

For: State and County Offices

**Helpful Hints for Successfully Processing  
Extended Milk Income Loss Contract Program (eMILC-X) Payments**

Approved by: Acting Deputy Administrator, Farm Programs



**1 Overview**

**A Background**

Internet-based software for eMILC-X will be released in early April to facilitate processing the several months of payments that are now due to eligible dairy operation payees.

Notice LD-565 provided information about MILC-X signup.

Notice PS-513 provided instructions for using eMILC-X payment software.

eMILC-X payments will be processed through the National Payments Service (NPS). See applicable FI notices for information about NPS.

**Important:** eMILC-X software shall **not** be used until the Federal Regulation for the program is published **and** a notice is issued authorizing software use.

**B Purpose**

This notice:

- provides general information about eMILC-X payment processing capabilities that will be provided in the initial eMILC-X software release, see paragraph 2
- provides general information about eligibility applicable to eMILC-X, see paragraph 3
- reminds eMILC-X software users to make applicable updates to web-based subsidiary files **before** processing eMILC-X payments, see paragraph 4
- provides guidance for dealing with eMILC-X applicant payments, specifically those that would create a “0 payment” on the program side, **before** County Offices send eMILC-X data to NPS for payment processing, see paragraph 5.

<b>Disposal Date</b>	<b>Distribution</b>
March 1, 2007	State Offices; State Offices relay to County Offices

## Notice PS-551

### 2 General Information About the Initial eMILC-X Software Release

#### A Initial Payment Processing Capabilities

The initial eMILC-X software release will allow County Offices to enter contract and production data and to process payments, but it will **not** provide for processing corrections. Software for payment corrections will be provided at a future date in a separate release.

eMILC-X payment software will interface with web-based subsidiary files to determine whether applicants are eligible for program benefits **before** it is sent to NPS. If a payee is ineligible, payments processing will display a message telling the user why the payee is ineligible. See paragraph 4.

**Note:** Until eMILC-X corrections software is available there will be no “cancel” function for a payment **after** it has been “certified” **and** “signed” in NPS (meaning paid to the payee). However, it will be possible to “cancel” an “unsigned” payment.

#### B County Office Actions

For eMILC-X contracts that involve individuals, and for those that involve more than 1 payee, County Offices should verify that **all** payees have a valid payment in NPS **before** any individual, or any one of the group, is “certified” and “signed”. If any member of a group is incorrectly flagged as ineligible for their portion of the payment and the County Office “certifies” and “signs” the available payments, the ineligible producer(s) will not be able to be paid until corrections software is released at a future date.

If a payee on a contract has either inaccurate eligibility information, **or** a member of a joint venture or general partnership is missing a legacy link to the county making the payment, the entire payment for that month must be cancelled to make the corrections at this time. That means that payments to **all** payees on that contract, for that month, must be cancelled, including those who would otherwise be processed successfully. See paragraph 5.

At the request of software testers from the field, a new “FSA Applications” link has been added to the banner just below the “cows” on MILC-X screens that allows users to open a new browser to access FSA Applications, such as, SCIMS, Subsidiary, NPS, etc. See the screen example displayed in subparagraph 5 A. This link provides quick access to sites when users are attempting to correct an error or problem in MILC-X.

After applicable changes have been made by the County Office, the payment should be resubmitted to NPS for payment processing.

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### 3 General Information About Eligibility Applicable to eMILC-X

#### A Eligibility

To be eligible for eMILC-X, producers must meet eligibility requirements for:

- AD-1026
- conservation compliance
- controlled substance.

Web-based subsidiary files are checked **before** an eMILC-X payment can be made.

### 4 Web-based Subsidiary Files

#### A Updating

County Offices shall insure that the web-based eligibility system is updated properly to reflect the determinations and certifications that are applicable for producers. Values **shall not** be updated to issue the payment unless the producer has filed the required documentation and the applicable determinations have been completed. See 3-PL.

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### 5 Helpful Hints for Processing eMILC-X Payments

#### A Issuing a Monthly Payment

**Important:** Also see Notice PS-546, paragraph 6 on this subject.

This is an example of an eMILC-X “Monthly Payment Request Summary” screen that will be displayed on the program-side before the payment is submitted. In this example there are 2 producers (payees) on the “Flynn Dairy” operation:

- “Basque Degolondrinas” who has a 30.00% share equal to \$30.60
- “Kenneth Flynn” who has a 70.00% share equal to \$71.40.

Dairy Operation Name - Contract Number		Dairy Total Payment	
Sel	Contract Period	Producer's Name	Producer Payment
	2006, December		\$102.00
<input checked="" type="checkbox"/>	BASQUE DEGOLONDRINAS	30.00 %	\$30.60
	KENNETH FLYNN	70.00 %	\$71.40

When the user clicks “Submit”, applicable payment data is sent to NPS, and either:

- a success message will be displayed if payment request is successfully submitted to NPS
- the message screen shown in subparagraph B will be displayed and indicate why a payment was not sent to NPS.

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### 5 Helpful Hints for Processing Making eMILC-X Payments (Continued)

#### B Monthly Payment Messages

This is an example of a message screen that will be displayed when one or more payees on a contract are ineligible and explain why the payment has been “Recorded to \$0”. For a partial listing of problem messages that may be displayed see subparagraph C.



The screenshot shows the USDA-FSA Price Support SFG eMILC-X MILC-X Home web application. The page header includes the USDA logo and the text "MILC-X Milk Income Loss Contract Program Extension (MILC-X)". The page is titled "United States Department of Agriculture Farm Service Agency Milk Income Loss Contract Program Extension (MILC-X) MILC-X Home". The page is for Louisiana, Tangipahoa County. A table displays payment messages for two dairy producers:

Dairy Name - Ctr No. & Processed Date	Producer	Contract Period	Period Payment Amt	Monthly Payment Message
Flynn Dairy -96 Thu Mar 30 13:15:23 CST 2006	BASQUE DEGOLONDRINAS	2006, December	\$30.60	Successfully processed the monthly payment of \$30.60.
Flynn Dairy -96 Thu Mar 30 13:15:23 CST 2006	KENNETH FLYNN	2006, December	\$71.40	Recorded the \$0 payment AD-1026-->Certification-->Not Filed

This screen informs the user that after the eMILC-X payment process has “checked” the web-based subsidiary files:

- “Basque Degolondrin” payment (\$30.60) was successfully passed to NPS
- “Kenneth Flynn” payment was “Recorded the \$0 payment” and **not** sent to NPS.

To correct this condition before corrections software is released, County Office should:

- **not** “certify” and “sign” the successful payment (Degolondrin) in NPS
- **cancel** entire payment (payments to both payees); see Notice PS-546, subparagraph 6 B
- update subsidiary files as applicable for 1 payee (Kenneth Flynn)
- resubmit payment to NPS after subsidiary files have been successfully updated.

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### 5 Helpful Hints for Processing Making eMILC-X Payments (Continued)

#### C Problem Messages

This is a partial listing of messages that may be displayed in the “Monthly Payment Message” column on the screen shown in subparagraph B, or for component members of an entity when a payment summary screen is displayed for that entity:

- “Successfully processed the monthly payment of \$xx.xx”
- “Recorded the \$0 payment - AD-1026 certification not filed”
- “Recorded the \$0 payment - AD-1026 date AD-1026 filed missing”
- “Recorded the \$0 payment - Controlled Substance Notification of Determination Growing”
- “Recorded the \$0 payment - Conservation Compliance Farm/Tract Eligibility Past Violation”
- “Recorded the \$0 payment - Conservation Compliance Planted Converted Wetland”
- “Unpaid Amount: \$xx.xx - Producer does not have legacy link to current Service Center”.

#### D More on Canceling \$0 Payments

During the monthly eMILC-X payment process County Offices may encounter some of the following situations.

- One or more individuals on contract receive an unsuccessful payment error message, but other producers on the contract receive a successful payment message. For example, 4 individual dairy producers may have a share in a MILC-X contract, and during payment processing, 3 producers’ payments are successful, but the fourth producer’s payment is unsuccessful. County Offices should screen print the message page, and then immediately cancel the entire payment in the eMILC software according to Notice PS-546, paragraph 6. This will prevent all payments from being “certified” and “signed” in NPS. If the County Office “certifies” and “signs” the 3 successful payments in NPS, then there will be no way to pay the fourth producer until after payment correction software is released. By canceling all the payments immediately, users will be able to resolve the unsuccessful payment message and reissue the monthly payment correctly so all producers are paid.
- All producers on a contract receive unsuccessful payment error messages. In this case no payment request is sent to NPS. County Office should screen print the message page, and then immediately cancel the \$0 payment according to Notice PS-546, paragraph 6. After applicable actions are taken, such as but not limited to updating the web-based subsidiary files, the monthly eMILC-X payment process for the contract can be attempted again.