

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

Notice SP-125

For: State and County Offices

Organic Dairy Marketing Assistance Program 2024 (ODMAP 2024) Policy and Procedures

Approved by: Acting Deputy Administrator, Farm Programs



1 Overview

A Background

ODMAP 2024 provides marketing assistance funding to eligible organic dairy operations that produce milk from dairy cows, dairy goats, and dairy sheep. Eligible ODMAP 2024 participants will receive a payment, calculated based on a cost share of marketing costs on the pounds of organic milk marketed for the 2023 calendar year not to exceed 9 million pounds of production.

The ODMAP 2024 Notice of Funds Availability (NOFA) was published in the Federal Register on September 30, 2024. The CCC will provide funding up to \$58 million to assist organic dairy operations with continued challenges related to input and marketing costs necessary for expanding markets for organic dairies.

B Purpose

This notice:

- provides State and County Offices with:
 - policies and procedures
 - signup period
 - automation and payment provisions for ODMAP 2024
- obsoletes Notice SP-124 to correct the CCC funding to \$58 million and payment requirements, according to 4 C.

Disposal Date	Distribution
January 1, 2025 10-8-24	State Offices; State Offices relay to County Offices

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1 Overview (Continued)

C State Office Contacts

State Offices will direct questions to the appropriate person(s) according to this table.

For Questions About	Contact
Policy	Doug Kilgore, PSD, by either of the following: <ul style="list-style-type: none">• e-mail to douglas.e.kilgore@usda.gov• telephone at 717-887-0963. or Angela Pope, PSD, by either of the following: <ul style="list-style-type: none">• e-mail to angela.pope@usda.gov• telephone using Teams.
Automation Application	G. B. Washburn, PDD, by either of the following: <ul style="list-style-type: none">• email to gordon.washburn@usda.gov• telephone at 202-690-3798.
Automation Payment	Danielle Roder, Program Delivery Division, by either of the following: <ul style="list-style-type: none">• e-mail to danielle.roder@usda.gov• telephone at 202-720-4082.

2 ODMAP 2024 Applicability

A Administration

ODMAP 2024 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, with the following exception.

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 ODMAP 2024.

2 ODMAP 2024 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 in the NOFA.

DAFP, or a designee, may determine any question arising under ODMAP 2024 or reverse or modify a determination made by STC or COC.

C Redelelegation of Authority

COC's may redelegate authority to CED's to sign FSA-630-1's. The redelegation of authority must be recorded in the COC meeting minutes.

3 ODMAP 2024 Signup

A Application Period for Accepting FSA-630-1

County Offices may begin accepting FSA-630-1's on **September 30, 2024**. The signup period will end on **November 29, 2024**. Eligible applicants may file FSA-630-1 for benefits any time during the application period at their administrative County Office.

All producers applying for ODMAP 2024 must self-certify to the accuracy and truthfulness of the information provided on FSA-630-1 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

Supporting documentation is not required at the time of application or before a payment is issued but may be accepted if provided. COC may also request additional information as necessary to verify the accuracy of information provided on the application. If any supporting documentation is requested, the documentation must be submitted to FSA within 30 calendar days from the request or the application must be disapproved by COC.

For new, transitioning, or expanding dairy operations requesting ODMAP payments on projected 2024 milk production, supporting documentation is **required** at application to justify the request for estimated milk production that will be reviewed by the COC and National Office before approval.

3 ODMAP 2024 Signup (Continued)

C Late-Filed Applications

FSA-630-1's received after the application deadline will be considered a request to waive the application deadline. COC must notify DAFP to request a determination for each late-filed application received. DAFP has the authority to waive or modify application deadlines and other program provisions under certain circumstances.

D ODMAP 2024 Activity Reporting System (ARS) Program Code Usage

Use the ARS program code Organic Dairy Marketing Assistance Program 2024 (ODMAP 2024) for all activities related to implementing ODMAP 2024.

Note: Employees will use this program code with their regular line of accounting in WebTA.

4 ODMAP 2024 Eligibility Requirements

A ODMAP 2024 Applicant Eligibility

To be an eligible ODMAP 2024 applicant, the organic dairy operation must:

- produce milk from:
 - cows
 - sheep
 - goats
- provide their USDA certification of organic status for 2024 (organic certification may be verified according to the AMS Organic Integrity Website)
- continue to market organic milk as of the date of application
- certify to the amount of organic milk marketed in 2023 that may include organic dairy products if applicable.
- complete and submit FSA-630-1 application according to subparagraph 10 A.

Note: Operations that are new dairy operations, or are transitioning to organic, or have increased milk production in 2024, may enroll in ODMAP 2024 with an estimate of the anticipated 2024 organic milk production according to paragraph 7.

4 ODMAP 2024 Eligibility Requirements (Continued)

B Producers Ineligible for ODMAP 2024

The following persons or legal entities are ineligible for ODMAP 2024.

- Federal
- State
- local governments, including public schools, as defined in 6-PL
- non-US citizens, foreign producers, and non-resident aliens.

C Payment Requirements for Applicants

Applications can be approved once the CCC-631-1 has been signed by the producer. Payments will only be issued for ODMAP 2024 if the applicant is also:

- in compliance with:
 - conservation provisions
 - controlled substance provision
 - fraud provisions
- not suspended, debarred, or otherwise excluded from participating in FSA-CCC programs according to 1-CM, paragraph 823.
- 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
 - 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).

4 ODMAP 2024 Eligibility Requirements (Continued)

D ODMAP 2024 Eligibility Forms

The following forms are required or must be on file in the County Office within 60 days after the enrollment deadline to confirm ODMAP 2024 eligibility:

- AD-2047, Customer Data Worksheet, if applicable
- CCC-902, Farm Operating Plan for Payment Eligibility 2009 and Subsequent Program Years
- Manual CCC-902I, Farm Operating Plan for an Individual
- Manual CCC-902E, Farm Operating Plan for an Entity
- CCC-901, Member Information, if applicable
- AD-1026, Highly Erodible Land Conservation (HELC) and Wetland Conservation (WC) Certification. Must be in compliance with 6-CP for producer and all affiliated persons in a legal entity.

5 ODMAP 2024 Payment Provisions

A AGI Provisions

AGI provisions do not apply for ODMAP 2024.

B ODMAP Production Limit

Eligible organic dairy operations are eligible for payment up to a maximum of 9 million pounds of organic milk production.

C Sequestration

ODMAP 2024 payments are not subject to sequestration.

D Offsets

Offsets apply for ODMAP 2024.

E Attribution of Payments

Rules for limiting payments by direct attribution do not apply to ODMAP 2024. Accordingly, rules for common attribution do not apply.

5 ODMAP 2024 Payment Provisions (Continued)

F Payments to a Minor Child

Payments made directly or indirectly to a person who is a minor child will not be combined with the earnings of the minor's parent or legal guardian.

G Obligations of Legal Entities

If an individual or legal entity is not eligible to receive ODMAP 2024 payments due to the individual or legal entity failing to satisfy payment eligibility provisions, the payment made directly to the individual or legal entity will be reduced to zero.

For informal joint venture dairy operations with member shares, the payment will be adjusted according to the member shares.

6 General ODMAP 2024 Policies

A Organic Dairy Operations that Commercially Market Milk

ODMAP 2024 participants will certify their pounds of commercially, marketed milk and may find their 2023 milk production data from one of the following:

- January through December 2023 monthly milk marketing statements
- December 2023 milk marketing statement that may include a total of all 2023 milk marketings
- a statement from the milk marketing organization that verifies milk marketings for 2023.

B Direct Market Dairy Operations

Direct market dairy operations that sell milk and dairy products from the farm, farm market, or through other sources are eligible for ODMAP 2024. Direct market dairy operations will self-certify their 2023 milk production. Like other FSA dairy programs, for dairy operations that direct market dairy products and do not have actual pounds of milk marketed, FSA will recognize the conversion of volume records to pounds of milk production. Participating direct market dairy operations may find their 2023 milk production information from the following:

- available milk production records for the months of January 2023 through December 2023
- milk and dairy products sales records for the months of January 2023 through December 2023 that details the quantities of each product by month
- receipts for milk, cheese, and all dairy products marketed

6 General ODMAP 2024 Policies (Continued)

B Direct Market Dairy Operations (Continued)

- any record that verifies organic milk or dairy products were sold, or processed, for public or commercial sale.

C Direct Market Dairy Product Conversions

County Offices will assist direct market dairy operations in the conversion of milk and dairy products to pounds of 2023 milk production. Using the dairy conversion factors in Exhibit 1, County Offices will convert volume records that may include gallons, quarts, or pounds to pounds. Processed dairy products including cheese will be converted to the pounds of milk to make the cheese. All questions regarding the conversion of milk volumes to milk pounds should be referred to the National Office.

D Dairy Operations Applying for More than 1 Animal Type

Organic dairy operations that market milk from cows, goats, and sheep are eligible for ODMAP 2024, however the dairy operation is limited to one ODMAP 2024 application per dairy operation.

County Offices will refer any ODMAP 2024 application with more than 1 animal type to the National Office for assistance.

7 Projected 2024 Milk Production for New, Transitioning, or Expanding Dairy Operations

A Eligible New or Transitioning Organic Dairy Operations

New or transitioning dairy operations that started production of organic milk in 2023 or 2024 for a partial year may request a projected estimate of 2024 milk production to be used to determine their ODMAP 2024 payment. It is the responsibility of the new or transitioning organic dairy operations requesting 2024 projected production to provide County Offices with documentation to support the production estimate that is not limited to, but may include, the following:

- 2024 milk marketing information to determine average daily production
- number of animals in the herd
- any documentation that supports the certified production estimate.

This information will need to be submitted as background for the milk marketing estimate narrative in FSA-630-1, item 18. FSA has developed a spreadsheet calculator to determine estimated milk production for new and transitioning dairy operations and recommended to be used to determine the estimated 2024 milk production by the dairy operation.

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7 Projected 2024 Milk Production for New, Transitioning, or Expanding Dairy Operations (Continued)

A Eligible New or Transitioning Organic Dairy Operations (Continued)

County Offices will:

- review documentation in support of estimated production request
- request additional documentation if needed to confirm the 2023 production estimate
- submit the application, supporting documentation, and spreadsheet calculator if applicable to estimate on the [ODMAP Home Site](#) according to paragraph 8, for approval.

Note: New or transitioning organic dairy operations applying for ODMAP 2024 must **not** be approved by COC until DAFP has approved their estimated 2024 milk production.

B Assisting New and Transitioning Organic Dairy Operations

New and transitioning dairy operations requesting ODMAP payments for 2024 projected production may provide their own production estimate and submit for review and approval by COC and DAFP.

However, if the new or transitioning dairy operation requests assistance from the County Office in calculating their estimated 2023 milk production, the steps in this subparagraph may be used to calculate the 2024 milk production based on average per cow per day milk production.

The following is needed to determine their average per cow per day milk production:

- pounds of organic milk marketed in 2024 for specific time period (for example, January through October)
- number of days in time period production was provided in 2024
- average number of cows in herd during the time period.

The average per cow per day milk production will be calculated by dividing the pounds of organic milk marketed by the number of days in period, and by the average number of cows.

The new organic dairy operation milk production estimate will be determined by:

Average per cow per day milk production
Average number of cows in herd for 2024 (multiply)
365 days in 2024 (multiply) =
Pounds of 2024 organic milk eligible for ODMAP 2024

7 **Projected 2024 Milk Production for New, Transitioning, or Expanding Dairy Operations (Continued)**

B Assisting New and Transitioning Organic Dairy Operations (Continued)

Example: Fred Dairyman is a new organic dairy operation milking 30 cows and started marketing organic milk on January 15, 2024. Dairyman visits FSA on October 1, 2024, to enroll in ODMAP 2024 and brings along his organic certification and milk marketing statements for January 2024 through August 2024 (7.5 months) that include the following marketings:

January pounds - 14,500
February pounds - 29,000
March pounds - 30,000
April pounds - 32,000
May pounds - 32,500
June pounds - 32,000
July pounds - 30,000
August pounds - 29,500
Total pounds - 229,500

Average per cow per day milk production calculation:
 $229,500 / 228 \text{ days} / 30 \text{ cows} = 33.6 \text{ pounds per cow per day}$

New organic dairy operation production estimate calculation: 33.6 pounds multiplied by 30 cows multiplied by 365 days = 367,920 pounds eligible for ODMAP 2024.

C Actual Documentation

New or transitioning organic direct market dairy operations will provide actual documentation according to subparagraph A, which is needed to justify projected 2024 production. Additionally, a spreadsheet calculator for new or transitioning dairy operations is recommended to estimate the 2024 milk production.

COC must:

- review all production documents used to calculate the estimated 2024 milk production and insert the information in the spreadsheet calculator for new or transitioning dairy operations.
- submit the application, supporting documentation, and spreadsheet calculator for new or transitioning dairy operations, if applicable to estimate to [ODMAP Home Site](#), according to paragraph 8, for approval.

7 Projected 2024 Milk Production for New, Transitioning, or Expanding Dairy Operations (Continued)

C Actual Documentation (Continued)

Once DAFP approves the estimated 2024 milk production for the new or transitioning dairy operation, FSA-630-1 will be approved by COC.

All questions regarding new and transitioning organic dairy operations should be forwarded to the National Office ODMAP policy staff.

D Expanding 2023 Organic Dairy Operations

Organic dairy operations that have expanded in 2023 or 2024 and are milking more cows in 2024 and increased annual milk production by 15 percent, may be eligible for ODMAP on their increased 2023 milk production. It is the responsibility of the expanding organic dairy operations requesting 2024 projected production to provide County Offices with documentation to support the production estimate that may include:

- pounds of organic milk marketed in 2023 and 2024
- number of days milk was marketed in 2024
- average number of cows in herd in 2024.

This information will need to be submitted as background for the milk marketing estimate narrative in FSA-630-1, item 18.

FSA has developed a spreadsheet calculator for Expanding dairy operations to determine estimated milk production for expanded dairy operations that is recommended, however, is not required.

County Offices will:

- review documentation in support of estimated production request
- request additional documentation if needed to confirm the 2024 production estimate
- submit the application, supporting documentation, and spreadsheet calculator for Expanding dairy operations if applicable to estimate to [ODMAP Home Site](#), according to paragraph 8, for approval.

Note: Expanding organic dairy operations applying for ODMAP 2024 must not be approved by COC until DAFP has approved their estimated 2024 milk production.

The expanded organic dairy operation production estimate will be determined by the average per cow per day milk production multiplied by the average number of cows in the herd for 2024 and by the number of days in period (most likely 365), which will result in the pounds of 2024 organic milk eligible for ODMAP 2024.

7 **Projected 2024 Milk Production for New, Transitioning, or Expanding Dairy Operations (Continued)**

D Expanding 2023 Organic Dairy Operations (Continued)

Example: Average per cow per day milk production
Average number of cows in herd for 2024 (multiply)
365 days in 2023 (multiply)
Pounds of 2023 organic milk eligible for ODMAP 2024

Expanded organic direct market dairy operations are eligible for ODMAP 2024 and will provide documentation for conversion of pounds according to this subparagraph and needed to justify projected milk production.

Example: Sam Dairyman operates an organic dairy operation with 40 cows and is expanding his operation and is increasing his herd to 60 cows in 2024. Dairyman visits FSA on October 1, 2024, to enroll in ODMAP and brings along his organic certification and milk marketing statements for 2023 (12 months). His 2023 organic milk production is at 584,000 pounds.

Average per cow per day milk production calculation: 584,000 pounds/365 days/40 cows = 40 pounds per cow per day

Expanded organic dairy operation milk production estimate calculation:
40 pounds per cow per day multiplied by 60 cows multiplied by 365 days =
876,000 pounds eligible for ODMAP.

All questions regarding expanding organic dairy operations should be forwarded by e-mail to the National Office ODMAP 2024 policy staff.

E Actual Documentation

Expanding organic dairy operations will provide actual documentation according to subparagraph D, which is needed to calculate average daily production. Additionally, an spreadsheet calculator for expanding dairy operations will be used by County Offices to estimate the 2024 milk production.

COC must:

- review all production documents used to calculate the estimated 2024 milk production and to the spreadsheet calculator for Expanding dairy operations
- load background documentation and spreadsheet calculator for expanding dairy operations to the [ODMAP Home Site](#).

Once DAFP approves the estimated 2024 milk production for the expanding dairy operation, the FSA-630-1 can be approved by COC.

7 Projected 2024 Milk Production for New, Transitioning, or Expanding Dairy Operations (Continued)

E Actual Documentation (Continued)

All questions regarding expanding organic dairy operations should be forwarded by e-mail to the National Office ODMAP 2024 policy staff.

F Active Base

Some organic milk marketing organizations offer an active base for their member producers that allows dairy operations the option to increase their annual milk production marketings from one year to the next through an active base agreement and are eligible for the contracted organic milk price on that additional milk production for 2024. Dairy operations with an active base are clearly identified on their milk marketing statements.

Organic dairy operations requesting their expanding ODMAP 2024 application be based on their active base may request to do so however, will provide actual documentation in subparagraph E to verify 2024 milk production levels.

DAFP will review all ODMAP 2024 expanding dairy operations requesting to use their active base as 2024 estimated milk production.

8 ODMAP 2024 Application Reporting

A ODMAP Home Site

The [ODMAP Home Site](#) has been developed by the National Office where ODMAP application reporting data of the projected 2024 milk production, calculator workbooks, and mandatory data collection are located.

The following documents are posted on the [ODMAP Home Site](#):

- New or Transitioning Organic Dairy Operation Spreadsheet Calculator
- Expanding 2024 Organic Dairy Operations Spreadsheet Calculator
- Mandatory Data Collection for ODMAP 2024
- ODMAP 2024 Upload Application/Files

8 ODMAP 2024 Application Reporting (Continued)

B New or Transitioning Dairy Operation

The Expanding 2023 Organic Dairy Operations Spreadsheet Calculator can be accessed under the [ODMAP Home Site](#). The Spreadsheet Calculator is available and recommended to be used by County Offices to calculate the producers 2023 organic production with estimated 2024 organic production. When all required documentation is provided by the new dairy operation and the County Offices has completed the estimated 2024 production on the spreadsheet calculator will be reviewed by COC before submission to the [ODMAP Home Site](#).

The following table provides instructions for completing the ODMAP New and Transition organic dairy operations.

Parts	Instructions
A - ODMAP 2024 Information	Enter the producer's dairy operation name and the application number from FSA-630-1.
B – 2024 Monthly Milk Marketing	County Office will enter the producers monthly milk marketing by month.
C - Average Per Cow Per Day Milk Production Calculation	County Office will enter the total days and number of cows milk productions of the monthly milk marketings.
D - New Organic Dairy Operation Production Estimate Calculation	Prefilled data calculations of the producers eligible pounds for ODMAP 2024.
E - COC Determination	County Office preparers enter their name and date. COC designees enter their name and date
F - Comments	County Office will enter additional information.

C Expanding 2024 Organic Dairy Operations Calculation Workbook

The expanding 2024 organic dairy operation calculation workbook can be accessed under the [ODMAP Home Site](#). The spreadsheet calculator is available and recommended to be used by County Offices to calculate the estimated 2024 milk production for expanded dairy operations. When all required documentation is provided by the expanding dairy operation and the County Office has completed the estimated 2024 production on the spreadsheet calculator will be reviewed by the COC before submission to the [ODMAP Home Site](#).

Once DAFP approves the estimated 2024 milk production for the expanding dairy operation, the FSA-630-1 can be approved by the COC.

8 ODMAP 2024 Application Reporting (Continued)

C Expanding 2024 Organic Dairy Operations Calculation Workbook

The following table provides instructions for completing the ODMAP 2024 Expanding Organic Dairy Operations calculation workbook.

Parts	Instructions
A - ODMAP 2024 Information	Enter the producer's dairy operation name and the application number from FSA-630-1.
B - Average Per Cow Per Day Milk Production Calculation	Enter in the producers 2023 organic milk production. Enter the number of days in period (most likely 365 days). Enter in the number of cows.
C - Expanded Organic Dairy Operations Milk Production Estimate Calculation	Enter in the producers 2024 expanded number of cows milk production.
D - COC Determination	County Office preparers enter their name and date. COC designees enter their name and date.
E - Comments	County Office will enter additional information.

D Mandatory Data Collection

The mandatory data collection is to track in real time the number of animal types and pounds of milk production being submitted for ODMAP 2024 payments. After FSA-630-1 has been COC approved, access the [ODMAP Home Site](#), State and County Office Information, and click Mandatory 2024 Data Collection button under Quick Links to access the data collection questions. The data collection link will close on December 30, 2024.

For FSA to monitor ODMAP 2024 applications and enrollment by dairy animal types, County Offices will record the pounds of milk production by each applicant and by type of dairy animal on the [ODMAP Home Site](#) immediately after loading an application in the ODMAP software.

9 ODMAP 2024 Payment

A ODMAP 2024 Payment Rate

For ODMAP, AMS used data from the Federal Milk Marketing Orders (FMMO) which estimates the relationship between each FMMO uniform milk price and the NASS all-milk price. For ODMAP 2024, to acknowledge the producer's pay price difference between conventional milk and organic milk, the 2021 NASS All-Milk price for organic milk is used to determine an average marketing cost per hundredweight instead of the 2020 NASS All-Milk price for conventional milk used for ODMAP. By comparing the FMMO gross payment price in relationship to the lessor NASS all-milk price that includes marketing and hauling fees deductions, identifies the attributable marketing costs on average across all orders in the amount of \$1.68 per hundredweight (cwt) for organic dairy operations. The ODMAP 2024 payment rate will be \$1.68 per cwt.

B ODMAP 2024 Payment Processing

ODMAP will be a 2-payment program. The first ODMAP 2024 payment will process after the application is approved and factored by 75 percent. The payment is calculated by multiplying the following items:

- pounds of milk marketed in 2023 unless new, transitioning, or expanding dairy operation and will be estimated production
- \$1.68 per hundredweight payment rate
- 75 percent factor.

If funds remain at the conclusion of the application period, a second payment to eligible applicants of up to 25 percent may be issued subject to the continued need and available funding.

Example: Joe McDonald operates an organic dairy operation and visits FSA and certifies to his 2023 milk production, provides his certification of organic status and applies for ODMAP 2024. Joe McDonald's total 2023 milk marketings total was 1.5 million pounds or 15,000 cwt. Payment calculation:

$$15,000 \text{ cwt} \times \$1.68 = \$25,200$$

$$\text{Payment factor} = 75 \text{ percent or } .75$$

$$\text{ODMAP Gross Payment} = \$25,200 \times .75 = \$18,900$$

10 ODMAP 2024 Program Application

A Completing FSA-630-1

Dairy operations will complete FSA-630-1 to apply for ODMAP 2024 benefits.

Only one application will be submitted by a dairy operation.

Note: Dairy operations submitting an ODMAP 2024 application for cows, goats, and sheep will submit one application for the dairy operation. Questions regarding more than one type of animal on ODMAP 2024 application should be referred to the National Office.

B Second-Party Review of FSA-630-1

A second-party review must be completed before approval. 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-630-1.

C Approval of FSA-630-1

State and County Office employees authorized to approve applications for ODMAP 2024 can do so only after all:

- producer signatures are received on a completed FSA-630-1
- producer provides required documents
- program eligibility requirements have been met.

Note: New, transitioning, or expanding dairy operations FSA-630-1 applications must not be approved until the ODMAP production estimate is approved by DAFP.

Supporting documentation is not required at the time of application or before a payment is issued but may be accepted if provided. COC may also request additional information as necessary. Producers must maintain records for 3 years after application is submitted.

D Disapproved FSA-630-1's

If FSA-630-1 is disapproved by COC, the County Office must inform the producer of the determination in writing and provide applicable rights of appeal according to 1-APP.

E Spot-Check Procedures

ODMAP 2024 spot-check procedures will be provided in the future as necessary.

11 Completing FSA-630-1

A Instruction for Completing FSA-630-1

Complete FSA-630-1 according to the following table.

Item	Instructions
1	FSA representative will enter applicable administrative State name.
2	FSA representative will enter applicable administrative County name.
3	FSA representative will enter applicable program year.
4	FSA representative will enter applicable application number.
Part A – Applicant Information	
5	Organic dairy producer will enter the name of the organic dairy operation.
6	Information line is used to enter any additional information on the producer.
7A through 7E	Enter the producer's complete address.
8A	Enter the home telephone number.
8B	Enter the mobile telephone number.
9	Enter the full email address.
Part B – Milk Marketings	
10A	<p>Check (✓) box to enter the actual pounds of organic milk marketed by month. Organic dairy operations with dairy cows, dairy goats, and dairy sheep are all eligible for ODMAP and only one application may be submitted by the dairy operation. Consequently, an organic dairy operation with more than one animal type will combine the pounds of milk production by both types on FSA-630-1.</p> <p>Note: If pound milk marketings documentation are not shown by months, then enter the total pounds marketed in the December box.</p>
10B	<p>Check (✓) box if a new, transitioned to organic, or expanded dairy operation. Enter the total pounds by adding all data entered from January through December.</p>
Part C – Participant Certification and Signature(s)	
11 through 13E	<p>After thoroughly reading the participation statement in Part C answer the following questions.</p> <ol style="list-style-type: none"> 1. Organic dairy producer will certify by checking (✓) either YES or NO to the person or legal entity. 2. 3. Dairy operation will certify by checking (✓) either YES or NO to meeting the certification requirements for an organic dairy operation. <p>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 payment under ODMAP. All producers who share in the dairy operation must also sign, date, and indicate shares, as applicable.</p>

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11 Completing FSA-630-1 (Continued)

A Instruction for Completing FSA-630-1 (Continued)

Item	Instructions
Part D – COC Determination	
14	COC designee checks (✓) either “Approved or Disapproved”.
15	If item 14 is checked “Disapproved”, COC designee enters a justification for the disapproval.
16A through 16C	Enter signature of COC designee, title, and date of signature.
17A through 17C	Second-party reviewer enters signature, title, and date of signature.
18	COC or third-party reviewer enter any noteworthy remarks.

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11 Completing FSA-630-1 (Continued)

B Example of a Completed FSA-630-1

The following is an example of a completed FSA-630-1.

OMB Approved No: 0503-0028 OMB Expiration Date: 11/30/2025						
FSA-630-1 (09-23-24)	U.S. DEPARTMENT OF AGRICULTURE Farm Service Agency	FOR COUNTY OFFICE USE ONLY				
ORGANIC DAIRY MARKETING ASSISTANCE PROGRAM 2024		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">1. Administrative State Maine (23)</td> <td style="width: 50%; text-align: center;">2. Administrative County Knox (013)</td> </tr> <tr> <td style="text-align: center;">3. Program Year 2024</td> <td style="text-align: center;">4. Application Number 001</td> </tr> </table>	1. Administrative State Maine (23)	2. Administrative County Knox (013)	3. Program Year 2024	4. Application Number 001
1. Administrative State Maine (23)	2. Administrative County Knox (013)					
3. Program Year 2024	4. Application Number 001					
INSTRUCTIONS: Return this completed form to your County FSA Office.						
PART A – APPLICANT INFORMATION						
5. Applicant's Name (Person or Legal Entity) John Doe		6. Information Line				
7A. Address Line 1 1234 Washington Drive		8A. Telephone Number (123) 456-7955				
7B. Address Line 2		8B. Mobile Phone Number (123) 654-8531				
7C. City Washington	7D. State ME	7E. Zip 04986				
9. Email Address johnndoe@gmail.com						
PART B – MILK MARKETINGS						
Please make appropriate selection below.						
<input type="checkbox"/> 10A. I am providing in item 10C my actual organic milk marketed in calendar year 2023 for each month (or the total 2023 production in the box for December) as the basis to calculate an ODMAP 2024 payment.						
<input checked="" type="checkbox"/> 10B. As a new, transitioned to organic, or expanded dairy operation (by 15 percent or more between 2023 and 2024), I am providing in Item 10C a projection of organic milk marketed in calendar year 2024 for each month including actual month production where available (or an estimate of the total 2024 milk marketed in the box for December) to calculate my ODMAP 2024 payment. (I understand that my estimate must be reasonable, supported by documentation, and that an explanation of how the estimate was calculated must be provided in Item 18)						
Month	10C. Pounds Marketed by Month	Month				
January	LBS.	July				
February	LBS.	August				
March	LBS.	September				
April	LBS.	October				
May	LBS.	November				
June	LBS.	December				
		567,852				
10D. TOTAL LBS. MARKETED		567,852				
(For County Office Use Only) 10E. COC ADJUSTED TOTAL LBS. MARKETED						
PART C – PARTICIPANT CERTIFICATION AND SIGNATURE(S)						
<p><i>This application is to participate in the Organic Dairy Marketing Assistance Program 2024 and is entered into between the Commodity Credit Corporation (CCC) and the undersigned producers identified in the dairy operation identified above. The undersigned producer or producers may hereafter collectively be referred to as "the applicant". The applicant certifies that all the information entered on this application is true and correct and that the applicant is a producer of certified organic milk from cows, goats, or sheep at the time of application. The applicant further certifies as to the accuracy of the pounds of milk marketed for 2023 or a projection of 2024 pounds of organic milk marketed, as applicable. The applicant agrees that if pounds of milk marketed for 2023 is provided that such information will be used by CCC to calculate the payment amount, subject to spot check. For new, transitioning, or expanding (by 15 percent or more between 2023 and 2024) dairy operations that select 10B and submit a combined actual and projected 2024 production for applicable months, the applicant understands that, (1) such estimated projections must be reasonable based on the average daily organic production of the current herd, (2) an explanation of the basis for your monthly or total projections must be provided in item 18, and (3) that documentation maintained in the ordinary course of business must be submitted to FSA to support your 2024 estimated projection, including milk marketing statements, if available, and calculate your ODMAP 2024 payment. An applicant selection 10A hereby applies for payment and understands that the County FSA Committee will determine the eligibility of the applicant to receive payment. An applicant selecting item 10B hereby applies for payment and understands that the Deputy Administrator of Farm Programs ("Deputy Administrator") will determine the eligibility of the applicant to receive payment at the Deputy Administrator's discretion. All applicants understand that payment will be contingent upon the availability of funds to the U.S. Department of Agriculture. In addition, the applicant understands that, if necessary, their dairy operation may be required to provide any information that may be required to determine program eligibility to the satisfaction of the County FSA Committee and/or the Deputy Administrator. The applicant agrees to comply with all terms and conditions associated with ODMAP 2024 as stated in the notice of funds availability (ODMAP 2024 NOFA) and understands that this application must be received no later than the deadline date established by CCC. The applicant 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 and not their share of the production. The applicant understands that payments are subject to conditions imposed by regulation and CCC 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 CCC. 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</i></p>						

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11 Completing FSA-630-1 (Continued)

B Example of a Completed FSA-630-1 (Continued)

FSA-630-1 (09-23-24)		Page 2 of 3	
PART C - PARTICIPANT CERTIFICATION AND SIGNATURE(S) (continued)			
11. 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): <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO			
12. I certify that at the time of this application this dairy operation meets the certification requirements for an organic dairy operation. <div style="float: right; text-align: right;"> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO </div>			
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.			
13A. Signature (by)	13B. Title/Relationship of Individual Signing in the Representative Capacity	13C. Date (MM/DD/YYYY)	13D. Shares 13E. Refuse Payment?
	Owner	9/30/2024	100 <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
			<input type="checkbox"/> YES <input type="checkbox"/> NO
			<input type="checkbox"/> YES <input type="checkbox"/> NO
			<input type="checkbox"/> YES <input type="checkbox"/> NO
			<input type="checkbox"/> YES <input type="checkbox"/> NO
			<input type="checkbox"/> YES <input type="checkbox"/> NO
			<input type="checkbox"/> YES <input type="checkbox"/> NO
			<input type="checkbox"/> YES <input type="checkbox"/> NO
			<input type="checkbox"/> YES <input type="checkbox"/> NO
PART D - COC DETERMINATION			
14. Application Status: <input checked="" type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED (if disapproved, complete Item 15)			
15. Justification for Disapproval:			
16A. Signature of COC or Designee		16B. Title of COC or Designee	16C. Date (MM/DD/YYYY)
		COC Chair	9/30/2024
17A. Signature of Second-Party Reviewer		17B. Title of Second-Party Reviewer	17C. Date (MM/DD/YYYY)
		Program Specialist	9/30/2024
18. Milk Marketings Narrative (if 10B is selected): Additional documentation to support your projected estimate must be attached.			
Note: Supporting documentation for your projected estimate and this narrative, including milk marketing statements for 2024, if available, must be attached.			

11 Completing FSA-630-1 (Continued)

B Example of a Completed FSA-630-1 (Continued)

FSA-630-1 (09-23-24)

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Privacy Act Statement: The following statement is made in accordance with the Privacy Act of 1974 (5 U.S.C. 552a – as amended). The authority for requesting the information identified on this form is the CCC Charter Act (15 U.S.C. 714c(e)). The information will be used to provide payments to eligible organic producers that apply for the Organic Dairy Marketing Assistance Program 2024. The information collected on this form may be disclosed to 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 determination of ineligibility for program benefits and other financial assistance administered by FSA.

Public Burden Statement (Paperwork Reduction Act): Public reporting burden for this collection is estimated to average 20 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.

Non-Discrimination Statement: 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 [How to File a Program Discrimination Complaint](#) 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.

12 ODMAP Automation

A Overview

All ODMAP functions:

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

B Accessing the ODMAP System

Access the ODMAP 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 “ODMAP – Organic Dairy Marketing Assistance Program”. The Home Screen is displayed.

13 ODMAP Home Screen

A Overview

The ODMAP Home Screen allows users to select the applicable program year, state, and county. The system will default to the user’s assigned State and county. If the user is assigned to multiple County Offices, the system will default to the state/county with the lowest state/county code first.

B Example of ODMAP Home Screen

The following is an example of the Home Screen.

13 ODMAP Home Screen (Continued)

C Field Descriptions and Actions

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

Field/Button	Description/Action
Home	This link is available on all screens. Clicking “Home” will return user to the main screen.
Tools	<p>Clicking “Tools” will allow user to select any of the following:</p> <ul style="list-style-type: none"> • Receipt for Service • Email Notifications • Reports • Bulk COC Determination • Electronic COC Determination. <p>Note: A State and county must be selected before “Reports”, “Bulk COC Determination”, and “Electronic COC Determination” options are available.</p>
Program Year	Using the drop-down menu, select applicable year.
State	Using the drop-down menu, select applicable State.
County	Using the drop-down menu, select applicable county.
Customer Search	<p>Users can select this option to search for a specific producer. The program year must be selected, and the State and 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 and county and producer in the nation can be searched.</p> <p>Once a producer is selected, the user will be directed to the Producer Application Selection Screen.</p> <p>If no application is on file, users will select the Administrative State and County for the Producer and CLICK “Add Application”.</p> <p>If an application is on file for the selected year and producer, the user can select and edit the application on file.</p> <p>Note: Only one application is allowed per producer per year nationwide.</p>
Application Selection	<p>Displays all applications in the selected state/county.</p> <p>Note: A program year and State and County must be selected before displaying the applications on file.</p>

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14 Application Selection Screen

A Overview

The Application Selection Screen displays a multitude of application information and provides an avenue for various application processes.

B Example of the Application Selection Screen

The following is an example of the Application Selection Screen.

The screenshot shows the 'Application Selection' interface. At the top, it displays 'Program Year: 2023', 'State: Kansas (20)', and 'County: Miami (121)'. Below this is a search bar with the text 'Navigate to Producer Name Starting With:' and a blue 'FP' filter. A row of buttons includes 'Customer Search', 'Edit', 'View Form', 'View Summary', 'ECPR', and 'Cancel'. The main table lists applications with columns for 'Select', 'App ID', 'Producer/Dairy Operation Name', 'Application Status', 'COC Determination', and 'COC Obligation Status'.

Select	App ID ^	Producer/Dairy Operation Name ^	Application Status ^	COC Determination	COC Obligation Status
<input type="radio"/>	52	FARMER, ANY	Pending Obligation	Approved	Rejected
<input type="radio"/>	97	FARMER, DAIRY	Initiated		
<input type="radio"/>	55	FARMER, IMA	Initiated		
<input type="radio"/>	53	PRODUCER, ANY	Initiated		
<input type="radio"/>	189	PRODUCER, BEN A	Disapproved	Disapproved	
<input type="radio"/>	191	PRODUCTION OF MILK JV	Approved	Approved	View Summary

C Field Descriptions and Actions

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

Field/Button	Description/Action
Program Year	Displays the program year.
State	Displays the selected state.
County	Displays the selected county.

14 Application Selection Screen (Continued)

C Field Descriptions and Actions (Continued)

Field/Button	Description/Action
Customer Search	<p>Allows users to search and select a specific producer.</p> <p>Nationwide customer service is available. Any State and county and producer in the nation can be searched.</p> <p>Once a producer is selected, the user will be directed to the Producer Application Selection Screen.</p> <p>If no application is on file, users will select the Administrative State and county for the Producer and CLICK “Add Application”.</p> <p>If an application is on file for the selected year and producer, the user can select and edit the application on file.</p> <p>Note: Only one application is allowed per producer per year nationwide.</p>
Edit	After selecting the application, CLICK “Edit” to access the application.
View Form	After selecting the application, CLICK “View Form” to view the FSA-630-1.
View Summary	After selecting the application, CLICK “View Summary” to view the Application Summary Page.
ECPR	After selecting the application, CLICK “ECPR” to view the Estimated Calculated Payment Report.
Cancel	<p>Cancels an application recorded in error.</p> <p>A pop-up will be displayed asking the user if they are sure they want to cancel the application.</p> <ul style="list-style-type: none"> CLICK “Yes” to cancel the application. <p>Note: The status will be updated to “Cancelled”.</p> <ul style="list-style-type: none"> CLICK “No” to return to the Application Selection Screen. <p>Note: The application will not be cancelled.</p> <p>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.</p> <p>Note: States must load issues into the PDD SharePoint site for ODMAP applications that were cancelled in error and need to be reactivated.</p>

14 Application Selection Screen (Continued)

C Field Descriptions and Actions (Continued)

Field/Button	Description/Action	
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/Dairy Operation Name	Displays the name of the producer.	
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.
COC Determination	Cancelled	Application has been cancelled.
	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.
	View Summary	Applicant is a Joint Venture without a TIN. Payees have been added and the COC Obligation Status for each Payee can be seen by selecting the application and clicking “View Summary”.
	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.

15 Headers and Footers

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
- system generated application ID
- producer name
- administrative state
- administrative county
- application status.

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 to the previous screen without saving data that has not already been 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.

16 Part B – Milk Marketings Screen

A Overview

The Part B - Milk Marketings Screen is the first screen users will see once an application is selected. This is the starting point for data entry. Users will enter the information from Part B of the FSA-630-1.

B Example of Part B – Milk Marketings Screen

The following is an example of the Part B – Milk Marketings Screen.

The screenshot shows the 'Part B - Milk Marketings' screen with a 'Summary' tab selected. The summary information includes: Program Year: 2024, Producer: IMA FARM JV, State: Minnesota (27), Admin State: Minnesota (27), County: East Otter Tail (111), Admin County: East Otter Tail (111), Application ID: 1554, and Application Status: Initiated.

The main section is titled 'Part B - Milk Marketings' and includes a 'Milk Marketings Year' section with radio buttons for 2023 (selected) and 2024. Below this is a table for monthly production data:

Month	Production by Month (lbs.)	Month	Production by Month (lbs.)	Month	Production by Month (lbs.)	Month	Production by Month (lbs.)
January	0	February	0	March	0	April	0
May	0	June	0	July	0	August	0
September	0	October	0	November	0	December	300000

At the bottom right, the 'Total Production (lbs.):' is 300,000, and the 'COC Adjusted Total Production (lbs.):' is blank. The bottom of the screen shows '1 of 2 Steps' and four buttons: Exit, Save, Continue, and Save and Continue.

C Field Descriptions and Actions

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

Field/Button	Description/Action
Milk Marketings Year	Select the radio button for the Milk Marketings Calendar Year for the application.
Production by Month (lbs.)	<p>Enter organic milk marketed for each month of the Milk Marketings calendar year selected. All months left blank will populate with zero. If the producer has multiple eligible animal types, combine all production for all animal types on the same application.</p> <p>Note: Users wishing to enter the total production for the year rather than monthly production may enter that figure in one month. December is the preferred month for this option.</p>

16 Part B – Milk Marketings Screen (Continued)

C Field Descriptions and Actions (Continued)

Field/Button	Description/Action
Total Production (lbs.)	This is a display only field and will total all entered monthly milk production.
COC Adjusted Total Production (lbs.)	Enter the total adjusted production for the year selected only when modified by the COC or by the National Office.


17 Informal Joint Ventures -Adding Payees

A Overview

When a Dairy Operation is a Joint Venture (Business Type 03) and does **not** have a TIN, payees must be added to the ODMAP Application once the ODMAP Summary Screen is accessed.

The Add Payee section will only appear and will appear automatically when the condition listed above exists.

B Example of Add Payee Section on the Summary Screen

 **Warning**

Selected Producer is a Joint Venture (Business Type 03) and does not have a valid TIN in SCIMS. Payee(s) will need to be added.

Add Payee

Payee Name	Share %	Refused Payment	Action
PRODUCER, IMA	50.0001	<input type="radio"/> Yes <input checked="" type="radio"/> No	<div style="background-color: #c00; color: white; padding: 2px 5px; border-radius: 3px;">Delete</div>
PRODUCER, ANY	49.9999	<input type="radio"/> Yes <input checked="" type="radio"/> No	<div style="background-color: #c00; color: white; padding: 2px 5px; border-radius: 3px;">Delete</div>
Total Share Percentage:		100.0000%	

Add Payee

17 Informal Joint Ventures -Adding Payees (Continued)

C Field Descriptions and Actions

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

Field/Button	Description/Action
Add Payee	Clicking “Add Payee” will re-direct the user to complete a SCIMS Search for the Payee(s). The user can click “Add Payee” as many times as necessary to record all shares. Note Payee(s) should be added based on the membership of the Joint Venture as recorded on form CCC-902 and the Business File. Failure to add payee(s) and shares totaling 100% will result in an error message that will prevent users from saving additional application information on the Summary Screen.
Share %	Enter Share(s) for each Payee of the Joint Venture. Shares can be entered with a maximum of four decimal places.
Total Share Percentage	Total Share Percentage of the Payee(s) entered. Note: Share(s) must equal 100%.
Refused Payment	Click the radio button for the Yes/No response.
Action	Payee(s) can be removed from the application by selecting the Delete button.

18 Summary Screen

A Overview

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

Users will record the following on the Summary Screen:

- citizen certification
- organic dairy certification
- add payee (pursuant to paragraph 15)
- producer’s signature date
- producer’s signature type
- Refuse Payment Indicator
- COC determination date
- COC determination action.

18 Summary Screen (Continued)

B Example of Summary Screen

The following is an example of the Summary Screen.

Part B - Milk Marketings

Summary

Program Year: 2023

State: **Kansas (20)**

County: **Johnson (091)**

Application ID: **100**

Producer: **FARMER, IMA**

Admin State: **Kansas (20)**

Admin County: **Johnson (091)**

Application Status: **Approved**

Part B - Milk Marketings

Month	Production by Month (lbs.)	Month	Production by Month (lbs.)	Month	Production by Month (lbs.)	Month	Production by Month (lbs.)
January	500	February	0	March	0	April	0
May	0	June	0	July	0	August	250
September	0	October	0	November	0	December	0
							Total Production (lbs.): 750

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 certify this dairy operation meets the certification requirements for an organic dairy operation.

☒ YES ☐ NO

PRODUCER CERTIFICATION

Producer Signature Date

04/21/2023

TODAY

Producer Signature Type

IN PERSON

Refuse Payment:

☐ Yes ☒ No

COC DETERMINATION

Date(MM/DD/YYYY)	Determination
04/21/2023	<div>COC Determination Status</div> <div> <input checked="" type="checkbox"/> Approve <input type="checkbox"/> Disapprove </div>

2 of 2 Steps

Exit

Back

Save and Continue

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18 Summary Screen (Continued)

B Example of Summary Screen (Continued)

The following is an example of the Summary Screen for a Joint Venture.

Part B - Milk Marketings

Summary

Program Year: 2023

State: **Kansas (20)**

County: **Johnson (091)**

Application ID: **192**

Producer: **DAIRY PRODUCERS JV**

Admin State: **Kansas (20)**

Admin County: **Johnson (091)**

Application Status: **Approved**

Part B - Milk Marketings

Month	Production by Month (lbs.)	Month	Production by Month (lbs.)	Month	Production by Month (lbs.)	Month	Production by Month (lbs.)
January	0	February	0	March	0	April	0
May	0	June	0	July	0	August	0
September	0	October	6,000,000	November	0	December	0
							Total Production (lbs.): 6,000,000

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 certify this dairy operation meets the certification requirements for an organic dairy operation.

☒ YES ☐ NO



Payee Name	Share %	Refused Payment	Action
PRODUCER, ANY	<input type="text" value="50"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No	<button>Delete</button>
PRODUCER, IMA	<input type="text" value="50"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No	<button>Delete</button>

Total Share Percentage: **100.0000%**


Add Payee

PRODUCER CERTIFICATION



Producer Signature Date

Producer Signature Type



COC DETERMINATION

Date(MM/DD/YYYY)	Determination
<input type="text" value="05/01/2023"/>  	<div>COC Determination Status</div> <div><input checked="" type="checkbox"/> Approve <input type="checkbox"/> Disapprove</div>

2 of 2 Steps

Exit

Back

Save and Continue

18 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
Citizenship Certification	Click the applicable Yes/No radio button. Note: Selecting No will result in a disapproved application.
Organic Dairy Certification	Click the applicable Yes/No radio button. Note: Selecting No will result in a disapproved application.
Add Payee	If applicable, complete according to paragraph 15.
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.
Refuse Payment Indicator	Click the applicable Yes/No radio button. Note: The default value is “No”.
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: <ul style="list-style-type: none"> • Approved • Disapproved.
Save and Continue	Saves the application data and navigates to the Application Status Screen. Note: If the application has been approved, the payment information will be sent to the Common Payment System.

19 Bulk COC Determinations

A Overview

Bulk COC determinations:

- allows a user to approve/disapprove one or multiple applications at one 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 display on the Bulk COC Determination Screen.

B Example of Bulk COC Determination Screen

Following is an example of the Bulk COC Determination Screen.

C Field Descriptions and Actions

The following table provides the descriptions and actions for the Bulk COC Determination Screen.

Field/Button	Description/Action
Program Year	Displays the program year.
State	Displays the State name and code selected by the user.
County	Displays the County name and code selected by the user.

19 Bulk COC Determinations (Continued)

C Field Descriptions and Actions (Continued)

Field/Button	Description/Action
COC Determination Date MM/DD/YYYY	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. Future dates cannot be entered.
Approve All	Clicking this button automatically selects the “Approve” check box next to all applications.
Disapprove All	Clicking this button automatically selects the “Disapprove” check box next to all applications.
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	Checking this box designates the applicable application to be approved.
Disapprove	Checking this box designates the applicable application to be disapproved.
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.

20 Electronic COC Determinations

A Overview

Electronic COC determinations allow authorized users who have been delegated authority by COC to electronically approve/disapprove 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 acting 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 display on the Electronic COC Determination Screen.

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20 Electronic COC Determinations (Continued)

B Example of Electronic COC Determination Screen

The following is an example of the Electronic COC Determination Screen.

Program Year: 2024 State: Minnesota (27) County: East Otter Tail (111)

Electronic COC Determination

COC Determination Date (MM/DD/YYYY)
09/24/2024

Approve All Disapprove All

Application ID ^	Producer/Dairy Operation Name ^		COC Determination
1554	IMA FARM JV	View Form	<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove

< Previous 1 Next >

Exit Save and Continue

C Field Descriptions and Actions

The following table provides the descriptions and actions for the Electronic COC Determination Screen.

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

20 Electronic COC Determinations (Continued)

C Field Descriptions and Actions (Continued)

Field/Button	Description/Action
Approve	Checking this box designates the applicable application to be approved.
Disapprove	Checking this box designates the applicable application to be disapproved.
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.

21 Printing Applications

A Overview

Applications are printed from the Application Selection Screen or Application Status Screen.

B Action

From the Application Selection Screen,

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

Note: Users will skip the first step when printing from the Application Status Screen.

22 ODMAP Reports

A Overview

Several application reports are available within the application software for State and County Offices to monitor the program.

22 ODMAP Reports (Continued)

B Example of ODMAP Report Selection Screen

The following is an example of the ODMAP 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. Users can change the selected program year from the drop-down menu.
State	Displays the State selected. Users can change the State from the drop-down menu.
County	Displays the county selected. Users can change the county from the drop-down menu.
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: Users will need 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.
Failed or Rejected Obligation Report	This report captures failed and or rejected obligations for approved applications.
Exit	Clicking this button navigates to the Application Selection Screen.
Create Report	Clicking this button generates the selected report for the selected State and county and filter dates, if applicable. Note: Reports may need to be saved before viewing.

23 General Payment Provisions for ODMAP Payments

A Introduction

The ODMAP 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

ODMAP 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.

D Payment Due Date

61-FI provides general guidance for determining ODMAP payment due dates. The ODMAP 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-630-1
- date producer filed payment eligibility documentation, including the following:
 - AD-1026
 - CCC-902
- the availability of the software to process the payment.

23 General Payment Provisions for ODMAP Payments (Continued)

D Payment Due Date (Continued)

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

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

F Sequestering ODMAP Payments

ODMAP payments are not subject to sequestration.

G Assignments

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

H Offsets

ODMAP payments are subject to offset, including 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. See subparagraph 5 D.

I Bankruptcy

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

Important: Contact the OGC Regional Attorney for guidance on issuing ODMAP 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 ODMAP 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.

24 Payment Limitation

A Payment Limitation Information for ODMAP Payments

ODMAP does not have a payment limitation. Rather, a maximum of 9,000,000 pounds of production is applicable to each applicant dairy operation, which effectively limits the maximum calculated payment a dairy operation can earn.

25 ODMAP Subsidiary Eligibility

A Introduction

The payment process reads the web-based eligibility system, for the year associated with FSA-630-1 to determine whether a producer is eligible to be paid. If the producer is ineligible to be paid, the payment will not be issued or will be reduced, and the producer will be listed on the Nonpayment Report with the applicable message.

B ODMAP Subsidiary Eligibility Values

The following identifies web-based eligibility determinations applicable to ODMAP 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 ODMAP payments.

Eligibility Determination/Certification	Value	Eligible for ODMAP 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	1/ A partial compliance value of “Yes” will result in an additional determination for the farm.
	Partial Compliance	Yes 1/	
	In Violation	No	
	No Association	No	
	Past Violation	No	
	Reinstated	Yes	

25 ODMAP Subsidiary Eligibility (Continued)

B ODMAP Subsidiary Eligibility Values (Continued)

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

Note Foreign producers are not eligible for ODMAP.

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

26 ODMAP Payments

A Supporting Files for Integrated Payment Processing

The ODMAP 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-630-1	The information from an approved FSA-630-1 is used to compute the ODMAP 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-630-1 was filed.	Web-Based Eligibility System

26 ODMAP Payments (Continued)

A Supporting Files for Integrated Payment Processing (Continued)

Type of Information	How Information Is Used for Payment Processing	Source
General Name and Address Information	Used to determine the producer's business type and general name and address information.	Business Partner/SCIMS
Entity and Joint Operation Information	Used to determine the following for the year for which FSA-630-1 was filed, members and member's share of the following: <ul style="list-style-type: none"> • entities • general partnerships • joint ventures. 	Business File
Financial Related Information	<ul style="list-style-type: none"> • 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 do 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.

27 Overpayments

A Introduction

The ODMAP 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:

- ODMAP 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 ODMAP 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 ODMAP overpayments.

IF the reason the payment entity or member is overpaid is because of...	THEN the debt basis reason is...
payment eligibility	10-427.
prior payments exceed the current payment	10-428.

27 **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-630-1 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 ODMAP.

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.

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 OBF for guidance.

27 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-630-1.	Payment was issued and later something occurred that changed the ODMAP payment.	
After producer misrepresentation is determined.	Producer received an ODMAP payment and COC determines that the producer misrepresented their interest.	
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-630-1 is disapproved.	FSA-630-1 was disapproved after payments were issued to the producer.	

28 ODMAP Payment Reports

A Displaying or Printing ODMAP Payment Reports

ODMAP 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 ODMAP Payment History Report – Detail has program-specific data so information for this report is in this handbook.

ODMAP 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	Live	9-CM, paragraph 65
Note: The Pending Overpayment Report is accessed through the Pending Overpayment Summary Report according to 9-CM, paragraph 64.5.		

28 ODMAP Payment Reports (Continued)

A Displaying or Printing ODMAP 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.

29 Payment History Report – Detail

A Background

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

B Payment History Report – Detail Description

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

Field	Description
Program Year	2024
Program Name	Organic Dairy Marketing Assistance 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: <ul style="list-style-type: none"> • 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.

29 **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 ODMAP Payment History Report – Detail is generated for: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • “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.

29 Payment History Report – Detail (Continued)

C Report Options

The following options are available on the Payment History Report – Detail.

Option	Action
Previous	The previous Payment History Report – Detail will be displayed. Note: If a single producer was selected for processing, this button will not be available.
Print	The Payment History Report – Detail will be sent to the applicable printer.
Next	The Payment History Report – Detail for the next producer will be displayed. Note: If a single producer was selected for processing, this button will not be available.

30 Submitting Software Issues

A Overview

County Offices are to report issues to their State Office specialist. If the specialist is unable to resolve the issue, please submit the issue to the dedicated ODMAP payment problem SharePoint site at https://usdagcc.sharepoint.com/sites/fsa-dafp-disaster/Payment_Issues/SitePages/Home.aspx

Note: The FSA Farm Programs Software Issues SharePoint site is only for State Office Specialists and the National Office. County Office users 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 FSA Farm Programs Software Issues SharePoint website can request access via the SharePoint site.

31 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 to underrepresented individuals, groups, and communities.
- forward any ODMAP Program questions to the National Office according to subparagraph 1 C.

31 Action (Continued)

B County Office Action

County Offices will:

- immediately notify producers, by all available means, of the ODMAP signup period
- forward questions about the contents of this notice to the State Office Price Support Specialist
- inform the State Office when payments have been made.

Dairy Product Conversion Factors

Producers must report the dairy operations commercially marketed production during the relevant period applicable to the participating dairy operation in pounds. Use the weight measurement indicated on the marketing evidence as the same unit of measure (pounds, gallons, etc.) in the conversion. Pounds will be converted to fluid milk pounds and gallons will be converted to fluid milk gallons in the same manner. Convert dairy products according to the following table.

Dairy Product (1 Unit of Measure)	Conversion Factor (Equals x Unit of Measure of Milk)
1 Percent Milkfat Fluid Milk	0.73
2 Percent Milkfat Fluid Milk	0.83
Butter	8.5
Buttermilk	0.8
Cheese	10.5
Eggnog	1.33
Half and Half	1.8
Heavy Cream (Whipping Cream)	4.2
Ice Cream	3.0
Light Cream	2.5
Nonfat Dry Milk	8.0
Skin Milk	.62
Sour Cream	2.5
Yogurt	1.2

Conversion From Pounds to Fluid Milk Pounds

To convert pounds of a dairy product to the equivalent fluid milk pounds, multiply the pounds of the dairy product reported by the conversion factor for the applicable dairy product.

Example: A dairy operation provides the County Office with production evidence of 300 pounds of commercially marketed cheese during any given month. Multiply 300 by 10.5 for a total of 3,150 pounds of eligible production for that applicable month.

Conversion From Gallons to Fluid Milk Gallons

To convert gallons of a dairy product to the equivalent fluid milk gallons, multiply the gallons of the dairy product reported by the conversion factor for the applicable dairy product.

Example: A dairy operation provides the County Office with production evidence of 100 gallons of commercially marketed half and half during any given month. Multiply 100 by 1.8 for a total of 180 gallons of milk. Conversions from gallons of a dairy product to fluid milk gallons will be further converted to eligible pounds of production.

Dairy Product Conversion Factors (Continued)**Conversion From Gallons to Eligible Pounds of Production**

Production evidence received from producers that indicate gallons will be converted to pounds. A conversion rate of 8.6 pounds is equivalent to 1 gallon of milk.

After applying the conversion factor for gallons, multiply the converted gallons by 8.6 to get the total pounds of eligible production.

Example: Joe Dairyman is a direct market organic dairy operation and sells all his milk and dairy products at his farm location that include gallons of milk and pounds of goat cheese. Joe visits the County Office and brings along his sales records for 2022. Joe Dairyman sold the following in 2022:

- 1500 gallons of milk
- 2500 pounds of goat cheese.

According to 1-DMC, paragraph 70, the County Office calculates Joe Dairyman's pounds of 2022 milk production he sold as gallons of milk and pounds of goat cheese by the following:

- 1,500 gallons of milk multiplied by 8.6 (pounds of milk per gallon) = 12,900 pounds of milk
- 2,500 pounds of cheese multiplied by 10.5 (pounds of milk to make a pound of cheese) = 26,250 pounds.

Joe Dairyman's 2022 pounds of milk marketings would be 39,150 pounds and will be recorded on FSA-630.