

For: State and County Offices

Correcting Milk Income Loss Contract (MILC) Payments

Approved by: Deputy Administrator, Farm Programs



1 Overview

A Background

Notice PS-639 and 11-LD provided instructions to State and County Offices for processing MILC applications and payments through the MILC software.

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

Important: Because of the urgent need to correct MILC underpayments, the current release of the MILC software is made available **only** with the Underpayment Correction functionality to make additional payments to producers who were previously underpaid. The **web application transmittal number 189** accompanying this software will provide additional information about underpayment corrections that may be processed.

Even though this notice addresses all MILC correction software **do not** process overpayments with the current release of the correction software as this may complicate the correction process. A future software release and PS notice will address overpayment corrections.

B Purpose

This notice provides instructions for processing MILC payment corrections.

MILC software has been enhanced to allow County Offices to access the MILC 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.

Note: Overpayment correction software is not available with the current release. Do not use this processing function.

Disposal Date	Distribution
December 1, 2010	State Offices; State Offices relay to County Offices

Notice PS-663

1 Overview (Continued)

B Purpose (Continued)

MILC contract payments that:

- are corrected **after** they have been signed in 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
- 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.

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 “**I Agree**” 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 interface. At the top left is the USDA logo and the text 'United States Department of Agriculture 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 Find an LRA. 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 'Administrator Links' with links for 'Local Registration' and 'Authority Login'. The main content area is titled 'eAuthentication Login' and contains two input fields: 'User ID:' and 'Password:'. Below the 'User ID:' field is a link for 'Forgot your User ID?'. Below the 'Password:' field are links for 'Forgot your Password?' and 'Change My Password'. A 'Login' button is located at the bottom center of the form area.

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

2 Getting Started (Continued)

B Select County Screen

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

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.

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

Submit

MilcSelectCounty01

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2 Getting Started (Continued)

C MILC Home Page

The MILC Home Page allows access to the Payment Correction options.

After successful county selection, the following MILC Home Page will be displayed with the message, “Success”.

To process a payment correction, under the Payments menu, **CLICK “Payment Correction”**. The Payment Correction - Contract Selection Screen will be displayed.

The screenshot displays the MILC Home Page interface. At the top, the USDA logo and text "United States Department of Agriculture Farm Service Agency" are on the left, and "Milk Income Loss Contract Program" is on the right. Below this is a horizontal banner with several small images related to farming. A navigation bar contains links: MILC Home, About MILC, FSA Applications, Help, Contact Us, Exit MILC, and Logout of eAuth. The main content area is titled "MILC Home" and shows "State: Arkansas" and "County: Crawford". A "Success" message is displayed in the center. On the left, a "MILC Menu" sidebar lists various options: Record a Contract, Change a Contract, Contract Inquiry, Transfer Contract, Resolve Transfer, Producer (Update Producer, Producer Inquiry), Production (Update Production, Production Inquiry), Payments (Monthly Payment, Cancel Payment, Payment Correction, Payment Inquiry), Reports (MILC Reports), and Other (Change County, System Log Off). A "Back to Top" link is at the bottom right. The footer contains a list 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.

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3 Payment Correction

A Payment Correction - Contract Selection Page

The following Payment Correction - Contract Selection will be displayed with all MILC contracts with payments requested for the selected county.

Select the following information:

- fiscal year of the contract payment month
- contract to be corrected.

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

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

Payment Correction - Contract Selection

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

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

* Select Fiscal Year: 2008 2009 2010 2011 2012

Sel	Contract No.	Dairy Operation
<input type="radio"/>	1	JJC Dairy
<input type="radio"/>	4	Bus Codes 00 and 04
<input type="radio"/>	6	Bus Code 03 KENT JAMES
<input type="radio"/>	7	ABC Dairy
<input type="radio"/>	8	DDE Dairy
<input checked="" type="radio"/>	9	XYZ MILK Factory

MilcCorrections01

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3 Payment Correction (Continued)

B Payment Correction - Contract Edit Screen

On the following Payment Correction - Contract Edit Screen, 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”.

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

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

Payment Correction - Contract Edit

State: Arkansas County: Crawford ? Help

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

Contract No.: 9
Dairy Operation: XYZ MILK Factory

* Contract From Date (mm/dd/yyyy):

Fiscal Year: 2009

* Payment 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.

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3 Payment Correction (Continued)

C Payment Correction - Edit Screen

The following Payment Correction - Edit Screen will be displayed with all contract periods for the selected fiscal year for the dairy operation in which payment was requested.

Note: Scroll down to view all contract periods for the dairy operation.

The screenshot shows the USDA Farm Service Agency Milk Income Loss Contract Program interface. At the top, it displays the USDA logo and the text "United States Department of Agriculture Farm Service Agency" and "Milk Income Loss Contract Program". Below this is a navigation bar with links: "MILC Home", "About MILC", "FSA Applications", "Help", "Contact Us", "Exit MILC", and "Logout of eAutl". The main heading is "Payment Correction - Edit".

State: Arkansas County: Crawford

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

Contract No.: 9 Dairy Operation: XYZ MILK Factory
Contract From Date (mm/dd/yyyy): 04/05/2009
Payment Start Month: May Fiscal Year: 2009

Contract Period: August Amount (\$): 13,468.50
* Recorded Pounds (lb): 825000 * Date Received (mm/dd/yyyy): 08/30/2009
Recheck Eligibility/AGI: * Correction Effective Date (mm/dd/yyyy):

By checking this box, only Eligibility/AGI for this Contract Period will be rechecked. No other changes will be processed.

Next Back Cancel

MilcCorrections03

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On the Payment Correction - Edit Screen, users can edit the following information, as applicable:

- recorded pounds
- date production evidence was received

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3 Payment Correction (Continued)

C Payment Correction - Edit Screen (Continued)

- recheck eligibility/AGI

Note: Check (✓) the Recheck Eligibility/AGI box **only** when you want the eligibility criteria for the producers in this contract period to be rechecked.

If payable has been signed, an additional payable will be created for the previously ineligible portion of the payment for this contract period.

If payment is unsigned, the previous payable will be cancelled and a new payable will be issued for the entire amount due for this contract period.

No other changes will be processed, other than rechecking eligibility/AGI.

Do **not** check (✓) Recheck Eligibility/AGI box to do any of the following:

- add a producer
- delete a producer
- change producer information
- change production pounds.

For additional information on recheck eligibility, CLICK “Help” icon at the top of the Payment Correction - Edit Screen.

- correction effective date

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

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

- add producer

Note: To add a producer to a contract period, CLICK “Add Producer” link displayed for each contract period when scrolling down.

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3 Payment Correction (Continued)

C Payment Correction - Edit Screen (Continued)

- producer information.

Note: The producer information can be edited, as follows (scroll down):

- clicking “Delete” will remove everything for this producer associated for this contract month
- pay "Y" - producer accepts payment, "N" - producer refuses payment
- shares (**must** total 100 percent).

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

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3 Payment Correction (Continued)

D Payment Correction - Summary Screen

The following Payment Correction - Summary Screen summarizes all the changes made on the Payment Correction - Edit Screen. Review the data and **verify** that **no** overpayments are included. Overpayment processing is **not** authorized until directed by DAFFP.

Payment Correction - Summary										
State: Arkansas		County: Crawford								 Help
Contract No.: 9					Dairy Operation: XYZ MILK Factory					
Contract From Date (mm/dd/yyyy): 04/05/2009										
Payment Start Month: May					Fiscal Year: 2009					
Contract Period: August					Amount (\$): \$ 14,371.88					
Recorded Pounds (lb): 875,000					Date Received (mm/dd/yyyy): 08/30/2009					
Correction Effective Date (mm/dd/yyyy): 09/05/2009										
Producer Information										
Del/Chg	Producer ID	ID Type	Accept	Share (%)	Eligible (Y/N/P/R)	Original Amount (\$)	New Amount (\$)	Difference (\$)	POC	
Chg	Bob Dairy ***-**-836	S	Y	45.00 %	Y	\$ 6,734.25	\$ 6,467.35	-\$ 266.90	Y	
Chg	Jane Dairy ***-**-900	S	Y	55.00 %	Y	\$ 6,734.25	\$ 7,904.53	\$ 1,170.28	N	
Contract Period: July					Amount (\$): \$ 10,881.68					
Recorded Pounds (lb): 705,000					Date Received (mm/dd/yyyy): 07/31/2009					
Correction Effective Date (mm/dd/yyyy): 07/31/2009										
Producer Information										
Del/Chg	Producer ID	ID Type	Accept	Share (%)	Eligible (Y/N/P/R)	Original Amount (\$)	New Amount (\$)	Difference (\$)	POC	
Chg	Bob Dairy ***-**-836	S	Y	50.00 %	Y	\$ 3,634.94	\$ 5,440.84	\$ 1,805.90	Y	
Chg	Jane Dairy ***-**-900	S	Y	50.00 %	Y	\$ 8,481.54	\$ 5,440.84	-\$ 3,040.70	N	
Contract Period: June					Amount (\$): \$ 12,795.91					
Recorded Pounds (lb): 695,000					Date Received (mm/dd/yyyy): 06/30/2009					
Correction Effective Date (mm/dd/yyyy): 07/15/2009										
Producer Information										
Del/Chg	Producer ID	ID Type	Accept	Share (%)	Eligible (Y/N/P/R)	Original Amount (\$)	New Amount (\$)	Difference (\$)	POC	
Chg	Bob Dairy ***-**-836	S	Y	60.00 %	Y	\$ 7,677.55	\$ 7,677.55	\$ 0.00	Y	
Chg	Jane Dairy ***-**-900	S	Y	40.00 %	Y	\$ 5,118.36	\$ 5,118.36	\$ 0.00	N	
Contract Period: May					Amount (\$): \$ 10,050.68					
Recorded Pounds (lb): 685,000					Date Received (mm/dd/yyyy): 05/31/2009					
Correction Effective Date (mm/dd/yyyy): 06/10/2009										
Producer Information										
Del/Chg	Producer ID	ID Type	Accept	Share (%)	Eligible (Y/N/P/R)	Original Amount (\$)	New Amount (\$)	Difference (\$)	POC	

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3 Payment Correction (Continued)

D Payment Correction - Summary Screen (Continued)

Notes: On the Payment Correction - Summary Screen, **CLICK:**

- “**Submit**”, to accept the changes; the Correction Summary Result Screen will be displayed
- “**Back**”, the Payment Correction - Edit Screen will be displayed.

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.

E Payment Correction Summary Result Screen

On the following Payment Correction Summary Result Screen, **CLICK:**

- “**Print**”, to print the Payment Correction Summary Result Screen
- “**Home**”, to return to the MILC Home Page.

Payment Correction Summary Result

State: Arkansas **County:** Crawford

Contract #9

- Payment cancelled for | Bob Dairy (***-**-836) in the amount of \$3,015.20. Month May, Payable ID #8245175.
- Payment processed for | Bob Dairy (***-**-836) in the amount of \$7,035.48, Month May, Payable ID #8244249.
- Payment cancelled for | Jane Dairy (***-**-900) in the amount of \$7,035.48, Month May, Payable ID #8244245.
- Payment processed for | Jane Dairy (***-**-900) in the amount of \$3,015.20, Month May, Payable ID #8245179.
- Payment cancelled for | Bob Dairy (***-**-836) in the amount of \$3,634.94, Month July, Payable ID #8245177.
- Payment processed for | Bob Dairy (***-**-836) in the amount of \$5,440.84, Month July, Payable ID #8244250.
- Payment cancelled for | Jane Dairy (***-**-900) in the amount of \$8,481.54, Month July, Payable ID #8244247.
- Payment processed for | Jane Dairy (***-**-900) in the amount of \$5,440.84, Month July, Payable ID #8245180.
- Payment cancelled for | Bob Dairy (***-**-836) in the amount of \$6,734.25, Month August, Payable ID #8245178.
- Payment processed for | Bob Dairy (***-**-836) in the amount of \$6,467.35, Month August, Payable ID #8244251.
- Payment cancelled for | Jane Dairy (***-**-900) in the amount of \$6,734.25, Month August, Payable ID #8244248.
- Payment processed for | Jane Dairy (***-**-900) in the amount of \$7,904.53, Month August, Payable ID #8245181.

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MILC Payment Correction Messages

The following messages may be displayed during MILC payment corrections.

Message	Reason	Recommendation
NPS Messages		
<p>“The payment is not in awaiting processing status.”</p>	<p>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"> • the error message • State, County, and contract number • payable ID and amount in question.
<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>Self-explanatory; follow the instruction in error message and check payment on NPS Worklist.</p>	<p>If not on NPS 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 overpayments/ underpayments; a joint venture had 1 member that did not have a legacy link to the county so MILC 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’> 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 Payment Correction Messages (Continued)

Message	Reason	Recommendation
MILC Messages		
“Error: No correctable monthly payments found for this Fiscal Year.”	No payments recorded for the selected dairy operation for the selected FY.	
“Successfully processed - contract #XXX.”	Small change to production did not result in additional payment to producers.	
On Payment Correction Summary Page, “No Change” in the Del/Chg column. Note: 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.	
SCIMS Messages		
“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 TIN has been entered and there exist duplicates in SCIMS.	MILC will give the user an error message to correct the problem in SCIMS before proceeding in MILC.
“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”.	