UNITED STATES DEPARTMENT OF AGRICULTURE
Farm Service Agency
Washington, DC 20250

Notice SP-108

For: State and County Offices

Milk Loss Program (MLP) Policy and Procedures

Approved by: Acting Deputy Administrator, Farm Programs

1 Overview

A Background

MLP is authorized by the Extending Government Funding and Delivering Emergency Assistance Act of 2021 and the Disaster Relief Supplemental Appropriations Act, 2023. Under the Act, MLP is authorized to pay for eligible losses that occurred in calendar years 2020, 2021, and 2022. Additionally, the Disaster Relief Supplemental Appropriations Act, 2023 authorizes assistance for eligible milk losses due to tornadoes that occurred in 2022.

MLP provides indemnity to eligible dairy operations for milk that was dumped or removed without compensation from the commercial milk market due to droughts, wildfires, hurricanes, floods, derechos, excessive heat, winter storms, freeze, including polar vortex, and smoke exposure that occurred in the 2020, 2021, and 2022 calendar years. MLP assists America's farmers and ranchers to recover from these storms and disasters.

B Purpose

This notice provides State and County Offices with policies and procedures including automation and payment provisions for MLP.

1 Overview (Continued)

C State Office Contacts

For Questions About	Contact
Policy	Doug Kilgore, PSD, by either of the following: • e-mail to **douglas.e.kilgore@usda.gov** • telephone at 202-720-9011. or Angela Pope, PSD, by either of the following: • e-mail to **angela.pope@usda.gov** • telephone 202-720-0482.
Automation Application	Gordon Washburn, Program Delivery Division, by either of the following: • e-mail to **gordon.washburn@usda.gov** • telephone using Teams
Automation Payment	Tina Nemec, Program Delivery Division, by either of the following: • e-mail to **tina.nemec@usda.gov** • telephone at 202-690-4027.

2 MLP Applicability

A Administration

MLP will be:

- administered on behalf of CCC under the general supervision of the FSA Administrator and DAFP

- carried out by STC's and COC's with instructions issued by DAFP.

STC's, COC's, their representatives, and employees do not have authority to modify or waive any provisions or regulations.

Exception: DAFP may authorize STC's and COC's to waive or modify non-statutory deadlines and other program requirements for cases where lateness or failure to meet these other requirements does not adversely affect the operation of MLP.

2 MLP Applicability (Continued)

B Administration Responsibilities (Continued)

STC's will:

- take any required action not taken by COC
- correct or require correction of a COC action that is not in compliance
- require COC to not act or implement a decision that is not authorized.

DAFP, or a designee, may determine any question arising under MLP or reverse or modify a determination made by STC or COC.

3 MLP Signup

A Application Period for Accepting FSA-376 (Exhibit 1)

County Offices may begin accepting FSA-376's on **September 11, 2023**. The signup period will end on **October 16, 2023**. Eligible applicants may file FSA-376 for benefits any time during the application period.

All producers applying for MLP must self-certify to the accuracy and truthfulness of the information provided on FSA-376 and any documentation filed with or in support of the application. Providing a false certification will result in ineligibility and can also be punishable by imprisonment, fine, and other penalties.

B Deadline to Submit Supporting Documentation

Producers who submitted FSA-376 during the sign-up period will have until December 16, 2023, to provide payment eligibility and supporting documentation.

4 MLP Eligibility Requirements

A MLP Applicant Eligibility

To be an eligible MLP applicant, the dairy operation must have:

- dumped or removed milk without receiving compensation for the commercial milk market due to qualifying disaster events

- provide the required documentation at application according to paragraph 5

4 MLP Eligibility Requirements (Continued)

A MLP Applicant Eligibility (Continued)

- submit any payment eligibility and supporting documentation by December 16, 2023
- complete and submit FSA-376 according to subparagraph 6 A.

Note: Dairy operations that received partial compensation for dumped or discarded milk are eligible for compensation through MLP for the portion of milk that was not compensated.

B Producers Ineligible for MLP

The following persons or legal entities are ineligible for MLP.

- Federal, State, and local governments, including public schools, as defined in 5-PL and 6-PL
- foreign producers.

C Requirements for Applicants

Before FSA-376 can be approved, applicants **must**:

- be in compliance with:
  - DCIA from producer certification
  - controlled substance provisions
  - fraud provisions
- not be suspended, debarred, or otherwise excluded from participating in FSA/CCC programs according to 1-CM, paragraph 823
- be one of the following:
  - a citizen of the United States
  - resident alien of the United States
  - partnership of citizens or resident aliens of the United States

3 MLP Eligibility Requirements (Continued)

C Requirements for Applicants (Continued)

- corporation, limited liability company, or other organizational structure organized under State law and solely owned by U.S. citizens or resident aliens

- Indian Tribe or Tribal organization, as defined in section 4(b) of the Indian Self Determination and Education Assistance Act (25 U.S.C. 5304).

D Payment Eligibility Forms

The following forms must be submitted within 60 calendar days of the MLP application deadline, if not previously filed with FSA.

- AD-2047, Customer Data Worksheet

- CCC-860, Socially Disadvantaged, Limited Resource, Beginning and Veteran Farmer or Rancher Certification

- CCC-901, Member Information for Legal Entities, if applicable

- CCC-902, Farm Operating Plan for an individual or legal entity

- FSA-510, Request for an Exception to the $125,000 Payment Limitation for Certain Programs

- AD-1026, Highly Erodible Land Conservation (HELC) and Wetland Conservation (WC) Certification.

E AGI Provisions and Payment Limitation

AGI limitations according to 5-PL and 6-PL do not apply to MLP, however the payment limitation for MLP is determined by the person's or legal entity's average adjusted gross farm income (income derived from farming, ranching, and forestry operations). Specifically, a person or legal entity, other than a joint venture or general partnership, cannot receive, directly or indirectly, more than $125,000 in payments under MLP. If the resulting average adjusted gross farm income derived of the definition of "income derived from farming, ranching, and forestry operations" is at least 66.66 percent of the average AGI of the person or legal entity, then the average adjusted gross farm income may also take into consideration income or benefits derived from the following:

- the sale of equipment to conduct farm, ranch, or forestry operations

- the provision of production inputs and services to farmers, ranchers, foresters, and farm operations.

3 MLP Eligibility Requirements (Continued)

E AGI Provisions and Payment Limitation (Continued)

The relevant tax years are:

- for the 2020 program year, 2016, 2017, and 2018
- for the 2021 program year, 2017, 2018, and 2019
- for the 2022 program year, 2018, 2019, and 2020.

To receive more than $125,000 in MLP payments, producers must submit FSA-510, accompanied by a certification from a certified public accountant or attorney as to that person's or legal entity's certification. If a producer requesting the $250,000 payment limitation is a legal entity, all members of that entity must also complete FSA–510 and provide the required certification. If a legal entity could be eligible for the $250,000 payment limitation based on the legal entity's average AGI from farming, ranching, or forestry related activities but a member of that legal entity either does not complete an FSA-510 and provide the required certification or is not eligible for the $250,000 payment limitation, the payment to the legal entity will be reduced for the limitation applicable to the share of the MLP payment attributed to that member.

A payment made to a legal entity will be attributed to those members who have a direct or indirect ownership interest in the legal entity unless the payment of the legal entity has been reduced by the proportionate ownership interest of the member due to that member's ineligibility.

Attribution of payments made to legal entities will be tracked through four levels of ownership in legal entities as follows:

- first level of ownership: Any payment made to a legal entity that is owned in whole or in part by a person will be attributed to the person in an amount that represents the direct ownership interest in the first-level or payment legal entity.

- second level of ownership: Any payment made to a first-level legal entity that is owned in whole or in part by another legal entity (referred to as a second-level legal entity) will be attributed to the second-level legal entity in proportion to the ownership of the second-level legal entity in the first-level legal entity; if the second-level legal entity is owned in whole or in part by a person, the amount of the payment made to the first-level legal entity will be attributed to the person in the amount that represents the indirect ownership in the first-level legal entity by the person.

- third and fourth levels of ownership: Except as provided in the second level of ownership bullet above and in the fourth level of ownership bullet below, any payments made to a legal entity at the third and fourth levels of ownership will be attributed in the same manner as specified in the second level of ownership bullet above.

3 MLP Eligibility Requirements (Continued)

E AGI Provisions and Payment Limitation (Continued)

- fourth level of ownership: If the fourth level of ownership is that of a legal entity and not that of a person, a reduction in payment will be applied to the first-level or payment legal entity in the amount that represents the indirect ownership in the first-level or payment legal entity by the fourth-level legal entity.

Payments made directly or indirectly to a person who is a minor child will be combined with the earnings of the minor's parent or legal guardian.

Forthcoming eligibility standards will require a producer that is a legal entity must provide the names, addresses, ownership share, and valid taxpayer identification numbers of the members holding an ownership interest in the legal entity. Payments to a legal entity will be reduced in proportion to a member's ownership share when a valid taxpayer identification number for a person or legal entity that holds a direct or indirect ownership interest, at the first through fourth levels of ownership in the business structure, is not provided to FSA.

If an individual or legal entity is not eligible to receive MLP payments due to the individual or legal entity failing to satisfy payment eligibility provisions, the payment made either directly or indirectly to the individual or legal entity will be reduced to zero. The amount of the reduction for the direct payment to the producer will be commensurate with the direct or indirect ownership interest of the ineligible individual or ineligible legal entity. Like other programs administered by FSA, payments made to an Indian Tribe or Tribal organization, as defined in section 4(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 5304), will not be subject to payment limitation.

For producers who submit FSA-510, the County Office must set the AGI 75% Rule to 'Yes' in Subsidiary for the $250,000 payment limitation to apply.

F SDA, Limited Resource, Beginning, and Veteran Farmer Certification

Producers requesting eligibility consideration based on SDA, limited resource, beginning, or veteran farmer or rancher status must provide their certification on CCC-860 according to 1-CM, paragraph 950.

For producers meeting eligibility under this section, the MLP payment will be calculated by multiplying a 90 percent factored FSA payment rate.

For producers who submit CCC-860, the County Office must set the appropriate SDA status to 'Yes' in Subsidiary for the 90 percent payment rate to apply.

4 General MLP Policies

A Eligible Disaster Events

MLP will provide payments to eligible producers for milk that was dumped or removed without compensation from the commercial market as a result of a qualifying disaster event. Losses of dumped milk must be directly related to an eligible disaster event that occurred in calendar year 2020, 2021, or 2022 such as:

- drought
- wildfire
- hurricane
- flood
- smoke exposure
- derecho
- excessive heat
- winter storm
- freeze, including polar vortex
- tornado (applicable for 2022).

B Base Period

The base period is the full calendar month of milk production preceding the month in which the milk was dumped or removed.

The number of days marketed for a calendar month is equal to the number of days for that base period.

Example: February 2020 had 28 days, which means that the number of days marketed in the base period is 28.

C Claim Period

The claim period is the full calendar month period in which the milk was dumped and not commercially marketed. The claim period includes the period eligible for indemnification in which the dairy operation would have sold milk in the commercial market had it not been dumped due to the disaster event.

A claim period may cross over into the next month, depending on when the milk would have been marketed. However, a separate FSA-376 will be required.

D Eligible Period

The period eligible for MLP benefits:

- begins on the day the milk was dumped and not shipped on the commercial market
- ends on the day the milk was last dumped or removed.

Note: MLP benefits are limited to 30 days per calendar year.

4 General MLP Policies (Continued)

E Determining Calendar Days Off the Commercial Market

County Offices will determine days off the commercial market based on the dates the milk was removed from and reinstated back to the commercial market depending on the circumstances of the disaster event. The total number of days off the market depends on the following:

- time of day of milkings (a.m. or p.m.)
- milkings missed during time of removal
- frequency of milk pickups.

When all milk stored on the farm at the time of the first pickup after reinstatement is not included, COC will determine the following:

- pounds above normal that was included in the second and third pickups
- number of milkings represented by the above normal pounds, based on the average pounds per milking
- that the additional number of milkings is included with the number of milkings determined for the first pickup, to establish the total number of milkings of stored production available when the first pickup occurred.

Note: Depending on the timing of dumped milk or milk pick up and/or the amount of tank storage, the daily marketings prior to or after may not correspond with the dumped milk amounts. County Offices will consider all factors involved in determining days off the commercial market. The days off the market may be for part of a day.

Example: 4.5 days off the market.

F Average Production Per Cow Per Day

Milk loss payments are based on the normal milk marketings including the average daily milk production per cow in the base period. Normal milk marketings are:

- based on the average daily production during the base period
- adjusted for any change in the daily average number of cows milked during each pay period the milk is off the market compared with the average number of cows milked during the base period.

4 General MLP Policies (Continued)

F Average Production Per Cow Per Day (Continued)

Average production per cow per day is determined by:

- dividing the base period production by the number of cows milked during the base period to get the average production per cow during the base period

- dividing the result (average production per cow per day during the base period) by the number of days during the base period the milk was commercially marketed to get the average production per cow per day.

G Fair Market Value

The fair market value of a MLP applicant's normal milk marketings is determined from the sum of the net proceeds the applicant would have received for their normal milk marketings during the eligible days in the claim period.

Once the fair market value of the milk is determined, the net proceeds the applicant would have received for the pay period for the milk dumped and not shipped to the commercial market can be calculated.

H Net Payment Price

The net payment price is determined by deducting the following from the gross payment price:

- base hauling fee

Note: The base hauling fee is the only charge allowed to be claimed. Stop charges and mileage costs will not be included in the allowable hauling fee.

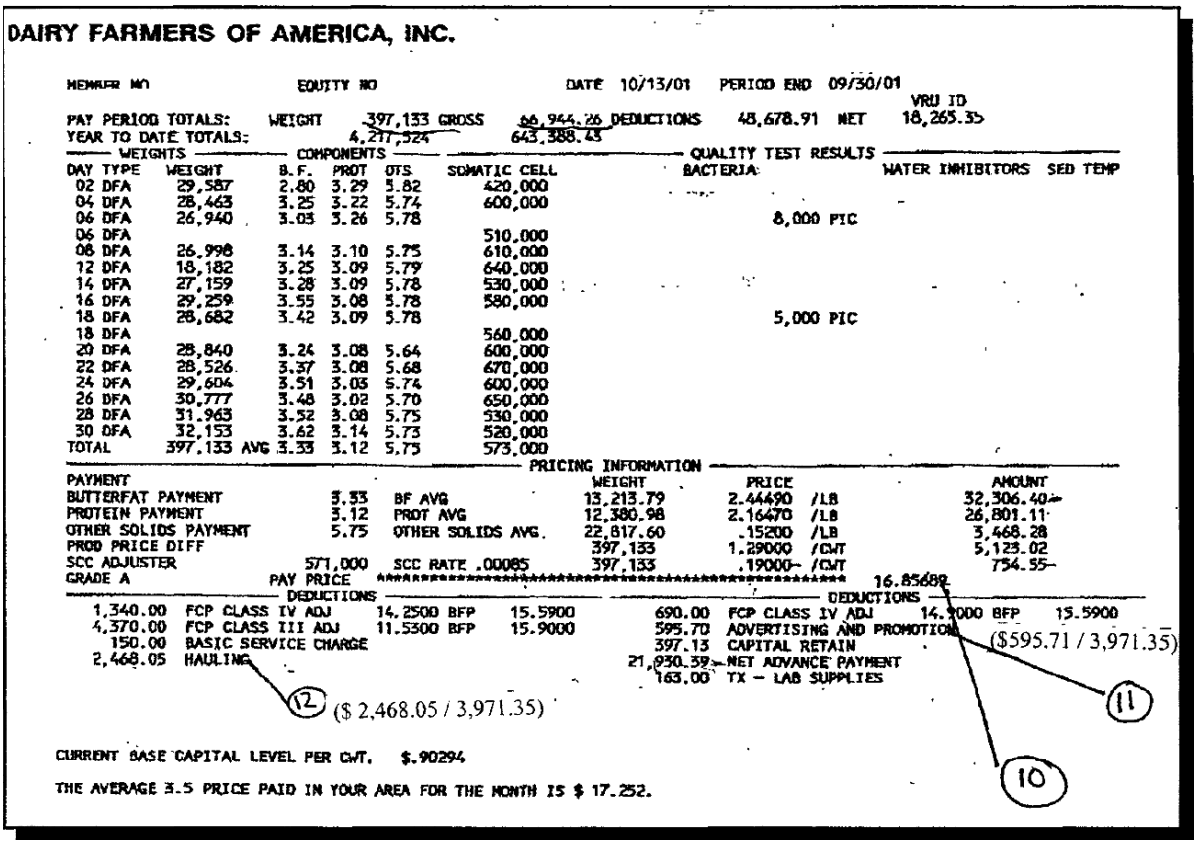
- promotional fees.

Note: Promotional fees will be equivalent to the industry standard rate of $0.15 cwt and is deducted by the software in calculating the net payment price.

4 General MLP Policies (Continued)

I Producer Milk Marketing Statement Example

The following is an example of a producer's milk marketing statement:



DAIRY FARMERS OF AMERICA, INC.

MEMBER NO EQUITY NO DATE 10/13/01 PERIOD END 09/30/01

VRU ID

PAY PERIOD TOTALS: WEIGHT 397,133 GROSS 66,944.26 DEDUCTIONS 48,678.91 NET 18,265.35
YEAR TO DATE TOTALS: 4,211,524 643,388.43

WEIGHTS		COMPONENTS				QUALITY TEST RESULTS			
DAY TYPE	WEIGHT	B.F.	PROT	OTS	SOMATIC CELL	BACTERIA		WATER INHIBITORS	SED TEMP
02 DFA	29,587	2.80	3.29	5.82	420,000				
04 DFA	28,463	3.25	3.22	5.74	600,000				
06 DFA	26,940	3.03	3.26	5.78		8,000 PIC			
06 DFA					510,000				
08 DFA	26,998	3.14	3.10	5.75	610,000				
12 DFA	18,182	3.25	3.09	5.79	640,000				
14 DFA	27,159	3.28	3.09	5.78	530,000				
16 DFA	29,259	3.55	3.08	5.78	580,000				
18 DFA	28,682	3.42	3.09	5.78		5,000 PIC			
18 DFA					560,000				
20 DFA	28,840	3.24	3.08	5.64	600,000				
22 DFA	28,526	3.37	3.08	5.68	670,000				
24 DFA	29,604	3.51	3.03	5.74	600,000				
26 DFA	30,777	3.48	3.02	5.70	650,000				
28 DFA	31,963	3.52	3.08	5.75	530,000				
30 DFA	32,153	3.62	3.14	5.73	520,000				
TOTAL	397,133 AVG	3.33	3.12	5.75	573,000				

PRICING INFORMATION

PAYMENT			WEIGHT	PRICE		AMOUNT
BUTTERFAT PAYMENT	3.33	BF AVG	13,213.79	2.44490	/LB	32,306.40
PROTEIN PAYMENT	3.12	PROT AVG	12,380.98	2.16470	/LB	26,801.11
OTHER SOLIDS PAYMENT	5.75	OTHER SOLIDS AVG.	22,817.60	.15200	/LB	3,468.28
PROD PRICE DIFF			397,133	1.29000	/CWT	5,123.02
SCC ADJUSTER	571,000	SCC RATE .00085	397,133	.19000-	/CWT	754.55-
GRADE A	PAY PRICE	**********	**********	**********		16.85682

DEDUCTIONS				DEDUCTIONS			
1,340.00	FCP CLASS IV ADJ	14.2500 BFP	15.5900	690.00	FCP CLASS IV ADJ	14.2000 BFP	15.5900
4,370.00	FCP CLASS III ADJ	11.5300 BFP	15.9000	595.70	ADVERTISING AND PROMOTION		
150.00	BASIC SERVICE CHARGE			397.13	CAPITAL RETAIN		
2,468.05	HAULING			21,930.39	NET ADVANCE PAYMENT		
				163.00	TX - LAB SUPPLIES		

($ 2,468.05 / 3,971.35)

($595.71 / 3,971.35)

CURRENT BASE CAPITAL LEVEL PER CWT. $.90294

THE AVERAGE 3.5 PRICE PAID IN YOUR AREA FOR THE MONTH IS $ 17.252.

Note: Circle number:

- 10 is the gross payment price paid to the producer
- 11 is the total advertising and promotional fees paid
- 12 is the total hauling fees paid by the producer.

J Partially Compensated Milk

In some cases, dairy operations may have received a partial payment for milk that was dumped through the marketing organization, insurance, or other sources. Dairy operations whose milk was dumped and was partially compensated is eligible for the fair market value of the milk that was not compensated.

Applicants will acknowledge FSA-376 Items 16A-C if milk was compensated by another source.

5 Required Documentation

A Milk Marketing Statements

The MLP applicant must provide a copy of all sales documents or monthly milk marketing statements for milk marketed during:

- the base period
- the claim period.

The following information from the marketing statements is used for the Milk Loss Application (FSA-376):

- base period monthly production
- claim period monthly production
- date record of when milk was picked up
- gross payment price per cwt
- hauling fee per cwt.

Note: The copy of the sales documents will include the applicant's milk pickups during the first 1 to 2 weeks after reinstatement to commercial markets. This is required so the County Office can determine how many days of milk production were in the applicant's milk tank when the applicant was reinstated to commercial markets.

If sales documents are received from more than 1 handler for an applicant, enter the weighted average price as the:

- gross payment price, if the net payment price is not known
- net payment price, if the net payment price is provided on all sales documents.

The following is an example of a weighted average price computation:

- milk marketed with Handler A totaled 5,000 cwt.; milk marketed with Handler B totaled 1,000 cwt.

- Handler A paid an average price of $11.25 per cwt.; Handler B paid an average price of $11.00 per cwt.

If the affected farmer has specific documentation regarding the pounds of milk dumped the County Office can use that information to assist in completing FSA-376.

5 Required Documentation (Continued)

A Milk Marketing Statements (Continued)

Step	Action	Calculation
1	Add the total cwt. of milk marketed by both handlers.	5,000 + 1,000 = 6,000 cwt.
2	For each handler, multiply cwt. marketed by the handler times the price paid by that handler.	$11.2500 x 5,000 cwt. = $56,250 $11.0000 x 1,000 cwt. = $11,000
3	Add the result of step 2.	$56,250 + $11,000 = $67,250
4	Divide the result of step 3 by 6,000 cwt.	$11.208333 rounded to $11.2083 **Note:** Carry the calculation to 6 decimal places to the right of the decimal point and round back to 4 decimal places.

B Information Needed to Process Milk Loss Application (FSA-376)

For the MLP application (FSA-376) to be completed in addition to the milk marketing statements, the applicant will provide the County Office documentation of the following:

- number of cows milked in base and claim period
- pounds of milk marketed in base and claim period
- days milk marketed in base and claim month
- number of milkings per day
- approximate time of daily milking(s)
- approximate time and frequency the milk is picked up by the marketing organization
- number of days milk loss claimed
- if a prior month milk loss occurred
- type of weather event that caused the milk loss
- size of the geographic area affected by the disaster event
- whether the milk was measured before removal
- pounds of the milk removal (if applicable)
- other noteworthy details of the disaster event
- payment record for dumped milk partially compensated (if applicable).

6 MLP Program Application

A Completing FSA-376

Dairy operations will complete FSA-376 to apply for MLP benefits.

FSA-376 is filed for the month in which there is a milk loss. If the milk loss extends into another month, a second FSA-376 will be created for the additional month.

Note: Producers are only eligible to submit indemnity claims for a maximum of 30 days per year for 2020, 2021, and 2022.

B Second-Party Review of FSA-376

Before approval, a second-party review must be completed. The second-party reviewer must enter their initials and the date the second-party review was completed. The employee completing this review must not be an employee who assisted the producer in completing FSA-376.

C Approval of FSA-376

County Office employees authorized to approve applications for MLP can do so only after all:

- producer signatures are received on a completed FSA-376
- program eligibility requirements have been met.

COC may also request additional information as necessary. Producers must maintain records for 3 years after application is submitted.

Note: 2022 MLP applications can be accepted but **not** approved until notification from the National Office.

D Disapproved FSA-376's

If FSA-376 is disapproved by COC, the County Office must inform the producer of the determination in writing and provide applicable appeal rights according to 1-APP.

E Spot-Check Procedures

Spot-check procedures will be provided in the future as necessary.

F Redelegation Authority

COC's may redelegate FSA-376 signing authority to CED's and record in the meeting minutes.

7 MLP Automation

A Overview

All MLP functions:

- are automated within the web-based software
- can only be updated by FSA employees with eAuthentication Level II certification.

B Accessing the MLP System

Access the MLP application according to the following table.

Step	Action
1	Access the FSA Applications Intranet page at **https://intranet.fsa.usda.gov/fsa/applications.asp**
2	Under FSA Applications, Applications Directory, CLICK “G-O”.
3	CLICK “MLP-Milk Loss Program”. The Home Screen is displayed.

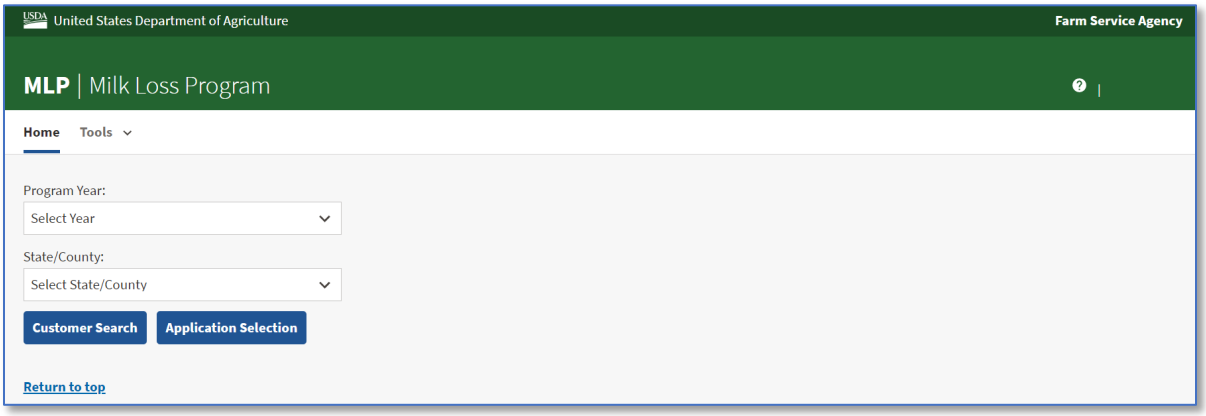
8 MLP Home Screen

A Overview

The MLP Home Screen allows users to select the applicable program year, State, and county. The Administrative State/County will default to “Select One”. The user must select the correct Admin State/County from the drop-down menu which will display a complete list of counties for the selected applicant.

B Example of MLP Home Screen

The following is an example of the MLP Home Screen.



8 MLP Home Screen (Continued)

C Field Descriptions and Actions

The following table provides fields, descriptions, and actions for the MLP Home Screen.

Field/Button	Description/Action
Home	This link is available on all screens. Clicking "Home" will return user to the main screen.
Tools	Clicking "Tools" will allow user to select any of the following: • Receipt for Service • Email Notifications • Reports • Bulk COC Determination • Electronic COC Determination. **Note:** A State and county must be selected before "Reports", "COC Bulk Approval", and "Electronic COC Determination" options are available.
Program Year	Using the drop-down menu, select applicable year.
State/County	Using the drop-down menu, select applicable State and county.
Customer Search	Users can select this option to search for a specific producer. The program year must be selected, and the State/county of the user must be selected before choosing this option to initiate a SCIMS search. Nationwide customer service is available at this point, and any State/county and producer in the nation can be searched. If an active application already exists for the selected producer, the user will be directed to the Application Selection Screen. The user can edit the application(s) on file or CLICK "Add Application" to create a new application.
Application Selection	Displays all applications in the selected State/county. **Note**: A State/county must be selected before displaying the applications entered.

9 MLP Application Selection Screen

A Overview

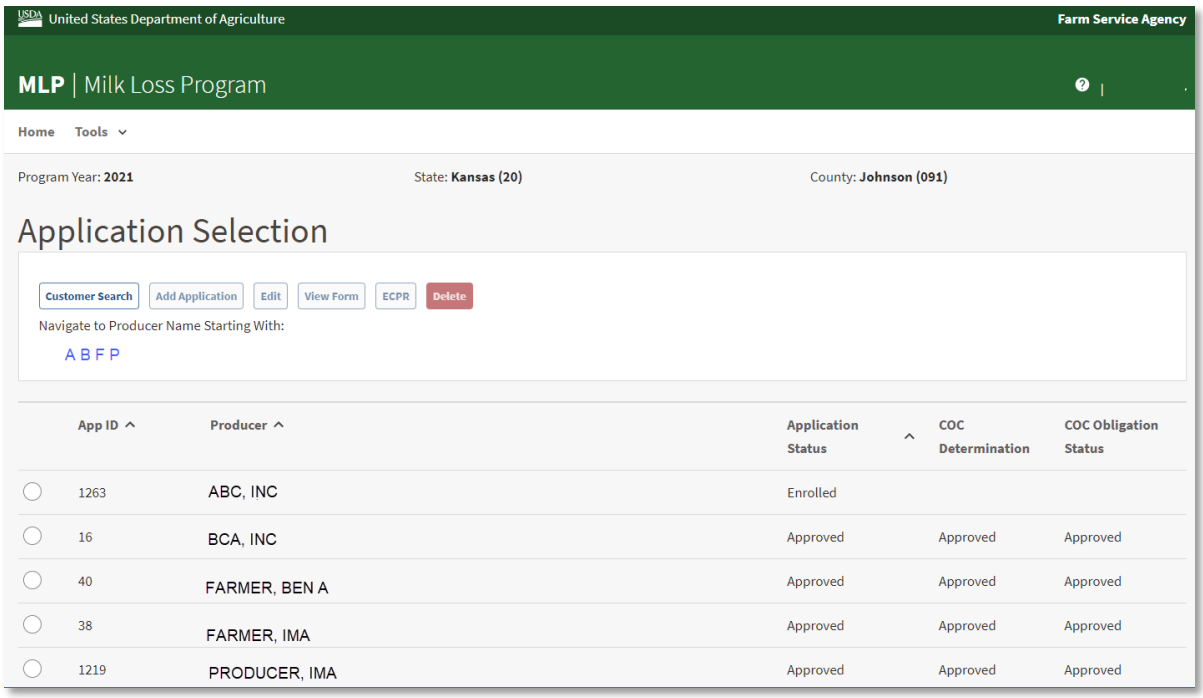
The Application Selection Screen:

- is the starting screen for MLP
- displays general application information and provides multiple action buttons.

9 MLP Application Selection Screen

B Example of MLP Application Selection Screen

The following is an example of the MLP Application Selection Screen.



C Field Descriptions and Actions

The following table provides fields, descriptions, and actions for the MLP Application Selection Screen.

Field/Button	Description/Action
Program Year	Displays the program year.
State	Displays the selected State.
County	Displays the selected county.
Customer Search	Allows users to select a specific producer. Nationwide customer service is available. Any State/county and producer in the nation can be searched. If an active application already exists for the selected producer, the user will be directed to the Application Selection Screen for the selected producer. The user can edit the application(s) on file or CLICK “Add Application” to create a new application.

9 MLP Application Selection Screen (Continued)

C Field Descriptions and Actions (Continued)

Field/Button	Description/Action
Add Application	After selecting a producer by clicking a radio button next to the producer with an existing application, a new application can be created. CLICK "Add Application" to create a new application.
Edit	After selecting the application, CLICK "Edit" to access the application.
View Form	After selecting the application, CLICK "View Form" to view the FSA-376.
View Summary	After selecting the application, CLICK "View Summary" to view the application summary page.
View Form	After selecting the application, CLICK "View Form" to view the FSA-376.
ECPR	After selecting the application, CLICK "ECPR" to view the Estimated Calculated Payment Report.
Delete	Cancels an application recorded in error. A pop-up will be displayed asking the user if they are sure they want to cancel the application. • CLICK "Yes" to cancel the application **Note:** The status will be updated to "Cancelled". • CLICK "No" to return to the Application Selection Screen. **Note:** The application will not be cancelled. **Warning:** Applications cancelled after COC approval will result in the payments being cancelled and an overpayment transferred to NRRS. The application can no longer be edited after being cancelled. **Note:** States must load issues into the PDD SharePoint site for MLP applications that were cancelled and need to be reactivated.
Navigate to Producer Name Starting With:	Allows users to jump to a specific producer based on their last name.
App ID	Displays the system-generated application identification number for the producer.
Producer	Displays the name of the producer.

9 MLP Application Selection Screen (Continued)

C Field Descriptions and Actions (Continued)

Field/Button	Description/Action	
Application Status	**Status**	**Description**
	Initiated	Application has been created and the "Producer Signature Date" field is blank.
	Enrolled	Application has been created and a producer signature date has been recorded.
	Approved	The COC determination date has been recorded, the COC determination is "Approved", and the obligation was successful.
	Disapproved	The COC determination date has been recorded and the COC determination is "Disapproved".
	Pending Obligation	The COC determination date has been recorded, the COC determination is "Approved", but the obligation is pending. **Note:** This status is a rare occurrence.
	Suspended	A Business Partner merge has taken place for this producer, after the application was created, and the application must be reviewed for actions that need to be completed.
	Cancelled	Application has been cancelled.
COC Determination	**Status**	**Description**
	Approved	The COC date has been recorded and the COC determination is "Approved".
	Disapproved	The COC date has been recorded and the COC determination is "Disapproved".
COC Obligation Status	**Status**	**Description**
	Approved	The payment obligation was successful, and the payment amount has been sent to the payment process.
	Failed	The payment obligation failed due to lack of funding or system failure. **Note**: No further action is needed by the user. The system will retry the obligation each night.
	Rejected	The payment obligation was rejected. **Note:** Users must review and resolve the issue or elevate to State Office specialist. Click on the "Rejected" link for more information.

10 Headers and Footers Displayed on Application Pages

A Headers

Each tab will include a header section displaying the following information,

- program year
- State where the application was created
- county where the application was created
- application status
- producer name
- administrative State
- administrative county
- system-generated application ID.

B Footers

The following table provides, descriptions and actions for the footer buttons.

Button	Description/Action
Exit	Exits the application without saving data that has not already been saved.
Back	Returns user to previous screen without saving data that has not been previously saved.
Save	Saves the information entered on the screen and user remains on the screen.
Continue	Navigates to next screen/tab. **Warning:** Clicking "Continue" before clicking "Save" will navigate to the next tab without saving data not previously saved.
Save and Continue	Saves the application data and navigates to the next screen.

11 MLP Part B - Dairy Operation Screen

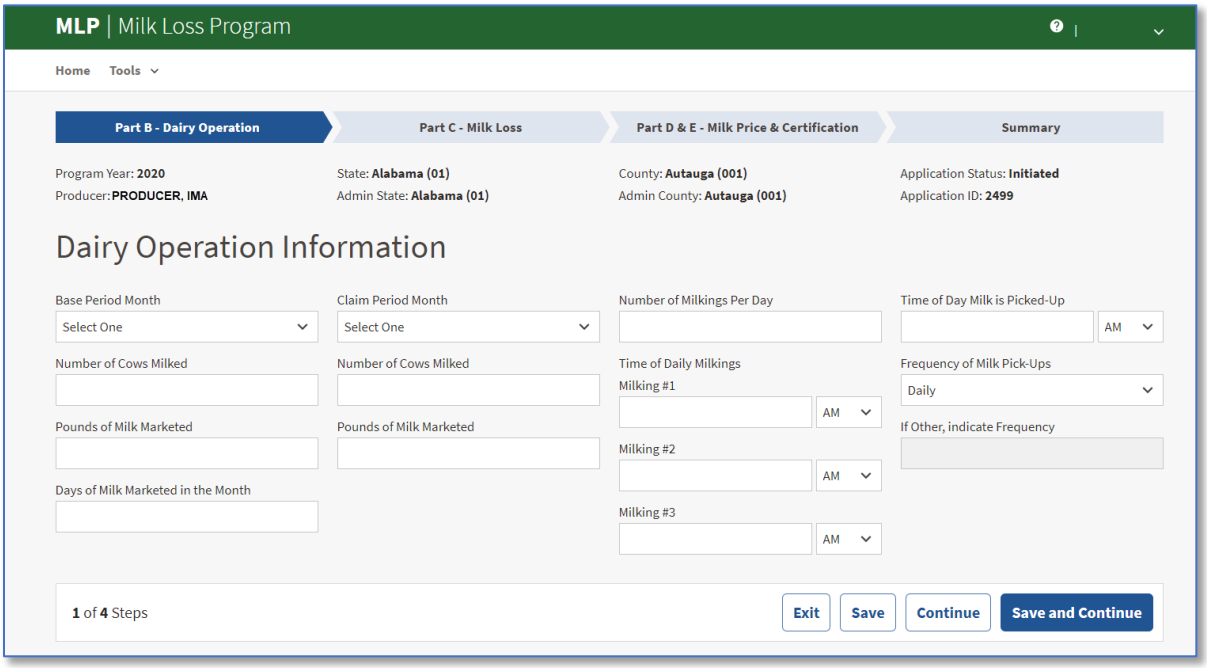
A Overview

The Part B - Dairy Operation Screen is the first screen users will see once an application is created or edited. This is the starting point for the application. Users will enter the information for Part B of FSA-376.

11 MLP Part B - Dairy Operation Screen (Continued)

B Example of Part B - Dairy Operation Screen

The following is an example of Part B - Dairy Operation Screen.



C Field Descriptions and Actions

The following table provides the fields, descriptions, and actions for Part B - Dairy Operation Screen.

Field/Button	Description/Action
Base Period Month	Using the drop-down menu, select the first full month of milk production preceding the month in which the milk was dumped or removed (month preceding the Claim Period Month).
Number of Cows Milked	Enter the number of cows milked during the Base Period Month.
Pounds of Milk Marketed	Enter the total milk (in pounds) marketed during the Base Period Month.
Days of Milk Marketed in the Month	Enter the number of days (28, 29, 30, or 31) milk was marketed during the Base Period Month not to exceed total days in the month.
Claim Period Month	Using the drop-down menu, select the month in which the milk was dumped or removed.

11 MLP Part B - Dairy Operation Screen (Continued)

C Field Descriptions and Actions (Continued)

Field/Button	Description/Action
Number of Cows Milked	Enter the number of cows milked during the Claim Period Month.
Pounds of Milk Marketed	Enter the total milk (in pounds) marketed during the Claim Period Month. **Note:** Do not include dumped or removed milk production.
Number of Milkings Per Day	Enter the number of milkings per day (1, 2, or 3). **Note:** If 1-3 milkings does not adequately explain the milking schedule, the dairy operation should provide an explanation to the County Office.
Time of Daily Milkings	Enter the time of day for up to 3 daily milkings according to the 12-hour clock time and select AM or PM from the drop-down. **Note:** Milking #1 is required. Milking #2 and Milking #3 should be entered if applicable.
Time of Day Milk is Picked up	Enter the time-of-day milk is picked up according to the 12-hour clock time and select AM or PM from the drop-down.
Frequency of Milk Pick Ups	Using the drop-down menu, select one of the following: • Daily • Every Other Day • Other.
If Other, indicate Frequency	Enter frequency details other than daily or every other day. **Note:** Entry in this field is only required if "Other" is selected in the "Frequency of Milk Pick Ups".

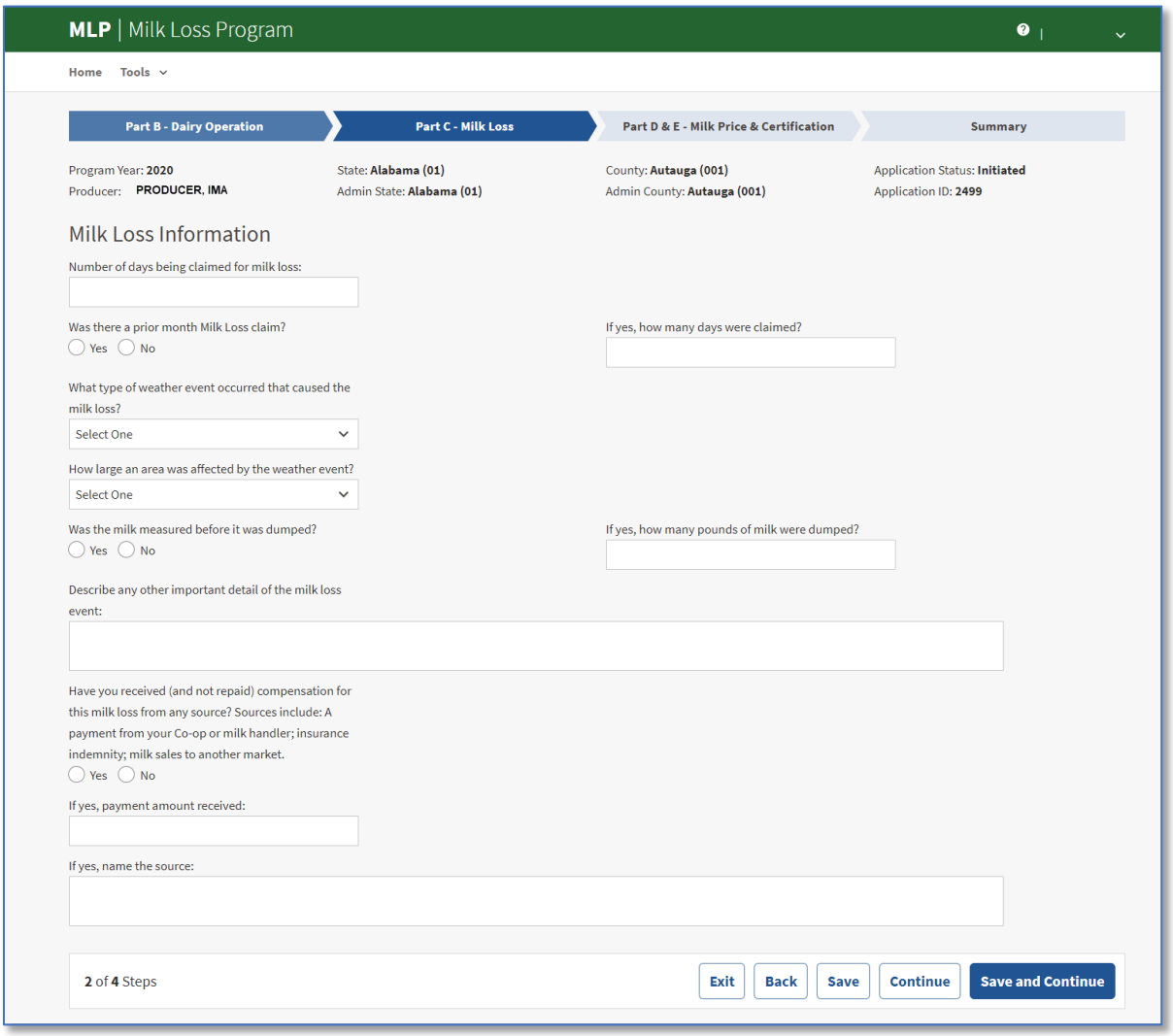
12 MLP Part C - Milk Loss Screen

A Overview

The Milk Loss Screen allows users to enter the information from Part C of FSA-376.

B Example of Part C - Milk Loss Screen

The following is an example of Part C – Milk Loss Screen.



12 MLP Part C - Milk Loss Screen (Continued)

C Field Descriptions and Actions

The following table provides the fields, descriptions, and actions for Part C – Milk Loss Screen.

Field/Button	Description/Action
Number of days being claimed for milk loss	Enter the number of days (1-30) in the Claim Period Month that milk was not marketed and dumped or removed. **Note:** The maximum number of claimed days is 30 per calendar year.
Was there a prior month Milk Loss Claim?	Select the radio button that applies: • Yes • No.
If yes, how many days were claimed?	Enter the number of days (1-30) of claimed loss from the most recent previous claim.
What type of weather event occurred that caused the milk loss?	Using the drop-down menu, select the main weather event causing the milk loss.
How large an area was affected by the weather event?	Using the drop-down menu, select the scope of the weather event: • County • State • Multi-State.
Was the milk measured before it was dumped?	Select the radio button that applies: • Yes • No.
If yes, how many pounds of milk were dumped?	Enter the total milk (in whole pounds) dumped during the Claim Period Month.
Describe any other important detail of the milk loss event.	Enter any other pertinent information related to this milk loss event.
Have you received (and not repaid) compensation for this milk loss from any other source?	Select the radio button that applies: • Yes • No. **Note:** Sources include payment from co-op or milk handler, insurance indemnity, or milk sales to another market.
If yes, payment amount received.	Enter the total payment received (and not repaid) in dollars and cents.
If yes, name the source.	Enter the source of any payments received for the milk loss.

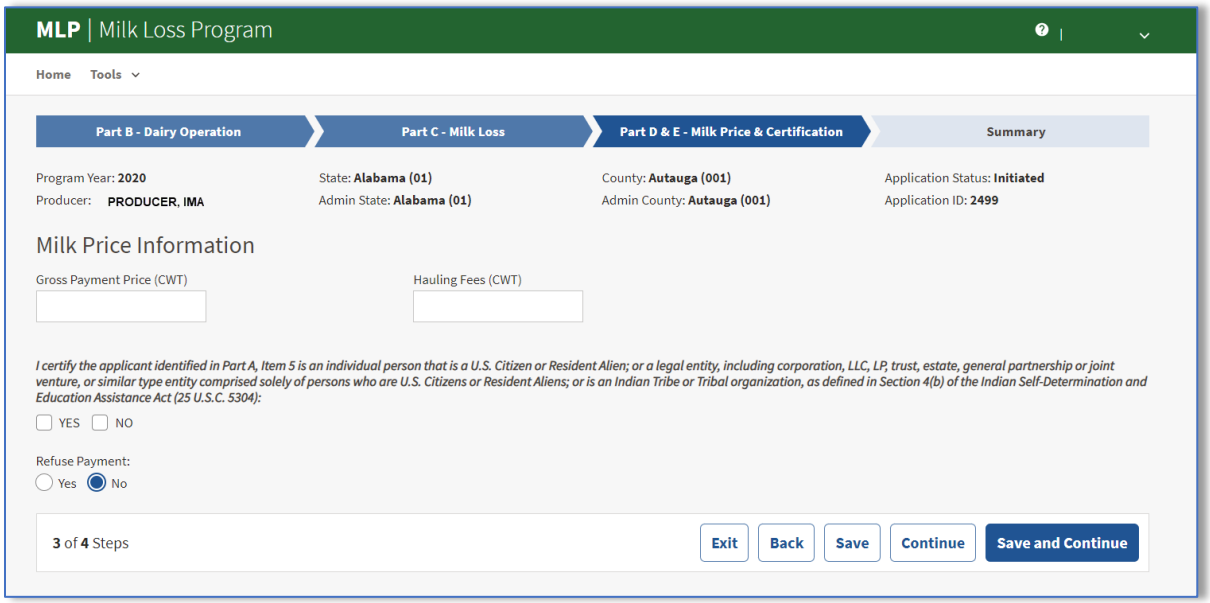
13 MLP Part D & E– Milk Price & Certification Screen

A Overview

The Milk Price & Certification Screen allows users to enter the information from Part D and E of FSA-376.

B Example of Part D & E - Milk Price &Certification Screen

The following is an example of Part D & E Milk Price & Certification Screen.



C Field Descriptions and Actions

The following table provides the fields, descriptions, and actions for Part D & E- Milk Price & Certification Screen.

Field/Button	Description/Action
Gross Payment Price (CWT)	Enter the Gross Payment Price per hundredweight in dollars and cents.
Hauling Fees (CWT)	Enter the Hauling Fees per hundredweight in dollars and cents.
US Citizen Certification Question	Click the applicable “Yes” or “No” button.
Refuse Payment Indicator	The Refused Payment button is defaulted to “No”. If the dairy operation does not want the payment, click the “Yes” radio button.

14 Joint Ventures Without a TIN

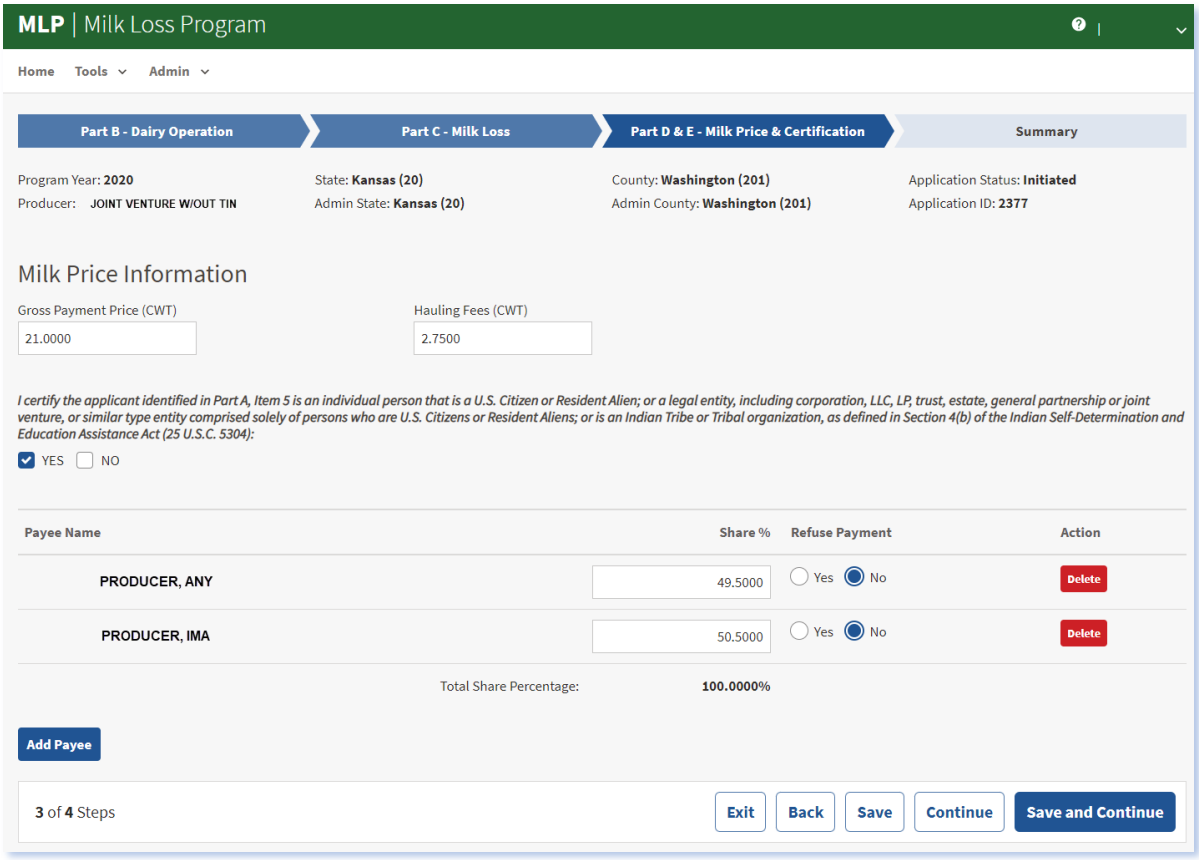
A Overview

When a dairy operation is a joint venture (Business Type 03) and does not have valid TIN, payees must be added to the MLP Application before the application can be saved.

Note: A warning message will be displayed on Part B – Dairy Operation Screen to let you know that payees will need to be added. The Add Payee section will be completed on Part D & E - Milk Price and Certification Screen.

B Example of Add Payee Section on the Summary Screen

The following is an example of Part D & E – Milk Price and Certification Screen when payees need to be added.



14 Joint Ventures Without a TIN (Continued)

C Field Descriptions and Actions

The following table provides the fields, descriptions, and actions for the Add Payee Section.

Field/Button	Description/Action
Add Payee	CLICK "Add Payee" to select the payee using the SCIMS search. Repeat the process for multiple payees. **Note:** Payee(s) should be added based on the membership of the joint venture as recorded on CCC-902 and the Business File.
Payee Name	Name selected during the SCIMS search.
Share %	Enter share(s) for each payee of the joint venture. Shares can be entered with a maximum of four decimal places. An error message will be displayed if the shares do not total 100%.
Refused Payment	The Refused Payment button is defaulted to "No". If the dairy operation does not want the payment, click the "Yes" radio button.
Action	Allows the user to delete a payee. CLICK "Delete" to delete the payee.
Total Share Percentage	Displays the total share percentage of the payee(s).

15 MLP Summary Screen

A Overview

The MLP Summary Screen displays all information recorded from the previous screens.

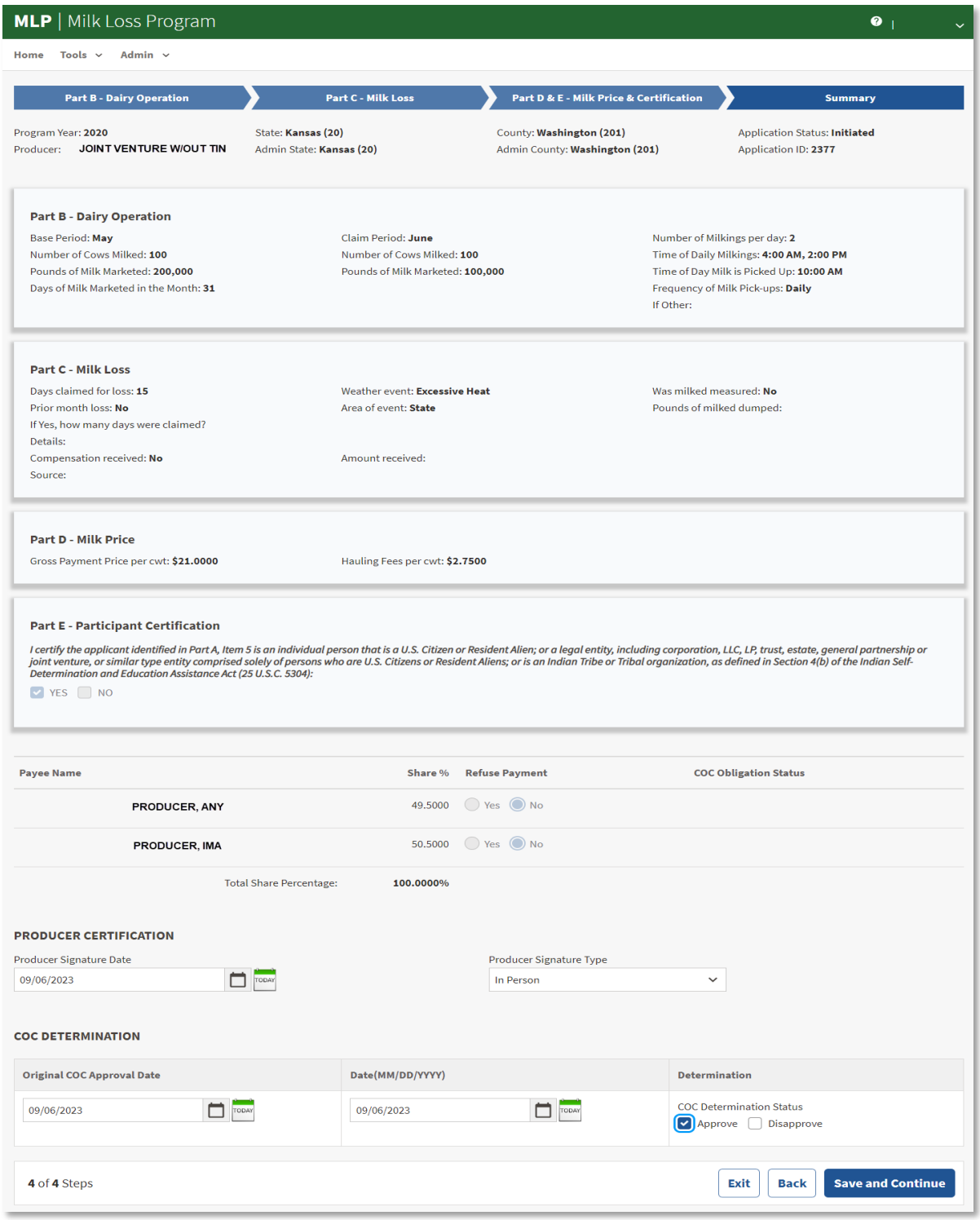
Users will record the following on the Summary Screen:

- producer's signature date
- producer's signature type
- COC determination date
- COC determination action.

15 MLP Summary Screen (Continued)

B Example of MLP Summary Screen

The following is an example of the MLP Summary Screen.



15 MLP Summary Screen (Continued)

C Field Descriptions and Actions

The following table provides the field, descriptions, and actions for the Summary Screen.

Field/Button	Description/Action
Part B – Dairy Operation	Displays the information entered on Part B-Dairy Operation Information Screen.
Part C – Milk Loss	Displays the information entered on Part C-Milk Loss Information Screen.
Part D Milk Price	Displays the participant certification from the Part D & E Milk Price and Certification Screen.
Part E Participant Certification	Displays the participant certification from the Part D & E Milk Price and Certification Screen.
Payee Name	Displays the payee(s) name if joint venture without TIN.
Share	Displays the payee(s) share if joint venture without TIN.
Refuse Payment	Displays the refuse payment selection of the producer or each payee.
COC Obligation Status	Displays the COC obligation status if a joint venture without TIN. The heading is blank until an application is accessed after approval and obligations are processed.
Producer Certification Date	Enter the date or use one of the available calendar widgets to populate the date. The “Today” widget to the right of the calendar widget populates the current system date.
Producer Signature Type	Using the drop-down menu, select the method the producer used to submit the application.
COC Determination Date	Enter the date or use one of the available calendar widgets to populate the date. The “Today” widget to the right of the calendar widget populates the current system date.
COC Determination Status	CLICK either: • Approved • Disapproved.

16 COC Bulk Approval/Disapproval

A Overview

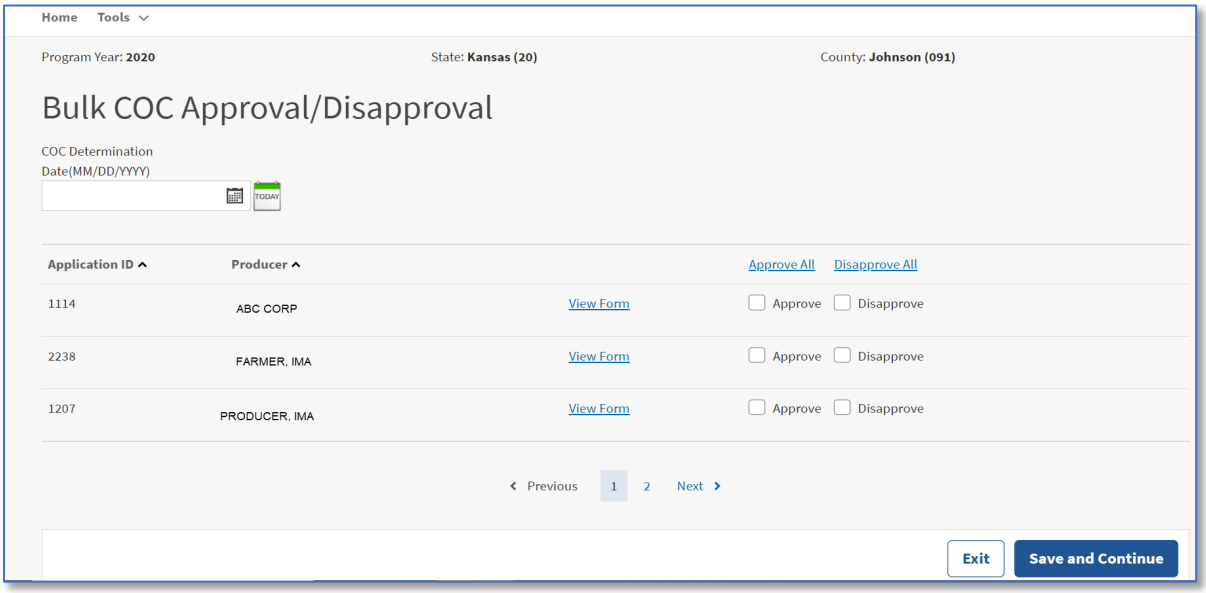
The COC Bulk Approval/Disapproval option:

- allows a user to approve/disapprove multiple applications at 1 time
- must only be used when a COC determination has been physically signed on the applicable form.

Note: Applications that do not have a producer's signature date recorded will not be displayed.

B Example of COC Bulk Approval/Disapproval Screen

Following is an example of the Bulk COC Approval/Disapproval Screen.



C Field Descriptions and Actions

The following table provides the descriptions and actions for the Bulk COC Approval/Disapproval Screen.

Field/Button	Description/Action
Program Year	Displays the program year.
State	Displays the selected State name and code from the Home Screen.
County	Displays the selected county name and code from the Home Screen.

16 COC Bulk Approval/Disapproval (Continued)

C Field Descriptions and Actions (Continued)

Field/Button	Description/Action
COC Determination Date	Allows the user to record a COC determination date to apply to the selected applications. Users may manually enter a date or use one of the available calendar widgets to populate the date. The "Today" widget to the right of the calendar widget populates the current system date.
Application ID	Displays the system-generated application number.
Producer	Displays the producer's name.
View Form	Clicking this link will display the completed form.
Approve All	Clicking this link automatically selects the "Approve" check box next to all applications.
Disapprove All	Clicking this link automatically selects the "Disapprove" check box next to all applications.
Approve	Checking this box designates the applicable application to be approved, upon clicking "Save and Continue".
Disapprove	Checking this box designates the applicable application to be disapproved, upon clicking "Save and Continue".
Exit	Clicking this button navigates to the Application Selection screen, without saving any data that hasn't previously been saved.
Save and Continue	Clicking this button saves the COC determination data to the selected applications and navigates to the Application Selection screen.

17 COC Determination Electronic Approval

A Overview

Electronic approval allows authorized users who have been delegated authority by COC to electronically approve applications instead of a physical signature.

Warning: All County Office employees have access to the electronic approval process; however, only employees with the appropriate authority should enter the electronic approval. Written signatures documenting COC approval are not required if this option is taken.

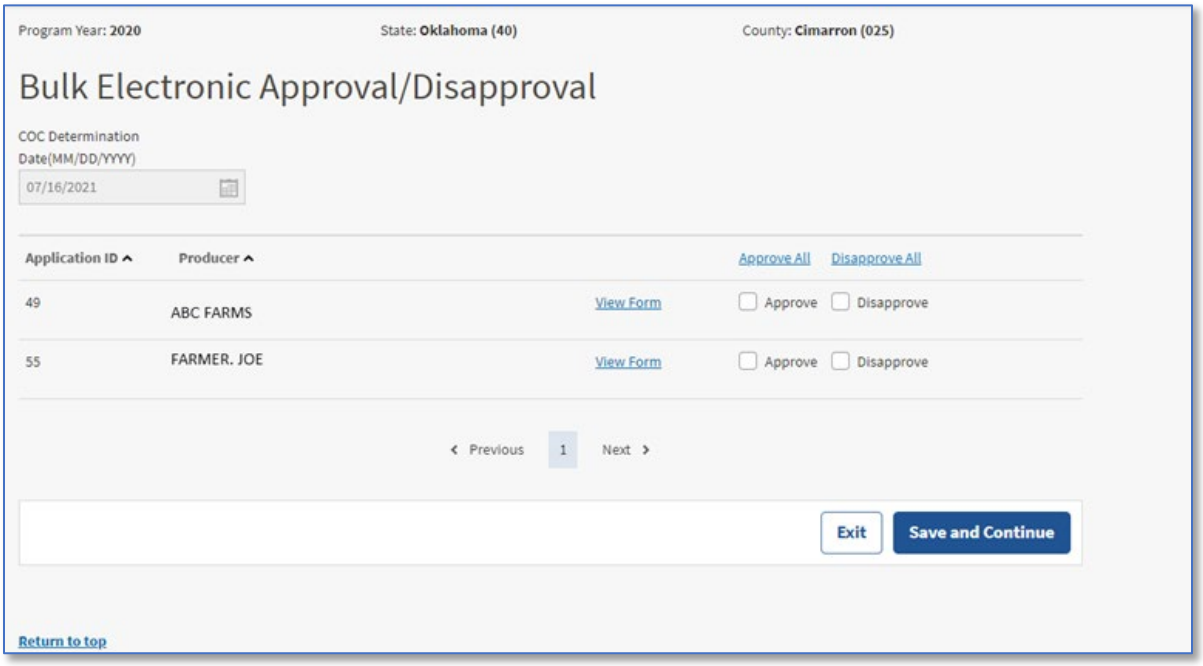
The approving official's name will print in the "COC or Designee Signature" block on the applicable form and the system date will be entered for the approval date.

Note: Applications that do not have a producer's signature date recorded will not be displayed on the Electronic Approval Screen.

17 COC Determination Electronic Approval (Continued)

B Example of Bulk Electronic Approval/Disapproval Screen

The following is an example of the Bulk Electronic Approval/Disapproval Screen.



C Field Descriptions and Actions

The following table provides the descriptions and actions for the Bulk Electronic Approval/Disapproval Screen.

Field/Button	Description/Action
Program Year	Displays the program year.
State	Displays the selected State name and code from the Home Screen.
County	Displays the selected county name and code from the Home Screen.
COC Determination Date	Displays the current date and cannot be changed.
Application ID	Displays the system-generated application number.
Producer	Displays the producer's name.
View Form	Clicking this link will display the completed form.
Approve All	Clicking this link automatically selects the "Approve" check box next to all applications.
Disapprove All	Clicking this link automatically selects the "Disapprove" check box next to all applications.

17 COC Determination Electronic Approval (Continued)

C Field Descriptions and Actions (Continued)

Field/Button	Description/Action
Approve	Checking this box designates the applicable application to be approved, upon clicking "Save and Continue".
Disapprove	Checking this box designates the applicable application to be disapproved, upon clicking "Save and Continue".
Exit	Clicking this button navigates to the Application Selection screen, without saving any data that hasn't previously been saved.
Save and Continue	Clicking this button saves the COC determination data to the selected applications and navigates to the Application Selection screen.

18 Printing FSA-376 Application

A Overview

The FSA-376 is printed from the Application Selection Screen using the View Form button.

B Action

From the Application Selection Screen,

- CLICK the radio button next to the application
- CLICK "View Form"
- the applicable form will be displayed in PDF
- from the File menu, CLICK "Print"
- on the Print Window pop-up, CLICK "Print".

19 Reports

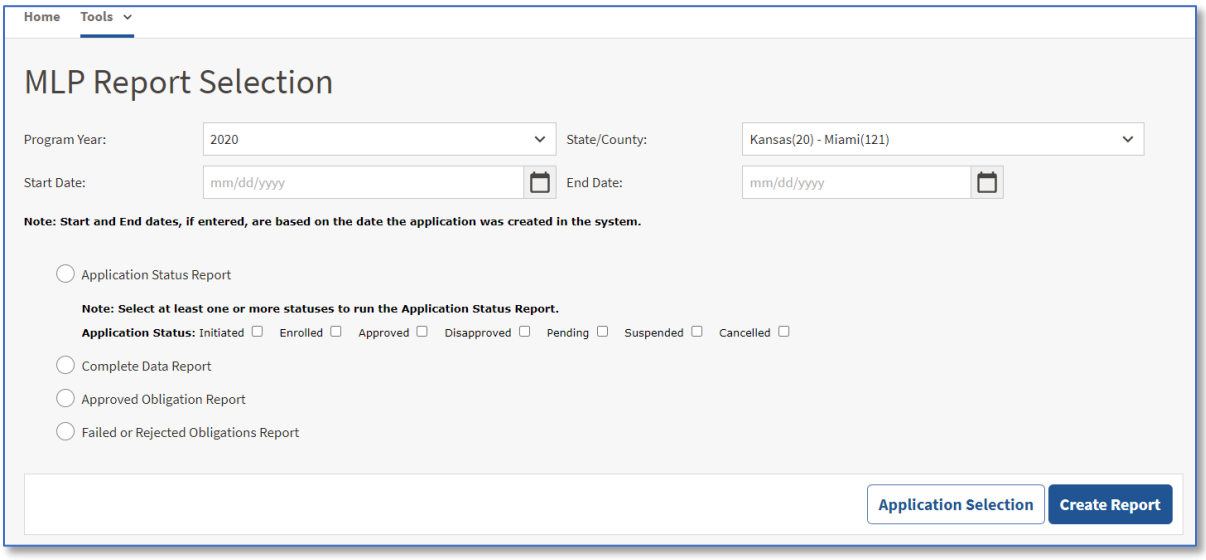
A Overview

Several application reports are available within the application software for State and county offices to monitor MLP activities.

19 Reports (Continued)

B Example of Report Selection Screen

The following is an example of the Report Selection Screen.



C Field Descriptions and Actions

The following table provides the report and descriptions available to all users.

Field/Report	Description
Program Year	Displays the program year.
State	Displays the State selected on the Home Screen, users can change the selected State from the down-down menu.
County	Displays the county selected from the Home Screen. If the State is changed, the user will be required to select the applicable county.
Start Date	Enter the start date for the report. Leave blank for all date ranges.
End Date	Enter the end date for the report. Leave blank if for all date ranges.
Application Status Report	This report captures general information for the application. **Note:** Depending on the specific program, users may have to select one or more statuses before clicking "Create Report".
Complete Data Report	This report contains detailed information for applications.
Approved Obligation Report	This report captures the obligation information for approved applications.

19 Reports (Continued)

C Field Descriptions and Actions (Continued)

Field/Report	Description
Failed or Rejected Obligation Report	This report captures failed and or rejected obligations for approved applications.
Application Selection	Clicking this button navigates to the Application Selection Screen.
Create Report	Clicking this button generates the selected report for the selected State/county and filter dates, if applicable. **Note:** CSV formatted reports must be saved before viewing.

20 General Payment Provisions for MLP Payments

A Introduction

The MLP payment process is an automated process that determines:

- whether the producer is eligible to receive payment
- the payment amount that can be sent to NPS for disbursement
- the overpayment amount that will be updated to the Pending Overpayment Report.

B Payment Policy

See 9-CM, Part 2 for general payment policy for the following:

- eligible ID types and business types
- payment eligibility
- joint operations and entities
- general provision for overpayments.

C Frequency of Payment Processing

MLP payments are processed nightly for the following:

- applications that were approved during the workday

- changes made in the system that could affect the producer's payment or overpayment amount determination.

20 General Payment Provisions for MLP Payments (Continued)

D Payment Due Date

61-FI provides general guidance for determining MLP payment due dates. The MLP payment system sends the current system date plus 30 calendar days to NPS as the payment due date. The system **cannot** determine the payment due date because of numerous factors. County Offices will manually determine the payment due date as the later of the following:

- date producer signed FSA-376
- date producer filed payment eligibility documentation, including the following:
  - AD-1026
  - CCC-902
  - CCC-901 (if applicable)
  - FSA-510 (if applicable)
- date members filed the requisite payment eligibility documentation if the producer is an entity or joint operation
- the availability of the software to process the payment.

If the payment is **not** issued within 30 calendar days after the later of the dates in this subparagraph, then prompt payment interest is payable to the producer. County Offices will:

- manually determine the payment due date based on the factors identified in this subparagraph
- follow the provisions of 61-FI for issuing the interest payment.

E Payments Less Than $1

MLP payments will be processed in dollars and cents so all payment amounts will be sent to NPS.

F Sequestering MLP Payments

MLP payments are not subject to sequestration.

G Assignments

A producer entitled to an MLP payment may assign the payment according to 63-FI.

20 General Payment Provisions for MLP Payments (Continued)

H Offsets

MLP payments are subject to offset, including Treasury Offset Program (TOP), and may be assigned, provided CCC-36 is submitted by the applicant before payment is made. County Offices will follow 63-FI to process assignments.

I Bankruptcy

Bankruptcy status does **not** exclude a producer from requesting MLP benefits.

Important: Contact the OGC Regional Attorney for guidance on issuing MLP payments on all bankruptcy cases.

J Obtaining FSA-325 for Deceased, Disappeared, or Incompetent Producers

Follow 1-CM provisions for persons who have died, disappeared, or have been declared incompetent.

K Funds Control Process

The funds for MLP payments will be controlled at the National level. If adequate funding is not available, those producers that cannot be paid will be listed on the Failed Obligations / Insufficient Funds Report in the Common Payment Reports System.

21 Payment Limitation Provisions

A Payment Eligibility and Limitation Information for MLP Payments

The payment limitation is $125,000 for each program year per person or legal entity, other than general partnerships and joint ventures, and will be attributed through direct attribution.

As each payment is processed, the available payment limitation for the person or legal entity will be reduced until:

- all MLP payments are issued for the person or legal entity
- the maximum payment limitation has been attributed to a person or legal entity.

22 MLP Subsidiary Payment Eligibility Determinations

A Introduction

The payment process reads the web-based eligibility system, for the year associated with FSA-376 to determine whether a producer or member of a joint operation is eligible to be paid. If the producer or member is ineligible to be paid, the payment will not be issued or will be reduced, and the producer or member will be listed on the Nonpayment Report with the applicable message.

B MLP Subsidiary Payment Eligibility

The following identifies web-based eligibility determinations applicable to MLP payments and how the system will use the web-based subsidiary eligibility data for payment processing.

If a producer has multiple invalid subsidiary eligibility conditions, only the highest priority ineligible condition as provided in subparagraph C, will be printed on the Nonpayment Report.

The following eligibility provisions apply to MLP payments.

Eligibility Determination/Certification	Value	Eligible for MLP Payment	Exceptions
AD-1026	Certified	Yes	
	Not Filed	No	
	Good Faith Determination	Yes	
	COC Exemption	Yes	
	Awaiting Affiliate Certification	No	
	Affiliate Violation	No	
Conservation Compliance – Farm/Tract Eligibility	In Compliance	Yes	3/ A partial compliance value of Yes" will result in an additional determination for the farm.
	Partial Compliance	Yes 3/	
	In Violation	No	
	No Association	No	
	Past Violation	No	
	Reinstated	Yes	

22 MLP Subsidiary Payment Eligibility Determinations (Continued)

B MLP Subsidiary Payment Eligibility (Continued)

Eligibility Determination/Certification	Value	Eligible for MLP Payment	Exceptions
Controlled Substance	No Violation	Yes	
	Growing	No	
	Trafficking	No	
	Possession	No	

C Eligibility Conditions Priority

If a person or legal entity has multiple invalid subsidiary eligibility conditions, only the highest priority ineligible condition will be printed on the Nonpayment Report and Pending Overpayment Reports. The following table provides the priority of conditions.

Priority	Eligibility Provision
1	Conservation Compliance
2	Controlled Substance
3	AD-1026

23 MLP Payments

A Supporting Files for Integrated Payment Processing

The MLP payment process is a web-based integrated process that uses a wide range of information and other program determinations and values to determine whether a payment should be issued, the amount of gross payment, reductions, and the net payment amount. For payments to be calculated correctly, all supporting files must be updated correctly, including **all** of the following.

Type of Information	How Information Is Used for Payment Processing	Source
FSA-376	The information from an approved FSA-376 is used to compute the MLP payment.	Application
Payment Eligibility Information	Used to determine whether the producer and/or member of a joint operation is eligible for payment for the year for which FSA-376 was filed.	Web-Based Eligibility System
General Name and Address Information	Used to determine the producer's business type and general name and address information.	Business Partner/SCIMS

23 MLP Payments (Continued)

A Supporting Files for Integrated Payment Processing (Continued)

Type of Information	How Information Is Used for Payment Processing	Source

Entity and Joint Operation Information	Used to determine the following for the year for which FSA-376 was filed:
	• substantive change value
	• members and member's share of the following:
	  • entities
	  • general partnerships
	  • joint ventures.
		Business File

Combined Producer Information	Used to determine whether MLP producers or members of entities or joint operations are combined with other producers. This information is used to ensure that the payment limitation is controlled properly.	Combined Producer System
Available Payment Limitation	Used to determine payment limitation availability.	Payment Limitation System
Financial Related Information	• Calculated payment information is provided to NPS. • Determined overpayment amount may be provided to NRRS.	NPS or NRRS

B Canceling Payments

After payment processing has been completed, County Offices must review the Payment History Report in CPR or the NPS payment worklist to ensure that the correct payments have been generated. The user will complete the following if an error is determined:

- **not** sign the payment in NPS
- correct the condition causing the incorrect payment or overpayment.

Notes: User intervention is **not** allowed for the cancellation process. If the condition causing the incorrect payment is corrected, the system will automatically cancel the unsigned payment and recalculate the payment amount due.

If the payment amount is determined to be incorrect and the payment has been signed in the NPS system, the payment can no longer be canceled. The producer will be underpaid or overpaid once the condition causing the incorrect payment has been corrected.

24 Overpayments

A Introduction

The MLP payment process is an integrated process that reads data from many systems to determine whether payments issued to a producer were earned in-full or in-part. These systems include the following:

- MLP payment process
- subsidiary system including data about eligibility, combined producer, and Business File
- payment limitation system
- Business Partner/SCIMS.

If something changes in any of these systems, the MLP payment process is automatically triggered to recalculate the payment. The producer is overpaid if the information that has been changed results in the current calculated amount being less than the amount originally paid to the producer.

B Determined Overpayments

For any overpayment amount the system will update the applicable information to the Pending Overpayment Report. See 9-CM, paragraph 65 for information on the Pending Overpayment Report.

C Handling Debts Less Than $100

County Offices must follow 58-FI for handling receivables less than $100.

D Debt Basis Codes

The system automatically assigns the debt basis code to the receivable when it is updated to the Pending Overpayment Report. The following are the debt basis codes used for MLP overpayments.

IF the reason the payment entity/member is overpaid is because of…	THEN the discovery/debt basis reason is…
payment limitation issues	10-426.
payment eligibility	10-427.
prior payments exceed the current payment	10-428.

24 Overpayments (Continued)

E Charging Program Interest on Receivables

Program interest should accrue on receivables from the date of disbursement if COC determines the producer is ineligible because of the following:

- producer provided information on FSA-376 that is subsequently determined inaccurate
- producer erroneously or fraudulently represented any fact affecting a payment eligibility determination, including the following:
  - violation of conservation compliance provisions
  - violation of controlled substance provisions
- producer adopted a scheme or device that tended to defeat the purposes of MLP.

Program interest will **not** accrue from the date of disbursement if:

- overpayment resulted based on revised information that the producer would not have had reason to know was invalid
- National, State, or County Office error
- producer voluntarily refunds the payment that was issued, and COC has not determined that the producer is ineligible.

E Charging Interest

Notes: Software does **not** currently support charging interest from the date of disbursement. Any receivable established is sent to NRRS with the current system date. If the receivable is **not** repaid within 30 calendar days from the date the initial notification letter is issued, interest will start accruing from the date the receivable was established.

If COC determines that the producer is ineligible, and interest should accrue from the date of disbursement:

- County Offices must contact their State Office for assistance
- State Offices must contact FMD for guidance.

24 Overpayments (Continued)

F Overpayment Due Dates

Overpayments can occur for many reasons and County Offices are required to take necessary action to collect overpayments. The following table lists situations that may cause overpayment and the overpayment due dates.

Time of Determination	Situation	Overpayment Due Date
Any time	Payment was issued to the wrong producer.	Immediately
After an entry affecting the payment amount is changed on FSA-376.	Payment was issued and later something occurred that changed the MLP payment.	
After producer misrepresentation is determined.	Producer received an MLP payment and COC determines that the producer misrepresented their interest.	
After payment limitation is exceeded.	It is determined that payments have been issued exceeding the producer's effective payment limitation amount.	
After an eligibility value changes that make the producer ineligible for payment.	Producer's eligibility value changed that makes the producer ineligible for payment.	
Anytime FSA-376 is disapproved.	FSA-376 was disapproved after payments were issued to the producer.	

25 MLP Payment Reports

A Displaying or Printing MLP Payment Reports

MLP Payment Reports are available to provide information about each payment or nonpayment. Most of the payment reports have information that is common between program areas. Information about these reports is in 9-CM. The MLP Payment History Report – Detail has program-specific data so information for this report is in this handbook.

MLP Payment Report information is available according to the following.

Report Name	Type of Data	Reference
Submitted Payments Report	Live	9-CM, paragraph 63
Submitted Overpayments Report	Live	9-CM, paragraph 64
Pending Overpayment Report **Note:** The Pending Overpayment Report is accessed through the Pending Overpayment Summary Report according to 9-CM, paragraph 64.5.	Live	9-CM, paragraph 65

25 MLP Payment Reports (Continued)

A Displaying or Printing MLP Payment Reports (Continued)

Report Name	Type of Data	Reference
Nonpayment/Reduction Report	Live	9-CM, paragraph 66
Insufficient Funds Report	Live	9-CM, paragraph 67
Payments Computed to Zero Report	Live	9-CM, paragraph 68
Payment History Report – Summary	Report Database	9-CM, paragraph 69
Payment History Report – Detail	Report Database	9-CM, paragraph 70

Note: See 9-CM, paragraph 52 for complete instructions on accessing the Common Payment Report System.

26 Payment History Report – Detail

A Background

The Payment History Report – Detail is a report that provides detailed information about an MLP payment.

B Payment History Report – Detail Description

The following information will be displayed/printed on the Payment History Report – Detail.

Field	Description
Program Year	2020, 2021, or 2022
Program Name	Milk Loss Program
State	Full name of the State selected by the user.
County	Full name of the county selected by the user.
Producer Name and Address	Name from Business Partner/SCIMS as follows: • for individuals, last name, middle name, first name, and suffix • for businesses, business name.
Date (Report)	Date the report is generated by the user.
Date (Payment)	Date the payment was processed and sent to NPS, or the date the overpayment transaction was processed and sent to NRRS.
State/County	State and county code associated with the applicable transaction record.

26 Payment History Report – Detail (Continued)

B Payment History Report – Detail Description (Continued)

Field	Description
Payment Entity/Member Name	The "Payment Entity/Member Name" field will provide payment entity or member name information if the MLP Payment History Report – Detail is generated for: • an entity or joint operation where amounts were attributed to members • a member to show the payment entity through whom the amount was attributed.
Payment ID Number	Unique number that ties the program history data to the NPS history data.
Business Type	Business type of the producer and/or member.
Type of Transaction	One of the following transaction types will be displayed: • "Payment" • "Receivable" • "Canceled Payment" • "Canceled Receivable".
Commodity	Name of the commodity.
Gross Payment Amount	Amount of the payment initially attributed to the producer or entity member.
Subsidiary Eligibility Reduction Amount	Reduction amount because of a subsidiary eligibility value.
Payment Limitation Reduction Amount	Reduction amount because of payment limitation.
Net Payment Amount	Net payment amount for the producer after all reductions have been applied.
Totals	Total payment amount for the payment entity or member.

27 Submitting Software Issues

A Overview

County Offices will report issues to their State Office specialist. If the specialist is unable to resolve the issue, submit the issue to the FSA Farm Programs Software Issues SharePoint site at https://usdagcc.sharepoint.com/sites/fsa-dafp-disaster/Payment_Issues/SitePages/Home.aspx.

Note: The PDD Software Issue SharePoint site is only for State Office specialists and the National Office. County Office must not request access.

B Providing State Office Access to the PDD Software Issue Site:

State Offices specialists who do not have access to the PDD SharePoint website can request access via the SharePoint site.

28 Action

A State Office Action

State Offices will ensure that County Offices:

- are immediately informed of the contents of this notice
- immediately publicize the contents of this notice by all available means
- forward any MLP questions to the National Office according to subparagraph 1 C.

B County Office Action

County Offices will:

- immediately notify producers, by all available means, of the MLP signup period
- forward questions about the contents of this notice to the State Office price support specialist.

FSA-376, Milk Loss Program (MLP) Application

A Instructions for Completing FSA-376

Complete FSA-376 according to the following table.

Item	Instructions
1	FSA representative will enter applicable administrative State name and code.
2	FSA representative will enter applicable administrative county name and code.
3	FSA representative will enter program year 2020, 2021, or 2022 the dairy operation milk claim occurred. **Note:** Use only one FSA-376 application per year.
4	FSA representative will enter application number assigned to the dairy operation starting with 0001.
Part A – Applicant Information	
5A through 5J	Producer will enter name, address, telephone number, and email address of the producer or dairy operation.
6A and 6B	Producer will enter name, address and telephone number for the contact producer, including area code. Both are optional.
Part B – Dairy Operation Information	
7A	Producer will enter base period dates in terms of pay periods. **Example:** 12/01/2020 – 12/31/2020
7B	Producer will enter number of cows milked during the base period.
7C	Producer will enter total pounds of milk marketed by the dairy operation during the base period.
7D	Producer will enter number of days marketed in the base period month.
8A	Producer will enter claim period dates, in terms of the corresponding pay period in which the loss occurred.
8B	Producer will enter average number of cows milked during the claim period for which assistance is being requested.
8C	Producer will enter number of cows milked during the claim period.
9A	Producer will enter number of milkings per day according to the dairy operation's normal milking practice during the base period.
9B	Producer will enter approximate times of each milking during a day in the base period.
9C	Producer will enter approximate time of day milk is scheduled for picked up by the milk handler.
9D	Producer will check (✓) frequency of milk pickups.
9E	If "Other" is checked in item 9D, enter frequency of milk pickups.

FSA-376, Milk Loss Program (MLP) Application (Continued)

A Instructions for Completing FSA-376 (Continued)

Item	Instructions
Part C – Milk Loss Information	
10	Producer enters how many days of milk loss is claimed.
11	Producer checks (✓) "Yes" or "No" was there a prior month milk loss claim? If the producer checks "Yes", how many days were claimed?
12	Producer enters what type of weather event occurred that caused the milk loss?
13	Producer enters how large an area was affected by the weather event?
14	Producer checks (✓) "Yes" or "No" was the milk measured before it was dumped? If "Yes" are their records of the dumping?
15	Producer describes any other important detail of the milk loss event.
16A	Producer checks (✓) "Yes" or "No" have you been compensated for this milk loss?
16B	If "Yes" for Item 16A, producer provides the source of the compensation.
16C	If "Yes" for Item 16A, producer provides the payment amount received.
Part D – Milk Price Information	
17	Producer will enter the gross payment price (actual price by producer received per cwt.) from the claim period marketing statement.
18	Producer will enter the hauling fees paid by the producer during the claim period calculated by dividing the hauling fee price per cwt. indicated on the production evidence, by the cwt. of production marketed during the applicable claim period month. **Note:** Stop charges and mileage fees do not apply.
Part E – Participant Certification and Signature(s)	
19 through 20E	After thoroughly reading the participation statement in Part E, sign, enter the title or relationship of the individual if signing in a representative capacity, date, indicate share, as applicable, and check the appropriate box to identify any producer who elects to receive or **not** receive payments under MLP. All producers who share in the dairy operation **must** also sign, date, and indicate shares. **Note:** If signature authority is on file for the legal entity or joint operation, only the signature of the person signing in a representative capacity is required.
Part F – COC Determination	
21	COC designee will check (✓) either "Approved" or "Disapproved".
22	If item 21 is checked "Disapproved", COC designee will enter a justification for the disapproval.
23A through 23C	COC designee will enter signature of COC designee, title, and date of signature.
24A through 24C	Second-party reviewer shall enter signature, title, and date of signature.
25	Enter any noteworthy remarks.

FSA-376, Milk Loss Program (MLP) Application (Continued)

B Example of FSA-376

The following is an example of FSA-376.

OMB Control Number: 0503-0028
OMB Expiration Date: 11/30/2025

FSA-376 (09-07-23) **U.S. DEPARTMENT OF AGRICULTURE** Farm Service Agency

MILK LOSS APPLICATION

1. Admin State		2. Admin County	
Name	Code	Name	Code
3. Program Year		4. Application Number	

PART A – APPLICANT INFORMATION

5A. Producer or Dairy Operation Name			6A. Contact Name and Address *(Including Zip Code)* *(Optional)*
5B. Information Line			
5C. Address Line 1	5D. Address Line 2		
5E. City	5F. State	5G. Zip Code	
5H. Telephone No. *(Include Area Code)*	5I. Mobile Phone No. *(Include Area Code)*		6B. Contact Telephone Number (*Include area code*) (Optional)
5J. Email:			

PART B – DAIRY OPERATION INFORMATION

	7. Base Period	8. Claim Period	9. Normal Milking Practice		
A. Applicable Month			A. No. of Milkings Per Day	B. Time of Daily Milkings	C. Time of Day Milk is Picked-Up
B. Number of Cows Milked					
C. Pounds Marketed			D. Frequency of Milk Pick-ups	☐ Daily ☐ Every Other Day ☐ Other	
D. Days Marketed in Month			E. If Other, indicate frequency		

PART C – MILK LOSS

10. How many days of milk loss are being claimed? *(Number of days milk was removed or dumped including concurrent days milk was removed or dumped.)*	
11. Was there a prior month Milk Loss claim? ☐ YES ☐ NO. If "YES", how many days were claimed?	
12. What type of weather event occurred that caused the milk loss?	
13. How large an area was affected by the weather event? (Example: county, state, multi-state)	
14. Was the milk measured before it was dumped? ☐ YES ☐ NO. If "YES", how many pounds of milk were dumped?	Lbs.
15. Describe any other important detail of the milk loss event.	
16A. Have you received (and not refunded) compensation for this milk loss from any source? Sources include but are not limited to: A loan or payment from your Co-op or milk handler; insurance indemnity; milk sales to another market. ☐ YES ☐ NO	
16B. If "YES", name the source.	16C. If "YES", payment amount received. $

PART D – MILK PRICE INFORMATION

	AMOUNT
17. Gross Payment Price (Actual price producer received per cwt.)	$
18. Hauling Fees (Hauling fees paid during claim period per cwt).	$

DATE STAMP

FSA-376, Milk Loss Program (MLP) Application (Continued)

B Example of FSA-376 (Continued)

FSA-376 (09-07-23) Page 2 of 2

PART E – PARTICIPANT CERTIFICATION AND SIGNATURE(S)

This application is to participate in the Milk Loss Program and is entered into between the Farm Service Agency (FSA) and the undersigned producers identified in the dairy operation identified above. The undersigned producer or producers may hereafter collectively be referred to as "the Participant". The participant certifies that all the information entered on this application is true and correct and that the participant was a producer of milk that was removed from the commercial market due to weather-related event preventing transportation of the milk or weather-related event causing a power outage or structural damage causing milk to be unmerchantable due to drought, wildfire, hurricanes, floods, smoke exposure, derecho, excessive heat, winter storm, and freeze including polar vortex, occurring in calendar years 2020, 2021 and 2022. (Tornado weather events are eligible for 2022 only) The participant further certifies to the accuracy of the removal and reinstatement dates identified above and agrees that such information will be used by FSA to calculate the payment amount. The participant hereby applies for payment to the extent that the County FSA Committee determines the participant is eligible to receive payment and understands that payment of indemnity claims will be contingent upon the availability of funds to the U.S. Department of Agriculture to pay such claims. In addition, the participant understands that, if necessary, their dairy operation is required to provide any information that is requested by FSA or required by regulation to determine program eligibility and milk losses, to the satisfaction of the County FSA Committee. The participant further understands that this program is subject to the rules found in 7 CFR Part 760, Subpart A, and understands that this application must be received no later than the deadline date established by FSA. The participant understands that they can be denied payments based on any inaccuracy in this certification and application and that the payment issued to the dairy operation may be reduced by the percentage of interest of an ineligible member's actual share of the entity. The participant understands that payments are subject to conditions imposed by regulation and FSA and that this is an application only. Providing a false certification to the Government is punishable by imprisonment, fines, or other penalties. All information provided herein is subject to verification by FSA. The criminal and civil fraud statutes that apply to this certification, may include 15 USC 286, 714m, 18 USC 286, 297, 371, 641, 651, and 1001. Other authorities may apply.

19. I certify the applicant identified in Part A, Item 5 is an individual person that is a U.S. Citizen or Resident Alien; or a legal entity, including corporation, LLC, LP, trust, estate, general partnership or joint venture, or similar type entity comprised solely of persons who are U.S. Citizens or Resident Aliens; or is an Indian Tribe or Tribal organization, as defined in Section 4(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 5304):

☐ YES ☐ NO

I hereby sign and acknowledge, under penalty of perjury, in accordance with 28 U.S.C. § 1746 and 18 U.S.C. § 1621, that the foregoing is true and correct.

20A. Producer's Signature (By)	20B. Title/Relationship of Individual Signing in the Representative Capacity	20C. Date Signed *(MM-DD-YYYY)*	20D. Shares	20E. Refuse Payment? YES	20E. Refuse Payment? NO
			%	☐	☐
			%	☐	☐
			%	☐	☐

PART F – COC DETERMINATION

21. Application Status: ☐ APPROVED ☐ DISAPPROVED *(If disapproved, complete Item 22)*

22. Justification for Disapproval

23A. Signature of COC or Designee	23B. Title of COC or Designee	23C. Date Signed *(MM-DD-YYYY)*
24A. Signature of Second-Party Reviewer	24B. Title of Second-Party Reviewer	24C. Date Signed *(MM-DD-YYYY)*

25. Additional Remarks

NOTE: *The following statement is made in accordance with the Privacy Act of 1974 (5 USC 552a – as amended). The authority for requesting the information identified on this form is the Pub. L. 117 - 43, the Extending Government Funding and Delivering Emergency Assistance Act and the Pub. L. 117-328, Disaster Relief Supplemental Appropriations Act, 2023. The information will be used to provide payments to eligible producers that apply for the Milk Loss Program. The information collected on this form may be disclosed to other Federal, State, Local government agencies, Tribal agencies, and nongovernmental entities that have been authorized access to the information by statute or regulation and/or as described in applicable Routine Uses identified in the System of Records Notice for USDA/FSA-2, Farm Records File (Automated) and USDA/FSA-14, Applicant/Borrower. Providing the requested information is voluntary. However, failure to furnish the requested information will result in a determination of ineligibility for program benefits and other financial assistance administered by USDA.*

Public Burden Statement (Paperwork Reduction Act): *Public reporting burden for this collection is estimated to average 30 minutes per response, including reviewing instructions, gathering and maintaining the data needed, completing (providing the information), and reviewing the collection of information. You are not required to respond to the collection or FSA may not conduct or sponsor a collection of information unless it displays a valid OMB control number of 0503-0028.* ***RETURN THIS COMPLETED FORM TO YOUR COUNTY FSA OFFICE.***

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at http://www.ascr.usda.gov/complaint_filing_cust.html and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov. USDA is an equal opportunity provider, employer, and lender.