP processing Menu PDA000 will be automatically redisplayed for the next transaction.

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8 Data Upload to KC-ITSDO, Computing the Payment Rate and Rate Table Download

A

AMLAP Data Upload and Download

Future PS notices and Information Bulletins will provide information about and instructions for:

- **upload** of AMLAP application data from County Offices to the KC-ITSDO-based mainframe computer for calculation of the “factored” AMLAP payment rate
 - **download** of an AMLAP Payment Rate Table to County Offices to facilitate AMLAP payments
 - processing batch AMLAP payments at the County Office level.
-