

For: State and County Offices

**Processing Milk Income Loss Contract (MILC) Payment Applications**

Approved by: Acting Deputy Administrator, Farm Programs



**1 Overview**

**A Background**

The Food, Conservation, and Energy Act of 2008 (2008 Act), Title I, Section 1506:

- authorized MILC Program from October 1, 2007, to September 30, 2012
- increased the percentage rate for the payment calculation after FY 2008
- increased the payment quantity limitation of eligible pounds of milk per operation beginning in FY 2009
- expanded MILC to allow for an adjustment to the MILC payment rate to reflect feed cost increases above a specified level.

**B Purpose**

This notice provides instructions to State and County Offices for processing MILC applications using FSA’s Intranet web site.

**Important:** MILC:

- requires **eAuthentication** access; see subparagraph 2 A
- payments will be supported by the **National Payment Services**; see Notice FI-2877.

<b>Disposal Date</b>	<b>Distribution</b>
July 1, 2009	State Offices; State Offices relay to County Offices

## 2 Getting Started

### A eAuthentication Login

County Offices shall access MILC functions through the FSA Intranet Home Page at <http://intranet.fsa.usda.gov/fsa>. Under Links, CLICK “**FSA Applications**”. Under Price Support, CLICK “**MILC - Milk Income Loss Contract**”. The eAuthentication Warning Screen will be displayed. CLICK “**Continue**” and the eAuthentication Login Screen will be displayed. The following is an example of the eAuthentication Login Screen.

The screenshot shows the USDA eAuthentication Login screen. At the top left is the USDA logo and the text "United States Department of Agriculture" and "USDA eAuthentication". Below this is a banner image with a "login:" and "password:" label. A navigation bar contains links for "Home", "About eAuthentication", "Help", "Contact Us", and "Service Centers". On the left side, there are two sections: "Quick Links" with links for "What is an account?", "Create an account", and "Update your account"; and "Employee Links" with a link for "LRA Login". The main content area has a green header "eAuthentication Login" and a login form with "User ID:" and "Password:" labels, two input fields, and a "Login" button. On the right side, there is a box titled "I Want To..." with links for "Change My Password" and "Reset My Forgotten Password".

Enter user ID and password, and CLICK “**Login**”. The Select County Screen will be displayed.

# Notice PS-639

## 2 Getting Started (Continued)

### B Select County Screen

The following is an example of the Select County Screen in a multi-county Service Center.

Sel	County	State
<b>OZARK SERVICE CENTER</b> FRANKLIN COUNTY FARM SERVICE AGENCY SERVICE CENTER OFFICE		
<input checked="" type="radio"/>	Franklin	Arkansas
<b>FORT SMITH SERVICE CENTER</b> SEBASTIAN COUNTY FARM SERVICE AGENCY SERVICE CENTER OFFICE		
<input type="radio"/>	Crawford	Arkansas
<input type="radio"/>	Scott	Arkansas

The Select County Screen lists all counties serviced by the FSA Service Center. After selecting a County Office, CLICK **“Submit”**. The MILC Home Page will be displayed.

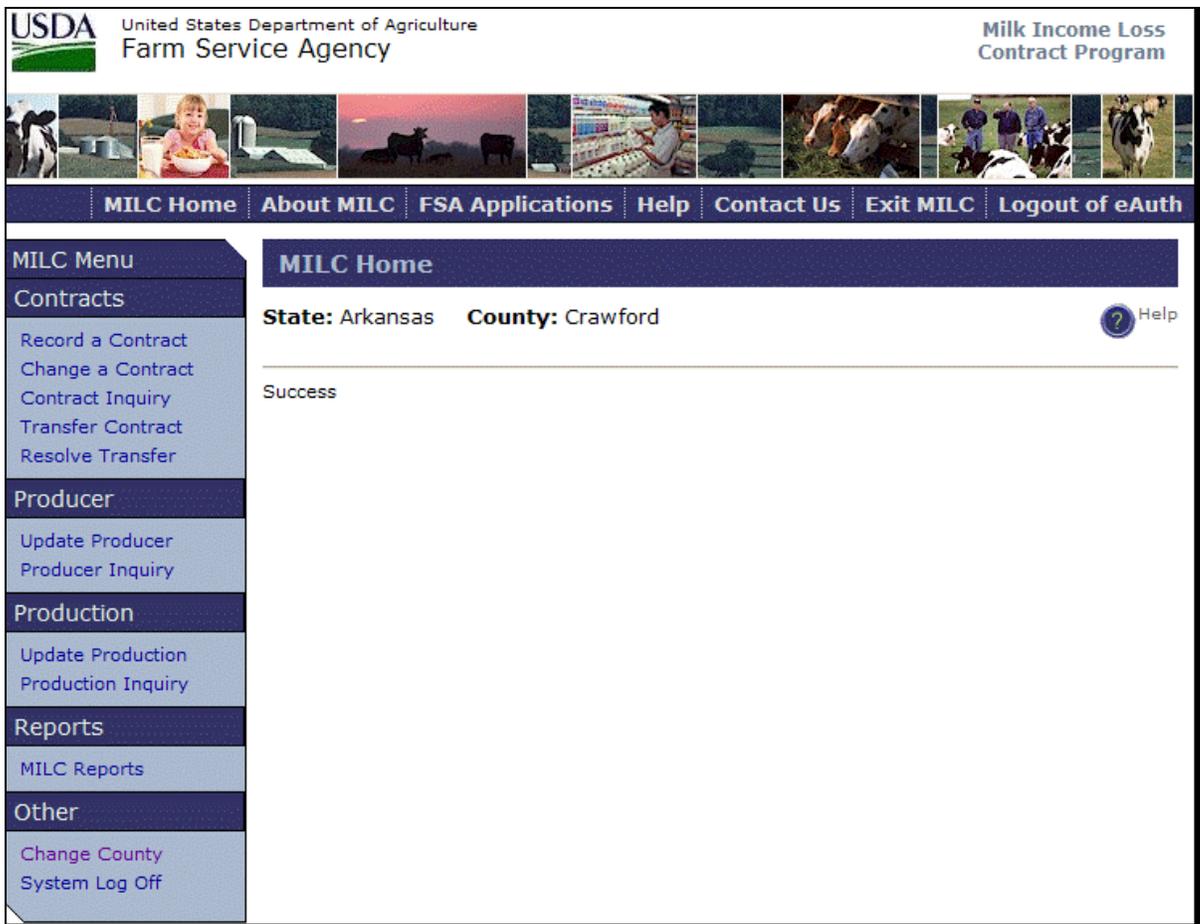
2 Getting Started (Continued)

C MILC Home Page

The MILC Home Page, under MILC Menu, allows access to update and process the following:

- contracts
- producers
- production
- reports
- other.

The following is an example of the MILC Home Page.



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

3 Contracts

A Recording Contracts

To record a new contract, under MILC Menu, Contracts, CLICK “Record a Contract”. The following is an example of the Record Contract Screen.

On the Record Contract Screen, enter the following information:

- dairy operation name
- contract period “from” date
- approval date
- payment start month, from the drop-down menus.

For definition and description of data elements, CLICK “Help”.

**Note:** To return to the MILC application from “Help”, CLICK any of the following:

- “red X” on the browser
- “Close Help Window”
- “Close Window”.

After all entries have been completed, CLICK “Next”. The Record Contract Summary Screen will be displayed.

## Notice PS-639

### 3 Contracts (Continued)

#### A Recording Contracts (Continued)

The following is an example of the Record Contract Summary Screen.

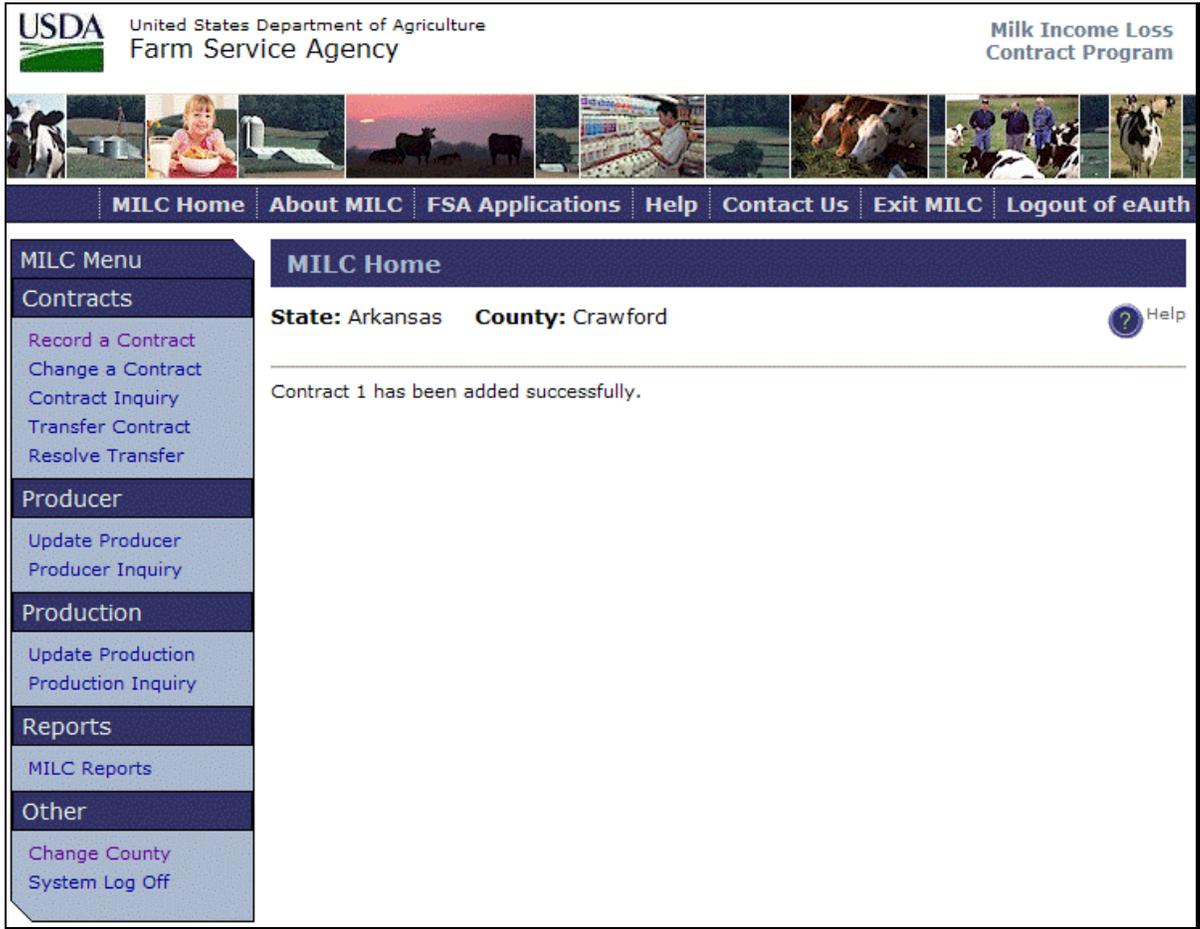
 United States Department of Agriculture Farm Service Agency		Milk Income Loss Contract Program	
<a href="#">MILC Home</a>   <a href="#">About MILC</a>   <a href="#">FSA Applications</a>   <a href="#">Help</a>   <a href="#">Contact Us</a>   <a href="#">Exit MILC</a>   <a href="#">Logout of eAuth</a>			
<b>Record Contract Summary</b>			
State: Arkansas		County: Crawford	
<b>Dairy Operation</b>		<b>Contract Period</b>	
JJC Dairy		From: 01/02/2009	To: 09/30/2012
<b>County FSA Office Information</b>			
<b>Name and Address of County FSA Office (Including ZIP code)</b>		<b>Acceptance and Approval</b>	
SEBASTIAN COUNTY FARM SERVICE AGENCY 3913 BROOKEN HILL DR FORT SMITH, AR 72908-9289		Approval Date: 01/02/2009	
<b>Telephone Number (Including Area Code):</b>		<b>Payment Start Month</b>	
(479)646-8300		FY 2008 Payment Start Month: January	
		FY 2009 Payment Start Month: January	
		FY 2010 Payment Start Month: January	
		FY 2011 Payment Start Month: January	
		FY 2012 Payment Start Month: January	
<input type="button" value="Submit"/> <input type="button" value="Back"/> <input type="button" value="Cancel"/>			

**After** verifying the contract information, CLICK “**Submit**” to accept the information.

3 Contracts (Continued)

A Recording Contracts (Continued)

The following is an example of the MILC Home Page that will be displayed with the message, “Contract # has been added successfully.”, if a new contract has been added successfully.



B Changing Contracts

To modify contract information, under MILC Menu, Contracts, CLICK “**Change a Contract**”. The Change Contract - Contract Selection Screen will be displayed with the dairy operation contract numbers and names for the county.

## Notice PS-639

### 3 Contracts (Continued)

#### B Changing Contracts (Continued)

The following is an example of the MILC Change Contract – Contract Selection Screen.

Sel	Contract No.	Dairy Operation
<input type="checkbox"/>	1	JJC Dairy

Select the dairy operation from the list and CLICK “Next”.

**Hint:** PRESS “Ctrl” + “F” keys and a “Find” dialog box will be displayed. Enter a dairy operation’s contract number or name to quickly locate the contract to be changed. To get an **exact** match, especially when entering contract number, CHECK (✓) “**Match whole word only**”. This search method may be used in **any** of the software functionality.

The original contract information will be displayed to allow changes to be made to any of the data elements **before** payment is made on the contract. Only the following data elements are available to be modified **after** payment is made:

- dairy operation name
- approval date
- start months for FY’s that have **not** had a payment.

Follow the screen flow to successfully complete the contract change.

## Notice PS-639

### 3 Contracts (Continued)

#### B Changing Contracts (Continued)

The following are examples of the screen flow to successfully change a contract:

- make changes to the data, as needed, and CLICK “Next”

Change Contract

**State:** Arkansas    **County:** Crawford ? Help

---

**Dairy Operation Name:** JJC Dairy  
**Contract No.:** 1

All required fields are denoted by an asterisk (\*).

\* Dairy Operation Name:

\* Contract Period From (mm/dd/yyyy):

\* Approval Date (mm/dd/yyyy):

\* Payment Start Month(s)

2008 Start Month:

2009 Start Month:

2010 Start Month:

2011 Start Month:

2012 Start Month:

Changes to the MILC payment start month must be received in the COF from the dairy operation on or before the 14th of the month prior to the:

- Month originally selected by the dairy operation as their MILC production start month.
- First day of the newly desired production start month.

- the Change Contract Summary Screen will be displayed, CLICK “Submit” to accept the changes

Change Contract Summary

**State:** Arkansas    **County:** Crawford ? Help

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Dairy Operation	Contract No.	Contract Period	
JJC Dairy	1	From: 01/02/2009	To: 09/30/2012
County FSA Office Information			
<b>Name and Address of County FSA Office (Including ZIP code)</b>  SEBASTIAN COUNTY FARM SERVICE AGENCY 3913 BROOKEN HILL DR FORT SMITH, AR 72908-9289  <b>Telephone Number (Including Area Code):</b>  (479)646-8300		<b>Acceptance and Approval</b> Approval Date: 01/02/2009  <b>Start Month</b> FY 2008 Payment Start Month: February FY 2009 Payment Start Month: January FY 2010 Payment Start Month: February FY 2011 Payment Start Month: January FY 2012 Payment Start Month: January	

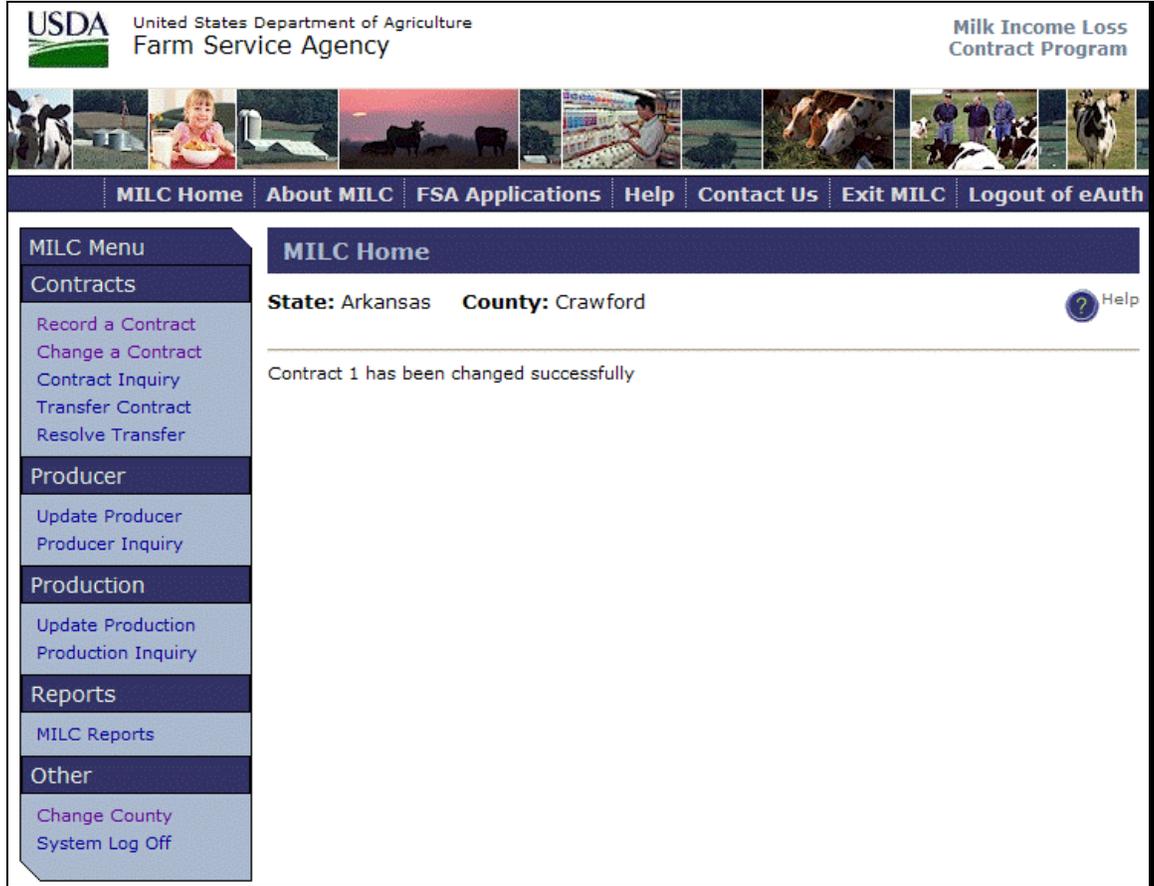
**Note:** For definition and description of data elements, CLICK “Help”.

## Notice PS-639

### 3 Contracts (Continued)

#### B Changing Contracts (Continued)

- the message, “Contract ### has been changed successfully” will be displayed.



The screenshot displays the MILC Home page. At the top left is the USDA logo and text: "United States Department of Agriculture Farm Service Agency". At the top right is the text: "Milk Income Loss Contract Program". Below this is a horizontal strip of nine small images related to agriculture. A navigation bar contains links: "MILC Home", "About MILC", "FSA Applications", "Help", "Contact Us", "Exit MILC", and "Logout of eAuth". On the left is a "MILC Menu" with categories: "Contracts" (Record a Contract, Change a Contract, Contract Inquiry, Transfer Contract, Resolve Transfer), "Producer" (Update Producer, Producer Inquiry), "Production" (Update Production, Production Inquiry), "Reports" (MILC Reports), and "Other" (Change County, System Log Off). The main content area is titled "MILC Home" and shows "State: Arkansas" and "County: Crawford" with a "Help" icon. A message states: "Contract 1 has been changed successfully".

## Notice PS-639

### 3 Contracts (Continued)

#### C Contract Inquiry

To inquire about a contract, under MILC Menu, Contracts, CLICK “**Contract Inquiry**”. The Contract Inquiry - Contract Selection Screen will be displayed with the dairy operation contract numbers and names for the selected county.

The following is an example of the Contract Inquiry - Contract Selection Screen.

USDA United States Department of Agriculture  
Farm Service Agency

Milk Income Loss  
Contract Program

MILC Home About MILC FSA Applications Help Contact Us Exit MILC Logout of eAuth

Contract Inquiry - Contract Selection

State: Arkansas County: Crawford  Help

Sel	Contract No.	Dairy Operation
<input type="radio"/>	1	JJC Dairy
<input checked="" type="radio"/>	2	ManMoo Dairy
<input type="radio"/>	3	Dairy Milk Co.

Next Cancel

Select the applicable dairy operation and CLICK “**Next**”. The Contract Inquiry Summary Screen will be displayed.

## Notice PS-639

### 3 Contracts (Continued)

#### C Contract Inquiry (Continued)

The following is an example of Contract Inquiry Summary Screen.

Dairy Operation	Contract No.	Contract Period	
ManMoo Dairy	2	From: 01/02/2009	To: 09/30/2012
County FSA Office Information			
<b>Name and Address of County FSA Office (Including ZIP code)</b>		<b>Acceptance and Approval</b>	
SEBASTIAN COUNTY FARM SERVICE AGENCY 3913 BROOKEN HILL DR FORT SMITH, AR 72908-9289		Approval Date:	01/02/2009
<b>Telephone Number (Including Area Code):</b>		<b>Start Month</b>	
(479)646-8300		FY 2008 Payment Start Month	March
		FY 2009 Payment Start Month	March
		FY 2010 Payment Start Month	February
		FY 2011 Payment Start Month	February
		FY 2012 Payment Start Month	February

#### D Activating a Contract

An “Activate a Contract” function will be available in a future version release.

#### E Suspending a Contract

A “Suspend a Contract” function will be available in a future version release.

3 Contracts (Continued)

F Transferring Contracts

To transfer a contract from 1 county to another, under MILC Menu, Contracts, CLICK “Transfer Contract”. The Transfer Contract – Contract Selection Screen will be displayed with dairy operation contract numbers and names for the selected county.

The following is an example of the Transfer Contract – Contract Selection Screen.

USDA United States Department of Agriculture Farm Service Agency Milk Income Loss Contract Program

MILC Home About MILC FSA Applications Help Contact Us Exit MILC Logout of eAuth

Transfer Contract - Contract Selection

State: Arkansas County: Crawford Help

Sel	Contract No.	Dairy Operation
<input type="radio"/>	1	JJC Dairy
<input type="radio"/>	2	ManMoo Dairy
<input checked="" type="radio"/>	3	Dairy Milk Co.

Next Cancel

Select the applicable dairy operation and CLICK “Next”. The Transfer Contract Summary Screen will be displayed.

Notice PS-639

3 Contracts (Continued)

F Transferring Contracts (Continued)

The following is an example of the Transfer Contract Summary Screen.

USDA United States Department of Agriculture  
Farm Service Agency

Milk Income Loss Contract Program

MILC Home About MILC FSA Applications Help Contact Us Exit MILC Logout of eAuth

**Transfer Contract Summary**

State: Arkansas County: Crawford ? Help

All required fields are denoted by an asterisk (\*).  
\* **State and county to receive this contract:**

Dairy Operation	Contract No.	Contract Period	
Dairy Milk Co.	3	From: 01/02/2009	To: 09/30/2012

County FSA Office Information	
<b>Name and Address of County FSA Office (Including ZIP code)</b>  SEBASTIAN COUNTY FARM SERVICE AGENCY 3913 BROOKEN HILL DR FORT SMITH, AR 72908-9289	<b>Acceptance and Approval</b> Approval Date: 01/02/2009
	<b>Start Month</b> FY 2008 Payment Start Month April FY 2009 Payment Start Month April FY 2010 Payment Start Month April FY 2011 Payment Start Month April FY 2012 Payment Start Month April
<b>Telephone Number (Including Area Code):</b>  (479)646-8300	

Submit Back Cancel

Using the drop-down menu, select the State and county to receive the contract and CLICK “Submit”.

3 Contracts (Continued)

F Transferring Contracts (Continued)

The following is an example of the MILC Home Page that will be displayed with the message, “Contract # has been successfully transferred to - county, State (##-###).”, when a contract has been successfully transferred.



**Note:** After a contract has been successfully transferred, the transferring county may inquire and view the contract, **but** will **not** be able to perform any other function.

## Notice PS-639

### 3 Contracts (Continued)

#### G Resolving Transfers

To receive a transferred contract from another county, under MILC Menu, Contracts, CLICK **“Resolve Transfer”**. The Resolve Transfer - Contract Selection Screen will be displayed with the dairy operation contract numbers and names for the selected county.

The following is an example of the Resolve Transfer – Contract Selection Screen.

USDA United States Department of Agriculture  
Farm Service Agency

Milk Income Loss  
Contract Program

MILC Home About MILC FSA Applications Help Contact Us Exit MILC Logout of eAuth

Resolve Transfer - Contract Selection

State: Arkansas County: Franklin [Help](#)

Sel	Contract No.	Dairy Operation
<input checked="" type="radio"/>	1	ManMoo Dairy (Transfer pending from another office)

Next Cancel

Select the applicable dairy operation to resolve and CLICK **“Next”**. The Resolve Transfer Summary Screen will be displayed.

Notice PS-639

3 Contracts (Continued)

G Resolving Transfers (Continued)

The following is an example of the Resolve Transfer Summary Screen.

USDA United States Department of Agriculture  
Farm Service Agency

Milk Income Loss Contract Program

MILC Home About MILC FSA Applications Help Contact Us Exit MILC Logout of eAuth

**Resolve Transfer Summary**

State: Arkansas County: Franklin  Help

All required fields are denoted by an asterisk (\*).  
\* **Resolution** (Originating from Crawford, Arkansas):  
 Accept  Reject

Dairy Operation	Contract No.	Contract Period	
ManMoo Dairy	1	From: 01/02/2009	To: 09/30/2012

County FSA Office Information	Acceptance and Approval
<b>Name and Address of County FSA Office (Including ZIP code)</b>	Approval Date: 01/02/2009
FRANKLIN COUNTY FARM SERVICE AGENCY 2720 W COMMERCIAL ST OZARK, AR 72949-3408	<b>Start Month</b>
<b>Telephone Number (Including Area Code):</b>	FY 2008 Payment Start Month March
(479)667-8600 x2	FY 2009 Payment Start Month March
	FY 2010 Payment Start Month February
	FY 2011 Payment Start Month February
	FY 2012 Payment Start Month February

Submit Back Cancel

After reviewing of the information, click either the resolution “**Accept**” or “**Reject**” radio button and CLICK “**Submit**”. The MILC Home Page will be displayed with the message, “Contract # has been successfully accepted (rejected).”

## Notice PS-639

### 4 Producers (Continued)

#### A Updating Producers

The Update Producer Screen provides the capability to record the producers for a contract and to modify existing producer records, if a payment has **not** yet been made for the month. Select a FY and month (contract period) to perform any of the following functions as applicable:

- **Copy** – copies all the producer information of an existing contract period (selected record), including share percentage, contract signed date, accept payment indicator, and POC (point of contact) for a new contract period
- **Add** – displays a new page to enter a producer record for the selected contract period
- **Edit** – allows the user to change the contract signed date
- **Remove** – removes the selected producer from the specified contract period.

To update or add a producer, under MILC Menu, Producer, CLICK **“Update Producer”**. The following is an example of the Update Producer – Contract Selection Screen.

Sel	Contract No.	Dairy Operation
<input checked="" type="radio"/>	1	JJC Dairy
<input checked="" type="radio"/>	2	ManMoo Dairy
<input type="radio"/>	3	Dairy Milk Co. (Transfer pending to another office)
<input checked="" type="radio"/>	4	RAY MC.... LLC Bus Code 22
<input checked="" type="radio"/>	5	AGI Compliant -Agent Bus Code 07
<input checked="" type="radio"/>	6	Bus Code 04 DOUBLE D DAIRY

Select the applicable dairy operation to update and CLICK **“Next”**.

## Notice PS-639

### 4 Producers (Continued)

#### A Updating Producers (Continued)

The following is an example of the Update Producer Main Screen. To update or copy an existing producer record, CLICK “Unhide”, if necessary, to display the producer information for the contract period of interest **before** proceeding with **any** function. Select the record to update and CLICK “Next”.

USDA United States Department of Agriculture  
Farm Service Agency

Milk Income Loss Contract Program

MILC Home About MILC FSA Applications Help Contact Us Exit MILC Logout of eAuth

Update Producer Main

State: Arkansas County: Crawford ? Help

Dairy Operation: JJC Dairy  
Contract No.: 1  
Fiscal Year : 2009 Month : January Copy Add Edit Remove

Sel	Producer	Producer ID	ID Type	Contract Signed	Share (%)	Pay	POC
Fiscal Year: 2009 Month: January Producer(s): 2 Hide							
<input type="checkbox"/>	[Redacted] LIVING TRUST	***-**-[Redacted]	S	01/02/2009	0.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	[Redacted] LIVING TRUST	***-**-[Redacted]	S	01/02/2009	0.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Next Back Cancel

To copy producers:

- from the Fiscal Year drop-down menu, select FY
- from the Month drop-down menu, select the month
- click the Sel radio button for applicable producers
- CLICK “Copy”.

## Notice PS-639

### 4 Producers (Continued)

#### A Updating Producers (Continued)

Click “Copy” or “Edit” and proceed according to the screen flow to successful completion, as follows:

**Note:** For each function, the user **must** ensure the following:

- shares are entered correctly and total 100 percent for that month
  - “Pay” is checked (✓), if the producer is to receive his portion of the payment
  - POC (Point of Contact) is checked (✓) for **only 1 producer per contract period month**.
- the following is an example of the Update Producer Main Screen **after** user clicked “Copy”

USDA United States Department of Agriculture  
Farm Service Agency

Milk Income Loss Contract Program

MILC Home About MILC FSA Applications Help Contact Us Exit MILC Logout of eAuth

### Update Producer Main

State: Arkansas County: Crawford ? Help

Dairy Operation: JJC Dairy  
Contract No.: 1

Fiscal Year: 2009 Month: February Copy Add Edit Remove

Sel	Producer	Producer ID	ID Type	Contract Signed	Share (%)	Pay	POC
Fiscal Year: 2009 Month: February Producer(s): 2					Hide		
<input type="checkbox"/>	LIVING TRUST	***.***	S	01/02/2009	50	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	LIVING TRUST	***.***	S	01/02/2009	50	<input type="checkbox"/>	<input type="checkbox"/>
Fiscal Year: 2009 Month: January Producer(s): 2					Hide		
<input type="checkbox"/>	LIVING TRUST	***.***	S	01/02/2009	50	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	LIVING TRUST	***.***	S	01/02/2009	50	<input type="checkbox"/>	<input type="checkbox"/>

Next Back Cancel

- CLICK “Next”; the Update Producer Summary Screen will be displayed

4 Producers (Continued)

A Updating Producers (Continued)

- the following is an example of the Update Producer Summary Screen, CLICK “Submit” to accept updates

**Update Producer Summary**

State: Arkansas County: Crawford

Dairy Operation: JJC Dairy  
Contract No.: 1

Producer	Producer ID	ID Type	Contract Signed	Share (%)	Pay
Fiscal Year: 2009 Month: February Contact: [Redacted] LIVING TRUST SAN BERNARDINO CA 92410-2341 Phone: unavailable					
[Redacted] LIVING TRUST	***-**-****	S	01/02/2009	50 %	Yes
[Redacted] LIVING TRUST	***-**-****	S	01/02/2009	50 %	Yes
Fiscal Year: 2009 Month: January Contact: [Redacted] LIVING TRUST SAN BERNARDINO CA 92410-2341 Phone: unavailable					
[Redacted]	***-**-****	S	01/02/2009	50 %	Yes

Submit Back Cancel

- the MILC Home Page will be displayed with the message, “Successfully updated producers for contract #.”

**MILC Home**

State: Arkansas County: Crawford

Successfully updated producers for contract 1.

## Notice PS-639

### 4 Producers (Continued)

#### A Updating Producers (Continued)

- the following is an example of the Update Producer Main Screen; users shall CLICK “Edit”, select the applicable producer to edit, and CLICK “Next”

Sel	Producer	Producer ID	ID Type	Contract Signed	Share (%)	Pay	POC
<input checked="" type="checkbox"/>	LIVING TRUST	***-**-	S	01/02/2009	55.25	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	LIVING TRUST	***-**-	S	01/02/2009	44.75	<input checked="" type="checkbox"/>	<input type="checkbox"/>

- the following is an example of the Update Producer - Edit Producer Screen that will be displayed

All required fields are denoted by an asterisk (\*).

\* Producer ID:

\* ID Type: Social Security Number

\* Contract Signed Date (mm/dd/yyyy): 01/05/2009

**Note:** Only the Contract Signed Date can be edited.

- CLICK “Next” to continue

## Notice PS-639

### 4 Producers (Continued)

#### A Updating Producers (Continued)

- the following is an example of the Update Producer Main Screen that will be displayed with Contract Signed data updated, CLICK “Next” to continue

**Update Producer Main**

**State:** Arkansas    **County:** Crawford ? Help

---

**Dairy Operation:** JJC Dairy  
**Contract No.:** 1

Fiscal Year : 2009    Month : January    Copy    Add    Edit    Remove

Sel	Producer	Producer ID	ID Type	Contract Signed	Share (%)	Pay	POC
Fiscal Year: 2009    Month: January    Producer(s): 2 <span>Hide</span>							
<input type="checkbox"/>	[REDACTED] LIVING TRUST	***.**[REDACTED]	S	01/05/2009	55.25	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	[REDACTED] LIVING TRUST	***.**[REDACTED]	S	01/02/2009	44.75	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Next    Back    Cancel

- the following is an example of the Update Producer Summary Screen, CLICK “Submit” to accept update

**Update Producer Summary**

**State:** Arkansas    **County:** Crawford ? Help

---

**Dairy Operation:** JJC Dairy  
**Contract No.:** 1

Producer	Producer ID	ID Type	Contract Signed	Share (%)	Pay
Fiscal Year: 2009    Month: January    Contact: <b>RENFROE FAMILY LIVING TRUST</b> 895 W RIALTO AVE SAN BERNARDINO CA 92410-2341 Phone: unavailable					
[REDACTED] LIVING TRUST	***.**[REDACTED]	S	01/05/2009	55.25 %	Yes
[REDACTED] LIVING TRUST	***.**[REDACTED]	S	01/02/2009	44.75 %	Yes

Submit    Back    Cancel

## Notice PS-639

### 4 Producers (Continued)

#### A Updating Producers (Continued)

- the MILC Home Page will be displayed with the message, “Successfully updated producers for contract #.”

The screenshot displays the MILC Home page interface. At the top, a navigation bar includes links for MILC Home, About MILC, FSA Applications, Help, Contact Us, Exit MILC, and Logout of eAuth. On the left, a vertical menu lists various functions under categories: MILC Menu, Contracts (Record a Contract, Change a Contract, Contract Inquiry, Transfer Contract, Resolve Transfer), Producer (Update Producer, Producer Inquiry), Production (Update Production, Production Inquiry), Reports (MILC Reports), and Other (Change County, System Log Off). The main content area, titled 'MILC Home', shows the current state as 'Arkansas' and county as 'Crawford'. A message states 'Successfully updated producers for contract 1.' A 'Help' icon is visible in the top right of the main area. The footer contains the text 'MilcHome01' and a series of links: MILC Home, FSA Internet, FSA Intranet, USDA.gov, Site Map, Policies and Links, FOIA, Accessibility, Privacy, Non-Discrimination, Information Quality, FirstGov, and White House.

## Notice PS-639

### 4 Producers (Continued)

#### A Updating Producers (Continued)

The following are examples of screens to **add** a producer:

**Note:** Click “**Next**” or “**Submit**” to continue the process to a successful completion.

- from the Update Producer Main Screen, from the Fiscal Year drop-down menu, select FY; from the Month drop-down menu, select the and month, and CLICK “**Add**”, the Update Producer - Add Producer Screen will be displayed

Sel	Producer	Producer ID	Pay	POC			
<input checked="" type="checkbox"/>	LIVING TRUST	***-**-****	S	01/05/2009	55.25	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	LIVING TRUST	***-**-****	S	01/02/2009	44.75	<input checked="" type="checkbox"/>	<input type="checkbox"/>

- enter the producer tax ID number; from the ID Type drop-down menu, select ID type; enter contract signed date (mm/dd/yyyy); and CLICK “**Next**”

All required fields are denoted by an asterisk (\*).

\* Producer ID:

\* ID Type:

\* Contract Signed Date (mm/dd/yyyy):

Notice PS-639

4 Producers (Continued)

A Updating Producers (Continued)

- the following is an example of the Update Producer Main Screen with the producer information that will be displayed, CLICK “Next” to continue; the Update Producer Summary Screen will be displayed

**Update Producer Main**

State: Arkansas County: Crawford ? Help

---

Dairy Operation: JJC Dairy  
 Contract No.: 1

Fiscal Year: 2009 Month: January Copy Add Edit Remove

Sel	Producer	Producer ID	ID Type	Contract Signed	Share (%)	Pay	POC
Fiscal Year: 2009 Month: January Producer(s): 3 <span>Hide</span>							
<input type="checkbox"/>	LIVING TRUST	***-**-	S	01/05/2009	55.25	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	LIVING TRUST	***-**-	S	01/02/2009	44.75	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>		***-**-	S	01/05/2009	0.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Next Back Cancel

- on the Update Producer Summary Screen, **after** reviewing the displayed information for accuracy, CLICK “Submit”

**Update Producer Summary**

State: Arkansas County: Crawford ? Help

---

Dairy Operation: JJC Dairy  
 Contract No.: 1

Producer	Producer ID	ID Type	Contract Signed	Share (%)	Pay
Fiscal Year: 2009 Month: January Contact: <b>RENFROE FAMILY LIVING TRUST</b> 895 W RIALTO AVE SAN BERNARDINO CA 92410-2341 Phone: unavailable					
LIVING TRUST	***-**-	S	01/05/2009	55.25 %	Yes
LIVING TRUST	***-**-	S	01/02/2009	44.75 %	Yes
EARL	***-**-	S	01/05/2009	0.00 %	Yes

Submit Back Cancel

## Notice PS-639

### 4 Producers (Continued)

#### A Updating Producers (Continued)

- the MILC Home Page will be displayed with the message, “Successfully updated producers for contract #.”

The screenshot displays the MILC Home page interface. On the left is a vertical navigation menu with categories: MILC Menu, Contracts, Producer, Production, Reports, and Other. The main content area shows the current state and county, and a success message. The footer contains various links and the identifier MilcHome01.

MILC Menu	MILC Home
<b>Contracts</b>	<b>State:</b> Arkansas <b>County:</b> Crawford
Record a Contract Change a Contract Contract Inquiry Transfer Contract Resolve Transfer	Help
<b>Producer</b>	Successfully updated producers for contract 1.
Update Producer Producer Inquiry	
<b>Production</b>	
Update Production Production Inquiry	
<b>Reports</b>	
MILC Reports	
<b>Other</b>	
Change County System Log Off	
MilcHome01	
<a href="#">MILC Home</a>   <a href="#">FSA Internet</a>   <a href="#">FSA Intranet</a>   <a href="#">USDA.gov</a>   <a href="#">Site Map</a> <a href="#">Policies and Links</a>   <a href="#">FOIA</a>   <a href="#">Accessibility</a>   <a href="#">Privacy</a>   <a href="#">Non-Discrimination</a>   <a href="#">Information Quality</a>   <a href="#">FirstGov</a>   <a href="#">White House</a>	

# Notice PS-639

## 4 Producers (Continued)

### A Updating Producers (Continued)

The following are examples of screens to **remove** a producer:

**Note:** Click “**Next**” or “**Submit**” to continue the process to a successful completion.

- on the Update Producer Main Screen, click the Sel radio button for the producer to be removed, and **CLICK “Remove”**

**Update Producer Main**  
State: Arkansas County: Crawford

Dairy Operation: JJC Dairy  
Contract No.: 1  
Fiscal Year: 2009 Month: February Copy Add Edit Remove

Sel	Producer	Producer ID	ID Type	Contract Signed	Share (%)	Pay	POC
Fiscal Year: 2009 Month: February Producer(s): 1 Hide							
<input type="checkbox"/>	EARL	***-**-	S	01/05/2009	100.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Fiscal Year: 2009 Month: January Producer(s): 3 Hide							
<input type="checkbox"/>	FAMILY LIVING TRUST	***-**-	S	01/05/2009	34.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	LIVING TRUST	***-**-	S	01/02/2009	33.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	EARL	***-**-	S	01/05/2009	33.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Next Back Cancel

- the Update Producer Main Screen will be redisplayed with the FY, month, and producers pending removal, **CLICK “Next”** to confirm removal request

**Update Producer Main**  
State: Arkansas County: Crawford

Dairy Operation: JJC Dairy  
Contract No.: 1  
Fiscal Year: 2009 Month: February Copy Add Edit Remove

Sel	Producer	Producer ID	ID Type	Contract Signed	Share (%)	Pay	POC
Fiscal Year: 2009 Month: February Producer(s): 1 Hide							
<input type="checkbox"/>	EARL	***-**-	S	01/05/2009	100.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Fiscal Year: 2009 Month: January Producer(s): 2 (1 pending removal) Hide							
<input type="checkbox"/>	FAMILY LIVING TRUST	***-**-	S	01/05/2009	50.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	EARL	***-**-	S	01/05/2009	50.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Next Back Cancel

## Notice PS-639

### 4 Producers (Continued)

#### A Updating Producers (Continued)

- the Update Producer Summary Screen will be displayed, CLICK “Submit” to continue

**Update Producer Summary**

State: Arkansas County: Crawford Help

Dairy Operation: JJC Dairy  
Contract No.: 1

Fiscal Year: 2009 Month: February Contact: [Redacted]  
VAN BUREN AR 72956-8710  
Phone: unavailable

EARL [Redacted]	***-**-****	S	01/05/2009	100.00 %	Yes
Fiscal Year: 2009 Month: January Contact: [Redacted]					
[Redacted] FAMILY LIVING TRUST	***-**-****	S	01/05/2009	50.00 %	Yes
[Redacted] LIVING TRUST	***-**-****	S	01/02/2009	33.00 %	Yes
EARL [Redacted]	***-**-****	S	01/05/2009	50.00 %	Yes

Buttons: Submit, Back, Cancel

- the MILC Home Page will be displayed with the message, “Successfully updated producers for contract #.”

**MILC Home**

State: Arkansas County: Crawford Help

Successfully updated producers for contract 1.

MilcHome01

MILC Menu

- Contracts
  - Record a Contract
  - Change a Contract
  - Contract Inquiry
  - Transfer Contract
  - Resolve Transfer
- Producer
  - Update Producer
  - Producer Inquiry
- Production
  - Update Production
  - Production Inquiry
- Reports
  - MILC Reports
- Other
  - Change County
  - System Log Off

MILC Home | FSA Internet | FSA Intranet | USDA.gov | Site Map  
Policies and Links | FOIA | Accessibility | Privacy | Non-Discrimination | Information Quality | FirstGov | White House

## Notice PS-639

### 4 Producers (Continued)

#### B Producer Inquiry

To inquire about a producer, under MILC Menu, Producer, CLICK **“Producer Inquiry”**. The following is an example of the Producer Inquiry – Contract Selection Screen.

USDA United States Department of Agriculture  
Farm Service Agency

Milk Income Loss Contract Program

MILC Home About MILC FSA Applications Help Contact Us Exit MILC Logout of eAuth

**Producer Inquiry - Contract Selection**

State: Arkansas County: Crawford Help

Sel	Contract No.	Dairy Operation
<input checked="" type="radio"/>	1	JJC Dairy
<input type="radio"/>	2	ManMoo Dairy
<input type="radio"/>	3	Dairy Milk Co. (Transfer pending to another office)
<input type="radio"/>	4	RAY MC.... LLC Bus Code 22
<input type="radio"/>	5	AGI Compliant -Agent Bus Code 07
<input type="radio"/>	6	Bus Code 04 DOUBLE D DAIRY

Select the applicable dairy operation to inquire and CLICK **“Next”**. The Producer Inquiry Summary Screen will be displayed with the producer’s information.

Notice PS-639

4 Producers (Continued)

B Producer Inquiry (Continued)

The following is an example of the Producer Inquiry Summary Screen.

USDA United States Department of Agriculture  
Farm Service Agency

Milk Income Loss Contract Program

MILC Home About MILC FSA Applications Help Contact Us Exit MILC Logout of eAuth

**Producer Inquiry Summary**

State: Arkansas County: Crawford [Help](#)

Dairy Operation: JJC Dairy  
Contract No.: 1

Producer	Producer ID	ID Type	Contract Signed	Share (%)	Pay
Fiscal Year: 2009 Month: January Contact: [REDACTED] LIVING TRUST SAN BERNARDINO CA 92410-2341 Phone: unavailable					
[REDACTED] Y LIVING TRUST	***-**-****	S	01/02/2009	55.25 %	Yes
[REDACTED] LIVING TRUST	***-**-****	S	01/02/2009	44.75 %	Yes

5 Production

A Updating Production

After updating the producer information (see subparagraph 4 A), update the production for the contract. To update production, under MILC Menu, Production, CLICK “Update Production”. The Update Production – Contract Selection Screen will be displayed.

The following is an example of the Update Production – Contract Selection Screen.

Sel	Contract No.	Dairy Operation
<input type="radio"/>	1	JJC Dairy
<input type="radio"/>	2	ManMoo Dairy
<input type="radio"/>	3	Dairy Milk Co. (Transfer pending to another office)
<input type="radio"/>	4	RAY MC.... LLC Bus Code 22
<input type="radio"/>	5	AGI Compliant -Agent Bus Code 07
<input type="radio"/>	6	Bus Code 04 DOUBLE D DAIRY

Select the applicable dairy operation and CLICK “Next”. The Update Production Screen will be displayed.

## Notice PS-639

### 5 Production (Continued)

#### A Updating Production (Continued)

The following are examples of the Update Production Screen:

- unpopulated

**Update Production**

**State:** Arkansas **County:** Crawford ? Help

---

**Dairy Operation:** JJC Dairy  
**Contract No.:** 1

All required fields are denoted by an asterisk (\*).

\* Fiscal Year:  \* Month:

\* Pounds:  \* Date Received (mm/dd/yyyy):

FY Total Production:    2008: 0    2009: 0    2010: 0  
                                  2011: 0    2012: 0

Fiscal Year	Month	Production - Pounds	Production - CWT	Date Received	Action

- populated.

**Update Production**

**State:** Arkansas **County:** Crawford ? Help

---

**Dairy Operation:** JJC Dairy  
**Contract No.:** 1

All required fields are denoted by an asterisk (\*).

\* Fiscal Year:  \* Month:

\* Pounds:  \* Date Received (mm/dd/yyyy):

FY Total Production:    2008: 289,756    2009: 258,800    2010: 0  
                                  2011: 0    2012: 0

Fiscal Year	Month	Production - Pounds	Production - CWT	Date Received	Action
2009	January	258,800	2,588.00	01/05/2009	<a href="#">Edit</a> <a href="#">Delete</a>
2008	December	289,756	2,897.56	01/02/2009	<a href="#">Edit</a> <a href="#">Delete</a>

5 Production (Continued)

A Updating Production (Continued)

On the Update Production Screen:

- from the Fiscal Year drop-down menu, select FY
- from the Month drop-down menu, select the month
- enter production, in pounds
- enter date production evidence was received (mm/dd/yyyy)
- CLICK any of the following:
  - “**Add**” to display this data in the table
  - “**Reset**” to clear the data entry fields
  - “**Edit**” to:
    - change **unpaid** production entries
    - display the data of the selected row in the data entry fields; **only** the pounds and date received may be edited

**Note:** When users click “**Edit**”, “**Save**” will be displayed. Always **CLICK “Save” to save updated production information.**

- “**Delete**” to:
  - remove **unpaid** production entries
  - display the data of the selected row in the data entry fields; **after** verifying the data to be deleted, **CLICK “Remove”** to confirm the deletion.

After adding, editing, or deleting entries, **CLICK “Next”**. The Update Production Summary Screen will be displayed.

Notice PS-639

5 Production (Continued)

A Updating Production (Continued)

The following are examples of the Update Production Screen:

- unpopulated

**Update Production**

**State:** Arkansas **County:** Crawford ? Help

---

**Dairy Operation:** JJC Dairy  
**Contract No.:** 1

All required fields are denoted by an asterisk (\*).

\* Fiscal Year:  \* Month:

\* Pounds:  \* Date Received (mm/dd/yyyy):

FY Total Production:    2008: 0    2009: 0    2010: 0  
                                 2011: 0    2012: 0

Fiscal Year	Month	Production - Pounds	Production - CWT	Date Received	Action

- populated.

**Update Production**

**State:** Arkansas **County:** Crawford ? Help

---

**Dairy Operation:** JJC Dairy  
**Contract No.:** 1

All required fields are denoted by an asterisk (\*).

\* Fiscal Year:  \* Month:

\* Pounds:  \* Date Received (mm/dd/yyyy):

FY Total Production:    2008: 289,756    2009: 258,800    2010: 0  
                                 2011: 0    2012: 0

Fiscal Year	Month	Production - Pounds	Production - CWT	Date Received	Action
2009	January	258,800	2,588.00	01/05/2009	<a href="#">Edit</a> <a href="#">Delete</a>
2008	December	289,756	2,897.56	01/02/2009	<a href="#">Edit</a> <a href="#">Delete</a>

5 Production (Continued)

A Updating Production (Continued)

The following is an example of the Update Production Summary Screen.

USDA United States Department of Agriculture  
Farm Service Agency

Milk Income Loss Contract Program

MILC Home About MILC FSA Applications Help Contact Us Exit MILC Logout of eAuth

**Update Production Summary**

State: Arkansas County: Crawford [? Help](#)

Dairy Operation: JJC Dairy  
Contract No.: 1

Fiscal Year	Month	Production - Pounds	Production - CWT	Date Received	Status
2009	January	258,800	2,588.00	01/05/2009	Add
2008	December	289,756	2,897.56	01/02/2009	Add

Submit Back Cancel

After reviewing and verifying the summary information, CLICK “Submit”. The MILC Home Page will be displayed with the message, “Successfully updated Production for contract #.”, if update was successful.

USDA United States Department of Agriculture  
Farm Service Agency

Milk Income Loss Contract Program

MILC Home About MILC FSA Applications Help Contact Us Exit MILC Logout of eAuth

**MILC Home**

State: Arkansas County: Crawford [? Help](#)

Successfully updated Production for contract 1.

**MILC Menu**

- Contracts**
  - Record a Contract
  - Change a Contract
  - Contract Inquiry
  - Transfer Contract
  - Resolve Transfer
- Producer**
  - Update Producer
  - Producer Inquiry
- Production**
  - Update Production

Notice PS-639

5 Production (Continued)

A Updating Production (Continued)

The following is an example of the Update Production Screen, if users CLICK “Edit”:

Update Production

**State:** Arkansas **County:** Crawford ? Help

---

**Dairy Operation:** JJC Dairy  
**Contract No.:** 1

All required fields are denoted by an asterisk (\*).

\* Fiscal Year:  \* Month:

\* Pounds:  \* Date Received (mm/dd/yyyy):

FY Total Production: 2008: 289,756 2009: 756,800 2010: 0  
2011: 0 2012: 0

Fiscal Year	Month	Production - Pounds	Production - CWT	Date Received	Action
2009	January	346,800	3,468.00	01/05/2009	<a href="#">Edit</a> <a href="#">Delete</a>
2009	November	410,000	4,100.00	01/05/2009	<a href="#">Edit</a> <a href="#">Delete</a>
2008	December	289,756	2,897.56	01/02/2009	<a href="#">Edit</a> <a href="#">Delete</a>

- the following is an example of the data fields that can be edited; **after** making changes, CLICK “Save”, then CLICK “Next”.

Update Production

**State:** Arkansas **County:** Crawford ? Help

---

**Dairy Operation:** JJC Dairy  
**Contract No.:** 1

All required fields are denoted by an asterisk (\*).

\* Fiscal Year:  \* Month:

\* Pounds:  \* Date Received (mm/dd/yyyy):

FY Total Production: 2008: 289,756 2009: 756,800 2010: 0  
2011: 0 2012: 0

Fiscal Year	Month	Production - Pounds	Production - CWT	Date Received	Action
2009	January	346,800	3,468.00	01/05/2009	<a href="#">Edit</a> <a href="#">Delete</a>
2009	November	410,000	4,100.00	01/05/2009	<a href="#">Edit</a> <a href="#">Delete</a>
2008	December	289,756	2,897.56	01/02/2009	<a href="#">Edit</a> <a href="#">Delete</a>

**Note:** Only the pounds and date received are available to edit.

## Notice PS-639

### 5 Production (Continued)

#### A Updating Production (Continued)

- the edited data will be displayed, CLICK “Next” to continue

Update Production

**State:** Arkansas **County:** Crawford ? Help

---

**Dairy Operation:** JJC Dairy  
**Contract No.:** 1

All required fields are denoted by an asterisk (\*).

\* Fiscal Year:  \* Month:

\* Pounds:  \* Date Received (mm/dd/yyyy):

FY Total Production:    2008: 289,788    2009: 756,800    2010: 0  
    2011: 0    2012: 0

Fiscal Year	Month	Production - Pounds	Production - CWT	Date Received	Action
2009	January	346,800	3,468.00	01/05/2009	<a href="#">Edit</a> <a href="#">Delete</a>
2009	November	410,000	4,100.00	01/05/2009	<a href="#">Edit</a> <a href="#">Delete</a>
2008	December	289,788	2,897.88	01/02/2009	<a href="#">Edit</a> <a href="#">Delete</a>

---

- the Update Production Summary Screen will be displayed, CLICK “Submit” to complete the changes.

Update Production Summary

**State:** Arkansas **County:** Crawford ? Help

---

**Dairy Operation:** JJC Dairy  
**Contract No.:** 1

Fiscal Year	Month	Production - Pounds	Production - CWT	Date Received	Status
2008	December	289,788	2,897.88	01/02/2009	Edit

---

5 Production (Continued)

B Production Inquiry

To inquire on production, under MILC Menu, Production, CLICK “**Production Inquiry**”. Select the applicable dairy operation and CLICK “**Next**” to continue. The Production Inquiry Summary Screen will be displayed with the following information:

- FY
- month
- production in pounds
- production in cwt
- date received.

The following is an example of the Production Inquiry Summary Screen.

USDA United States Department of Agriculture  
Farm Service Agency

Milk Income Loss Contract Program

MILC Home About MILC FSA Applications Help Contact Us Exit MILC Logout of eAuth

**Production Inquiry Summary**

State: Arkansas County: Crawford [? Help](#)

Dairy Operation: JJC Dairy  
Contract No.: 1

Fiscal Year	Month	Production - Pounds	Production - CWT	Date Received
2009	January	258,800	2,588.00	01/05/2009
2008	December	289,756	2,897.56	01/02/2009

Back Cancel

## 6 Reports

### A MILC Report Menu

MILC provides the following reports in PDF and Excel formats:

- **Contracts with Maximum Production** - contracts at the maximum **paid** production limit in pounds
- **Payment Activity** – contracts and the associated producers with payment activity for a given period
- **Contract with Zero Payment Activity** –contracts **without** payment activity for a given period
- **Payment Start Month** – designated start months of contracts for the specified FY’s
- **Production Summary** – summarizes the production per contract and producer for a given period.

### B Generating MILC Reports

To generate any MILC report, CLICK “**MILC Report**”. The MILC Reports Screen will be displayed. The follow is an example of the MILC Reports Screen.



The screenshot shows the MILC Reports interface. At the top left is the USDA logo and text: "United States Department of Agriculture Farm Service Agency". At the top right is "Milk Income Loss Contract Program". A navigation bar contains links: "MILC Home", "About MILC", "FSA Applications", "Help", "Contact Us", "Exit MILC", and "Logout of eAuth". The main content area has a "MILC Report Menu" on the left with a "Report List" containing: "Contracts with Maximum Production", "Payment Activity", "Contracts with Zero Payment Activity", "Payment Start Month", and "Production Summary". The main area is titled "MILC Reports" and shows search criteria: "State: Arkansas" and "County: Crawford". A "Cancel" button is at the bottom left, and a "Help" icon is at the bottom right.

Under MILC Report Menu, Report List, click a report and complete the applicable search criteria.

**Note:** Only the **Payment Start Month** and **Production Summary Reports** are available for the application phase (Phase 1).

7 Other Functions

A Changing Counties

To change a county in a multi-county FSA Service Center, CLICK “Change County”. The Select County Screen will be displayed.

The following is an example of the Select County Screen.

USDA United States Department of Agriculture Farm Service Agency Milk Income Loss Contract Program

MILC Home About MILC FSA Applications Help Contact Us Exit MILC Logout of eAuth

MILC Menu System Log Off

Select County

Sel	County	State
<b>OZARK SERVICE CENTER</b> FRANKLIN COUNTY FARM SERVICE AGENCY SERVICE CENTER OFFICE		
<input type="radio"/>	Franklin	Arkansas
<b>FORT SMITH SERVICE CENTER</b> SEBASTIAN COUNTY FARM SERVICE AGENCY SERVICE CENTER OFFICE		
<input type="radio"/>	Crawford	Arkansas
<input type="radio"/>	Scott	Arkansas

Submit