

For: State and County Offices

**Correcting Extended Milk Income Loss Contract (MILC-X)  
Payments Through MILC-X Software**

Approved by: Deputy Administrator, Farm Programs



**1 Overview**

**A Background**

Notice PS-546 provided instructions to State and County Offices for processing MILC-X applications and payments using MILC-X software.

Payment correction was not available with the earlier release of MILC-X software.

**B Purpose**

This notice:

- provides instructions for processing MILC-X payment corrections
- obsoletes Notice PS-594.

MILC-X software has been enhanced to allow County Offices to access the MILC-X application to make corrections to payments that may result in either of the following:

- an underpayment that will create an additional payment
- an overpayment that will create a receivable.

MILC-X contract payments that:

- are corrected **after** they have been signed in the National Payment Service (NPS) may result in either of the following:
  - an underpayment that will be passed to NPS for an additional payment
  - an overpayment that will be passed to NPS, creating a receivable for the amount due

<b>Disposal Date</b>	<b>Distribution</b>
March 1, 2008	State Offices; State Offices relay to County Offices

## Notice PS-595

### 1 Overview (Continued)

#### B Purpose (Continued)

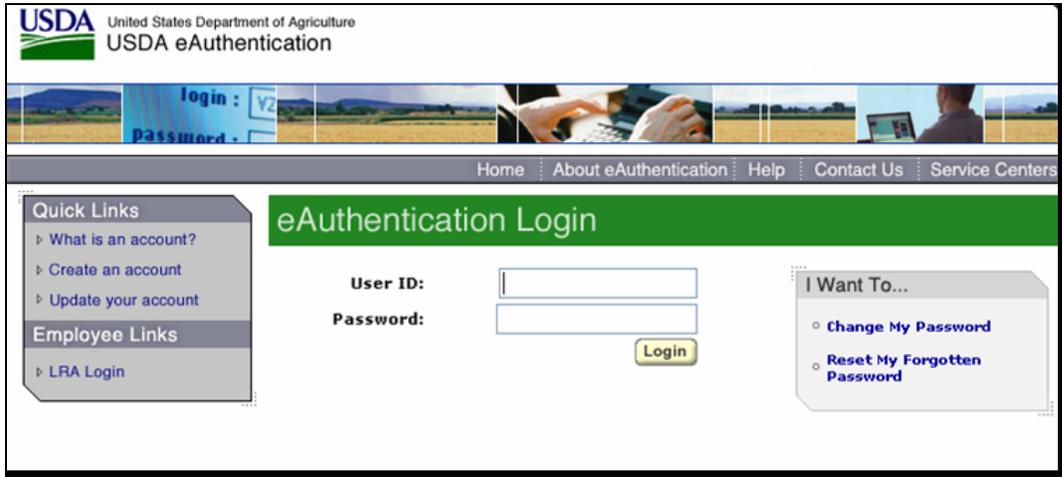
- have **not** been signed in NPS will result in the:
  - original payment being canceled
  - corrected payment request being sent to NPS for certification and signing.

**Note:** After a correction has been completed, **do not** attempt to correct that which has been corrected until further notice.

### 2 Getting Started

#### A Accessing MILC-X Application

This table provides County Offices the steps to access MILC-X.

Step	Action
1	Go to FSA’s Intranet Home Page at <a href="http://intranet.fsa.usda.gov/fsa">http://intranet.fsa.usda.gov/fsa</a> .
2	On left navigation bar, CLICK “FSA Applications” link.
3	Under Price Support, CLICK “Milk Income Loss Contract Program Extension”.
4	eAuthentication Warning Screen will be displayed, CLICK “Continue”.
5	eAuthentication Login Screen will be displayed. Enter user ID and password and CLICK “Login”.
	<p><b>Note:</b> See 6-IRM, Exhibits 16.5 through 16.8 for eAuthentication guidelines.</p> 
6	MILC-X Select County Page will be displayed.

## Notice PS-595

### 2 Getting Started (Continued)

#### B Select County Screen

The MILC-X Select County Screen displays all counties serviced by the FSA Service Center. Users click the radio button next to the appropriate County Office and CLICK “Submit”. The MILC-X Home Page will be displayed.

United States Department of Agriculture  
Farm Service Agency  
Milk Income Loss Contract Program Extension (MILC-X)  
Select County

Sel	County	State
EL PASO SERVICE CENTER EL PASO-HUDSPETH-CULBERSON COUNTY FARM SERVICE AGENCY SERVICE CENTER OFFICE		
<input type="radio"/>	Culberson	Texas
<input type="radio"/>	El Paso	Texas
<input type="radio"/>	Hudspeth	Texas

Submit Help

**Notes:** Always use the software screen’s “Back” button to return to a previous page. Do not use the browser’s “Back” button.

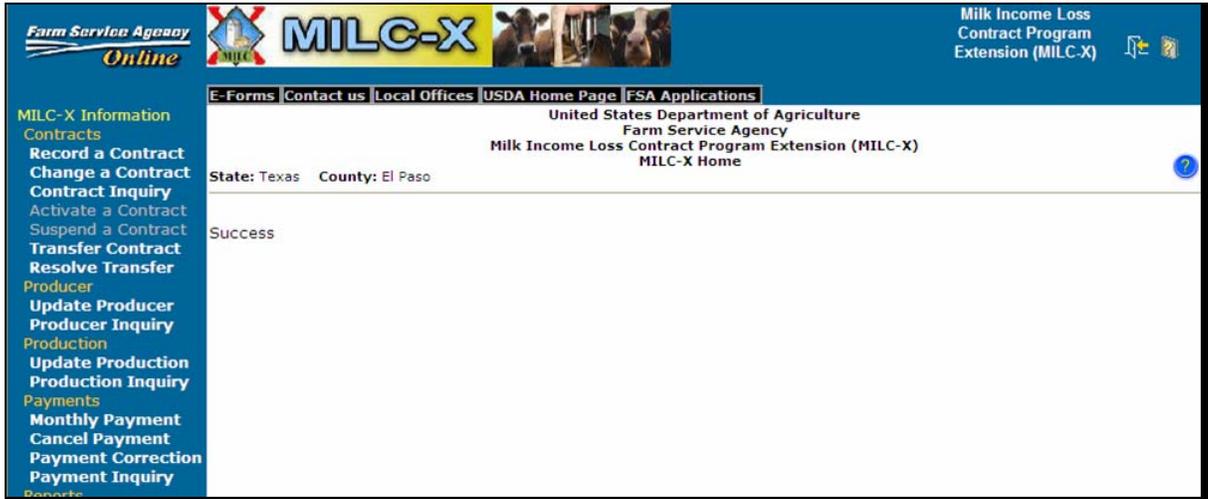
Click the  button on top of each screen for help information on:

- the description of the page
- how to use the page
- users of the page
- frequently asked questions.

2 Getting Started (Continued)

C MILC-X Home Page

The MILC-X Home Page allows access to the Payment Correction options. This is an example of the MILC-X Home Page.



After successful county selection, the message, “Success” will be displayed.

To process a payment correction, under Payments, CLICK “**Payment Correction**” to display the Payment Correction - Contract Selection Page.

### 3 Payment Correction

#### A Contract Selection Page

All MILC-X contracts with payment requested for the selected county will be displayed.

The screenshot shows the MILC-X Payment Correction - Contract Selection screen. The header includes the Farm Service Agency Online logo and the MILC-X title. The main content area displays the following information:

State: Texas County: El Paso  
Select Fiscal Year:  2006  2007

Sel	Contract Number	Dairy Operation Name
<input checked="" type="radio"/>	22	J and J Productions

At the bottom right, there are 'Next' and 'Cancel' buttons.

On the MILC-X Payment Correction - Contract Selection Screen, select the following information:

- FY of the contract payment month
- contract to be corrected.

After selection has been made, CLICK “Next”. The MILC-X Payment Correction - Contract Edit Page will be displayed.

3 Payment Correction (Correction)

B Contract Editing Page

On the Contract Edit Page, the following information will be displayed:

- “Contract Number”
- “Dairy Operation Name”
- “Fiscal Year”
- “Contract From Date”
- “Payment Start Month”.

Users can edit the following information:

- “Contract From Date”
- “Payment Start Month”.

**Note:** In Payment Corrections, all months are available to be selected for the Payment Start Month, except months previous to the Contract From Date. Follow policy for selecting the Payment Start Month according to Notices LD-565, LD-570, and LD-574.

It is **not** necessary to make changes on this page to progress to the Payment Edit Page. CLICK “Next” to continue, if no changes are needed. If changes are needed, make the changes and CLICK “Next”. The MILC-X Payment Correction- Edit Page will be displayed.

Farm Service Agency Online MILC-X Milk Income Loss Contract Program Extension (MILC-X)

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United States Department of Agriculture  
Farm Service Agency  
Milk Income Loss Contract Program Extension (MILC-X)  
Payment Correction - Contract Edit

State: Texas County: El Paso

Contract Number: 22  
Dairy Operation Name: J and J Productions  
Contract From Date: 03-15-2006  
Fiscal Year: 2006  
Payment Start Month: DECEMBER

Select Month  
OCTOBER  
NOVEMBER  
DECEMBER  
JANUARY  
FEBRUARY  
MARCH  
APRIL  
MAY  
JUNE  
JULY  
AUGUST  
SEPTEMBER

Next Back Cancel

Notice PS-595

3 Payment Correction (Continued)

C Edit Page

This is an example of the MILC-X Payment Correction - Edit Page that displays all contract periods for the selected FY for the dairy operation in which payment was requested.

**Milk Income Loss Contract Program Extension (MILC-X)  
Payment Correction - Edit**

State: Texas County: El Paso

**Contract Number: 22 Dairy Operation Name: J and J Productions**  
**Contract From Date: 03-15-2006**  
**Payment Start Month: DECEMBER Fiscal Year: 2006**

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**Contract Period: FEBRUARY Amount: 10.54**  
**Recorded Pounds: 10000 Date Received: 09-26-2006**  
**Recheck Eligibility:  Correction Effective Date:**   
[Add Producer](#)

Producer Information						
Delete	Producer's Name Producer ID Number	Type	Pay	Payable ID	Share	Original Amount
<input type="checkbox"/>	SALVADOR RIVAS 585-00-XXXX	S	<input checked="" type="radio"/> Y <input type="radio"/> N	7024979	100.00	10.54

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**Contract Period: JANUARY Amount: 451.11**  
**Recorded Pounds: 428000 Date Received: 09-25-2005**  
**Recheck Eligibility:  Correction Effective Date:**   
[Add Producer](#)

Producer Information						
Delete	Producer's Name Producer ID Number	Type	Pay	Payable ID	Share	Original Amount
<input type="checkbox"/>	SALVADOR RIVAS 585-00-XXXX	S	<input checked="" type="radio"/> Y <input type="radio"/> N	7024958	100.00	451.11

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**Contract Period: DECEMBER Amount: 122.60**  
**Recorded Pounds: 300500 Date Received: 03-15-2006**

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### 3 Payment Correction (Continued)

#### C Edit Page (Continued)

On the MILC-X Payment Correction - Edit Page, users can edit the following information as applicable:

- recorded pounds
- date production evidence was received
- recheck eligibility

**Note:** Recheck eligibility only when:

- a payment is made to the producer for a contract month in which no payment had previously being disbursed
- producer was ineligible at a previous attempt to disburse payment.
- correction effective date

**Note:** Users enter the date the corrections for this contract period is to be effective, according to this table.

<b>IF the event that caused the change occurred...</b>	<b>THEN in the “Correction Effective Date” block, enter the date the...</b>
on or before the date the production evidence was received	production evidence was received.
after the production evidence was received	event actually occurred.  <b>Note:</b> CLICK “Help” for additional information and example.

- add producer

**Note:** To add a producer to a contract period, CLICK “Add Producer” link.

- producer information.

**Note:** Producer information that can be edited is as follows:

- delete will delete everything for this producer associated for this contract month
- pay
- shares (must total 100 percent).

After all entries have been completed, CLICK “Next”. The MILC-X Payment Correction - Summary Page will be displayed.

## Notice PS-595

### 3 Payment Correction (Continued)

#### D Summary Page

This is an example of the MILC-X Payment Correction - Summary Page that summarizes all the changes made on the MILC-X Payment Correction - Edit Page.

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**Milk Income Loss Contract Program Extension (MILC-X)**

United States Department of Agriculture  
 Farm Service Agency  
 Milk Income Loss Contract Program Extension (MILC-X)  
 Payment Correction - Summary

State: Texas    County: El Paso

Chg	SALVADOR RIVAS 585-XXXX	S	Y	100.00	Y	10.54	10.54	0.00
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Contract Period: JANUARY	Amount: 451.11
Recorded Pounds: 428000	Date Received: 09-25-2006
Correction Effective Date: 09-25-2006	

This Contract Period has been selected to recheck eligibility.

**Producer Information:**

Del/Chg	Producer's Name Tax ID	Type	Accept	Share	Eligible (Y/N/P/R)	Original Amount	New Amount	Difference
Chg	SALVADOR RIVAS 585-00-XXXX	S	Y	75.00	Y	451.11	338.33	-112.78
Chg	ADA LEE SIMONSON 4530XXXX	S	Y	25.00	N	0	0	0.00

**Notes:** On the MILC-X Payment Correction - Summary Page, CLICK:

- **“Submit”**, to accept the changes (the MILC-X Home Page will be displayed)
- **“Back”**, to return to the MILC-X Payment Correction - Edit Page.

A negative amount in the Difference column indicates that a receivable will be created for the amount shown; the producer was overpaid.

A positive amount in the Difference column is the additional payment that will be made to the dairy operation; the producer was underpaid.

If user clicks “Submit”, the MILC-X Home Page will be displayed with payment information for the edited contract.

United States Department of Agriculture  
 Farm Service Agency  
 Milk Income Loss Contract Program Extension (MILC-X)  
 MILC-X Home

State: Texas    County: El Paso

Contract #22
 

- Not paying ADA LEE SIMONSON (453-00-XXXX) the amount of \$112.78 - AD-1026-->Certification-->Not Filed
- Payment cancelled for 585-00-XXXX in the amount of \$451.11, Cancel ID #70246
- Payment processed for SALVADOR RIVAS (585-00-XXXX) in the amount of \$338.33, Payable ID #7040546.
- Payment cancelled for 585-00-XXXX in the amount of \$10.54, Cancel ID #70246
- Payment processed for SALVADOR RIVAS (585-00-XXXX) in the amount of \$451.11, Payable ID #7040547.

**MILC-X Payment Correction Messages**

The following messages may be displayed during MILC-X payment corrections.

Message	Reason	Recommendation
<b>NPS Messages</b>		
<p>“The payment is not in awaiting processing status.”</p>	<p>This occurs when the user issues a payment and immediately proceeds to cancel the payment.</p>	<p>Allow time before canceling or correcting a payment request; this is a timing issue.</p> <p>If the problem continues, call the National Help Desk and provide the error message.</p>
<p>“Cause for “intervention.”</p>	<p>Occurs when overpayment is sent to NPS and error was received.</p>	<p>Contact the National Help Desk for assistance providing the following information:</p> <ul style="list-style-type: none"> <li>• the error message</li> <li>• State, County, and contract number</li> <li>• payable ID and amount in question.</li> </ul>
<p>“Error: Error generating monthly payment: Connection to NPS timed out.  Partial payment(s) may have been made - please verify using Payment Inquiry.”</p>	<p>This is self-explanatory; follow the instruction in error message and check payment on NPS worklist.</p>	<p>If not on worklist, try monthly payment again.</p>
<p>“gov.usda.fsa.accounting.common.businessexception.BUSINESS_FATAL_EXC=WebServiceFatalException - kramer - An error has occurred which prevents us from processing your request. If this problem persists, please contact the OCIO/ITS Service Desk at (800) 255-2434 or your State IT Specialist.”</p>	<p>SCIMS issue with MILC-X overpayments/underpayments; a joint venture had 1 member that did not have a legacy link to the county so MILC-X received the message from NPS.</p>	<p>Enhanced messaging will be provided in a forthcoming NPS release.</p>
<p>Message Received on Home Page:  “Error while creating executing prepared statement update:{Microsoft} {SQLServer 2000 Driver for JDBC} {SQL Server} Violation of PRIMARY KEY constraint PK_FUND_ALLOTMENT_RECOVERY’&gt; Cannot insert duplicate key in object ‘FUND_ALLOTMENT_RECOVERY’.”</p>	<p>This error may occur when an NPS function is off-line.</p>	<p>Use the “Resume” functionality to complete the process.</p>

MILC-X Payment Correction Messages (Continued)

Message	Reason	Recommendation
<b>MILC-X Messages</b>		
“Error: No correctable monthly payments found for this Fiscal Year.”	No payments recorded for the selected dairy operation for the <b>selected</b> FY.	
“Successfully processed - contract #XXX.”	A small change to production did not result in additional payment to producers.	
On Payment Correction Summary Page, “No Change” in the Del/Chg column.  <b>Note:</b> There will not be an active “Submit” button on the Summary Page.	Change was not made through the correction process.	
“Error: Correction Effective Date cannot be blank if there are other changes in the period.”	Correction Effective Date is a required entry.	
On Home Page, “Payment processed for DAIRY GP (xx-xxxxxxx) in the amount of \$##.##, Month APRIL, Payable ID #XXXXXX.”	Correction caused an underpayment.	
On Home Page, “Receivable processed for XXX FARMS (xx-xxxxxxx) in the amount of \$##.##, Receivable ID #XXXX.”	Correction caused an overpayment.	
<b>SCIMS Messages</b>		
“Error: Cannot process payment because producer (tax id #) TAX ID has changed. Use the Update Producer option to Remove the old Tax ID and Add the new TAX ID (tax id #).”	A valid tax ID has been entered and there exist duplicates in SCIMS.	MILC-X will give the user an error message to correct the problem in SCIMS before proceeding in MILC-X.
“Error: Active Producer not found in SCIMS or No Legacy Link for Tax ID: xxx-xx-xxxx.”	A producer is inactive in SCIMS, when user selected “Add Producer”.	