For: State and County Offices

Organic Dairy Marketing Assistance Program (ODMAP) Policy and Procedures

Approved by: Acting Deputy Administrator, Farm Programs

1 Overview

A Background

ODMAP provides marketing assistance funding to eligible organic dairy operations that produce milk from dairy cows, dairy goats, and dairy sheep. Eligible ODMAP participants will receive a 1-time payment, calculated based on a cost share of marketing costs on the pounds of organic milk marketed for the 2022 calendar year not to exceed 5 million pounds of production.

The ODMAP Notice of Funds Availability (NOFA) will be published in the Federal Register on May 24, 2023. CCC will provide funding up to $104 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.

Disposal Date	Distribution
September 1, 2023	State Offices; State Offices relay to County Offices

1   Overview (Continued)

C   State Office Contacts

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

IF the question is about…	THEN contact…

policy	either of the following:
	
	• Doug Kilgore, PSD, by either of the following:
	
	   • email to douglas.e.kilgore@usda.gov
	   • telephone at 202-720-9011
	
	• Angela Pope, PSD, by either of the following:
	
	   • email to angela.pope@usda.gov
	   • 202-720-0482.

automation application	G. B. Washburn, Program Delivery Division (PDD) (Applications), by either of the following: • email to gordon.washburn@usda.gov • telephone at 202-690-3798.
automation payment	Danielle Roder, PDD (Payments), by either of the following: • email to danielle.roder@usda.gov • telephone at 202-720-4082.

2   ODMAP Applicability

A   Administration

ODMAP will be:

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

• carried out by STC's and COC's with instructions issued by DAFP. STC's, COC's, their representatives, and employees do not have authority to modify or waive any provisions or regulations.

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

2   ODMAP Applicability (Continued)

   B   Administration Responsibilities

   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 or reverse or modify a determination made by STC or COC.

3   ODMAP Signup

   A   Application Period for Accepting FSA-630

   County Offices may begin accepting FSA-630's on **May 24, 2023**. The signup period will end on **July 26, 2023**. Eligible applicants may file FSA-630 for benefits any time during the application period at their administrative County Office.

   All producers applying for ODMAP must self-certify to the accuracy and truthfulness of the information provided on FSA-630 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 2023 milk production, supporting documentation is needed at application to be reviewed by the COC and National Office and before approval.

   C   Late-Filed Applications

   FSA-630'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.

4   ODMAP Eligibility Requirements

A   ODMAP Applicant Eligibility

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

- produce milk from:

  - cows
  - sheep
  - goats

- provide their USDA certification of organic status for 2023

- continue to market organic milk as of the date of application

- certify to the amount of organic milk marketed in 2022 that may include organic milk used as inputs in dairy products, if applicable according to subparagraph 6 C (see Exhibit 1 for dairy product conversions)

- complete and submit FSA-630 application according to subparagraph 10 A.

Note: Operations that are new dairy operations, or are transitioning to organic, or have increased milk production in 2023, may enroll in ODMAP with an estimate of the anticipated 2023 organic milk production according to paragraph 7.

B   Producers Ineligible for ODMAP

The following persons or legal entities are ineligible for ODMAP:

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

C   Requirements for Applicants

Before the application can be approved for ODMAP payments, the applicants **must**:

- complete and submit AD-1026 in compliance with 6-CP for producer and all affiliated persons in a legal entity

- be in compliance with:

  - DCIA from producer certification
  - controlled substance provision
  - fraud provisions

4   ODMAP Eligibility Requirements (Continued)

C   Requirements for Applicants (Continued)

- not be suspended, debarred, or otherwise excluded from participating in FSA/CCC programs according to 1-CM, paragraph 823

- be 1 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, LLC, or other organizational structure organized under State law and solely owned by U.S. citizens or resident aliens

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

D   ODMAP Eligibility Forms

The following forms are eligibility documents that are required and must be on file in the County Office within 30 days after ODMAP program deadline to confirm eligibility:

- AD-2047
- CCC-902
- Manual CCC-902I
- Manual CCC-902E
- CCC-901
- AD-1026.

Note: Producers who submit FSA-630 application during the signup period will have until August 26, 2023, to provide required documentation.

5   ODMAP Payment Provisions

A   AGI Provisions

AGI provisions do not apply for ODMAP.

B   ODMAP Production Limit

Eligible organic dairy operations are eligible for payment up to a maximum of 5 million pounds of organic milk production.

5   ODMAP Payment Provisions (Continued)

C   Sequestration

ODMAP payments are not subject to sequestration.

D   Offsets

Offsets apply for ODMAP.

E   Attribution of Payments

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

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

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

If an individual or legal entity is not eligible to receive ODMAP payments due to the individual or legal entity failing to satisfy payment eligibility provisions, the payment made either directly or indirectly to the individual or legal entity will be reduced to zero. The amount of the reduction for the direct payment to the producer will be commensurate with the direct or indirect ownership interest of the ineligible individual or ineligible legal entity.

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

6   General ODMAP Policies

A   Organic Dairy Operations That Commercially Market Milk

ODMAP participants will certify their pounds of commercially, marketed milk and may find their 2022 milk production data from 1 of the following:

- January through December 2022 monthly milk marketing statements

- December 2022 milk marketing statement that may include a total of all 2022 milk marketings

- a statement from the milk marketing organization that verifies milk marketings for 2022.

Note: Participants may enter the total pounds of 2022 milk production. Entering production pounds by month is optional. However, if entering just the total pounds, it will be entered in the December item and will be recorded as total production by software.

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. Direct market dairy operations will self-certify their 2022 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 2022 milk production information from the following:

- milk production records for the months of January 2022 through December 2022 if available

- milk and dairy products sales records for the months of January 2022 through December 2022 that details the quantities of each product by month

- receipts for milk, cheese, and all dairy products marketed

- 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 2022 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.

7   Projected 2023 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 2022 and/or 2023 for a partial year may request a projected estimate of 2023 milk production to be used to determine their ODMAP payment. It is the responsibility of the new or transitioning organic dairy operations requesting 2023 projected production to provide County Offices with documentation to support the production estimate that is not limited to, but may include, the following:

- 2023 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, item 18.

FSA has developed a Spreadsheet Calculator to determine estimated milk production for new and transitioning dairy operations that is available upon request by the dairy operation.

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 to FPAC-FSA-ODMAP State Office Application Supporting Documentation Site, according to paragraph 8, for approval.

Note: New or transitioning organic dairy operations applying for ODMAP must **not** be approved by COC until DAFP has approved their estimated 2023 milk production.

B   Assisting New and Transitioning Organic Dairy Operations

New and transitioning dairy operations requesting ODMAP payments for 2023 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 2023 milk production based on average per cow per day milk production.

7   Projected 2023 Milk Production for New, Transitioning, or Expanding Dairy Operations (Continued)

B   Assisting New and Transitioning Organic Dairy Operations (Continued)

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

- pounds of organic milk marketed in 2023 for specific time period (January through April)
- number of days in time period production was provided in 2023
- 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 2023 (multiply)
365 days in 2023 (multiply)
Pounds of 2023 organic milk eligible for ODMAP

Example: Fred Dairyman is a new organic dairy operation milking 30 cows and started marketing organic milk on January 15, 2023. Dairyman visits FSA on June 1, 2023, to enroll in ODMAP and brings along his organic certification and milk marketing statements for January through May 2023 (4.5 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
Total pounds-   138,000

Average per cow per day milk production calculation:
138,000 pounds/136 days/30 cows = 33.8 pounds per cow per day

New organic dairy operation production estimate calculation:
33.8 pounds multiplied by 30 cows multiplied by 365 days = 370,110 pounds eligible for ODMAP

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 2023 production. Additionally, an ODMAP Spreadsheet Calculator for new or transitioning dairy operations may be used if requested by the dairy operation to estimate the 2023 milk production.

7   Projected 2023 Milk Production for New, Transitioning, or Expanding Dairy Operations (Continued)

C   Actual Documentation (Continued)

COC must:

- review all production documents used to calculate the estimated 2023 milk production and the ODMAP Spreadsheet Calculator

- submit the application, supporting documentation, and Spreadsheet Calculator if applicable to estimate to FPAC-FSA-ODMAP State Office Application Supporting Documentation Site, according to paragraph 8, for approval.

Once DAFP approves the estimated 2023 milk production for the new or transitioning dairy operation, FSA-630 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 2022 or 2023 and are milking more cows in 2023 and increased annual milk production by 15 percent, may be eligible for ODMAP on the increased 2023 milk production. It is the responsibility of the expanding organic dairy operations requesting 2023 projected production to provide County Offices with documentation to support the production estimate that may include:

- pounds of organic milk marketed in 2022
- number of days milk was marketed in 2022
- average number of cows in herd in 2022.

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

FSA has developed a Spreadsheet Calculator to determine estimated milk production for expanded dairy operations that is available upon request, however, is not required.

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 to FPAC-FSA-ODMAP State Office Application Supporting Documentation Site, according to paragraph 8, for approval.

7   Projected 2023 Milk Production for New, Transitioning, or Expanding Dairy Operations (Continued)

   D   Expanding 2023 Organic Dairy Operations (Continued)

   Note: Expanding organic dairy operations applying for ODMAP must **not** be approved by COC until DAFP has approved their estimated 2023 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 2023 and by the number of days in period (most likely 365), which will result in the pounds of 2023 organic milk eligible for ODMAP.

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

   Expanded organic direct market dairy operations are eligible 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 2023. Dairyman visits FSA on June 1, 2023, to enroll in ODMAP and brings along his organic certification and milk marketing statements for 2022 (12 months). His 2022 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.

   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 ODMAP Spreadsheet Calculator for expanding dairy operations will be used by County Offices to estimate the 2023 milk production.

   COC must:

   - review all production documents used to calculate the estimated 2023 milk production and to the ODMAP Spreadsheet Calculator

7   Projected 2023 Milk Production for New, Transitioning, or Expanding Dairy Operations (Continued)

E   Actual Documentation (Continued)

- load background documentation and ODMAP Spreadsheet Calculator to the Microsoft Teams ODMAP Submission Site.

Once DAFP approves the estimated 2023 milk production for the expanding dairy operation, FSA-630 can be approved by COC.

All questions regarding expanding organic dairy operations should be forwarded by email to the National Office ODMAP policy staff.

8   ODMAP Application Reporting

A   Microsoft Teams State Office Channel

Microsoft Teams, FPAC-FSA-ODMAP-State Office has been developed by the National Office where ODMAP application Spreadsheet Calculators, supporting application documentation, and data reporting collection sites are located. The Microsoft Teams site is on a private State Office Channel where State Offices will provide a copy of the workbooks to their County Office. County Offices will need to request access to the Microsoft Teams State Office Channel before submitting the information.

The following documents are posted on the Microsoft Teams State Office Channel:

- Expanding 2023 Organic Dairy Operations Spreadsheet Calculator
- New or Transitioning Organic Dairy Operation Spreadsheet Calculator.

County Offices will post the following on the Microsoft Teams State Office Channel:

- Data Collection for ODMAP
- ODMAP Application Documentation to confirm projected milk productions.

B   Expanding 2023 Organic Dairy Operations Spreadsheet Calculator

The expanding 2023 organic dairy operation Spreadsheet Calculator can be accessed under the Microsoft Teams, FPAC-FSA-ODMAP-State Office, ODMAP Reporting Site. The Spreadsheet Calculator is available and recommended to be used by County Offices to calculate the estimated 2023 milk production for expanded dairy operations. When all required documentation is provided by the new dairy operation and the County Office has completed the estimated 2023 production on the Spreadsheet Calculator will be reviewed by COC before submission to the Microsoft Teams FPAC-FSA-ODMAP-State Office Application Site.

8   ODMAP Application Reporting (Continued)

B   Expanding 2023 Organic Dairy Operations Spreadsheet Calculator (Continued)

Once DAFP approves the estimated 2023 milk production for the new dairy operation, FSA-630 can be approved by COC.

The following table provides instructions for completing the Expanding 2023 Organic Dairy Operations Spreadsheet Calculator.

Part	Title	Instructions
A	ODMAP Information	Enter the producer's dairy operation name and the application number from FSA-630.
B	Average Per Cow Per Day Milk Production	Enter in the producers 2022 organic milk production. Enter the number of days in period (most likely 365 calendar days).
C	Expanded Organic Dairy Operations Milk Production Estimate	Enter in the producers 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	Enter additional information.

C   New or Transition Dairy Operation

The Expanding 2023 Organic Dairy Operations Spreadsheet Calculator can be accessed under the Microsoft Teams, FPAC-FSA-ODMAP-State Office, ODMAP Reporting Site. The Spreadsheet Calculator is available and recommended to be used by County Offices to calculate the producers 2022 organic production with estimated 2023 organic production. When all required documentation is provided by the new dairy operation and the County Offices has completed the estimated 2023 production on the Spreadsheet Calculator will be reviewed by COC before submission to the Microsoft Teams ODMAP Application Site.

The following table provides instructions for completing the New and Transitioning Organic Dairy Operations Spreadsheet Calculator.

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

8   ODMAP Application Reporting (Continued)

D   Recording Milk Marketed Pounds for Cows, Goats, and Sheep

For FSA to monitor ODMAP 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 Microsoft Teams ODMAP Reporting site immediately after loading an application in the ODMAP software.

To access the ODMAP Reporting site State Office's will have to access the link using the Microsoft Teams/ODMAP/State Office and share the link with your County Offices.

It is recommended that the pounds of milk production for 2022 and by animal type be included on FSA-630, item 18, in the Additional Comments section. This information will be available to be recorded in the Microsoft Teams ODMAP Data Reporting Site.

9   ODMAP Payment

A   ODMAP Payment Rate

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. By comparing the Federal Order 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 $1.10 per cwt. The ODMAP payment rate will be $1.10 per cwt.

B   ODMAP Payments

ODMAP will be a 2-payment program. The first ODMAP 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 2022 unless new, transitioning, or expanding dairy operation
* $1.10 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 2022 milk production, provides his certification of organic status and applies for ODMAP. Joe McDonald's total 2022 milk marketings total was 1.5 million pounds or 15,000 cwt. Payment calculation:

15,000 cwt x $1.10 = $16,500

9   ODMAP Payment (Continued)

B   ODMAP Payments (Continued)

Program factor = 75% or .75

ODMAP Gross Payment = $16,500 x .75 = $12,375

10   ODMAP Program Application

A   Completing FSA-630

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

ODMAP is a 1-time program to occur in 2023. Only 1 application will be submitted by a dairy operation.

B   Second-Party Review of FSA-630

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.

C   Approval of FSA-630

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

- producer provides organic certification and certifies to 2022 milk production
- producer signatures are received on a completed FSA-630.

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

D   Disapproved FSA-630's

If FSA-630 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 spot-check procedures will be provided in the future as necessary.

11   Completing FSA-630

A   Instructions for Completing FSA-630

Complete FSA-630 according to the following table.

Item	Instructions
1	FSA representative will enter applicable administrative State name and code.
2	FSA representative will enter applicable administrative county name and code.
3	FSA representative will enter 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	For manual applications, enter the actual pounds of 2022 organic milk marketed by month or you may enter the total for 2022 in item 10D. For applications entered electronically, if a total is being used, the total should be entered into the box for December, which will auto populate the total in item 10D.
10B	For manual applications, new, transitioned to organic, or expanding dairy operations (by 15 percent or more between 2022 and 2023), who are requesting DAFP approval of an estimated 2023 projection of organic milk marketed, will enter the projected pounds of 2023 organic milk marketed and actual milk marketed by month, or you may enter just the total projected pounds of 2023 milk marketed in item 10D. For applications entered electronically, if a total is being used, the total should be entered into the box for December, which will auto populate the total in item 10D. This estimate for 2023 must be reasonable based on the average daily production of the current organic herd that can be supported by documentation.
10C	Enter the 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 1 application may be submitted by the dairy operation. Consequently, an organic dairy operation with more than 1 animal type will combine the pounds of milk production by both types on FSA-630.
	Note: If pound milk marketings documentation are not shown by months, then enter the total pounds marketed in the December box.
10D	Enter the total pounds by adding all data entered from January through December.

11   Completing FSA-630 (Continued)

   A   Instructions for Completing FSA-630 (Continued)

Item	Instructions
Part C – Participant Certification and Signature(s)	
11	Check either "YES" or "NO" if the organic diary producer certifies to the person or legal entity.
12	Check either "YES" or "NO" if the dairy operation meets the certification requirements for an organic dairy operation.
13	Sign, enter the title or relationship of the individual if signing in a representative capacity, date, indicate shares, 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.
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	Dairy operations that checked item 10B must provide estimated projections that are reasonable based on the average daily organic production of the current herd. An explanation of the basis for your monthly or total projections must be provided here or in an attached document that states that it is the narrative requested in item 18.

Note: Documentation maintained in the ordinary course of business must be submitted to FSA to support your 2023 estimated projection, including milk marketing statements, if available. |

11 Completing FSA-630 (Continued)

B Example of Completed FSA-630

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

11   Completing FSA-630 (Continued)

B   Example of Completed FSA-630 (Continued)

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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) ☐ YES ☐ NO

12. I certify that at the time of this application this dairy operation meets the certification requirements for an organic dairy operation. ☐ YES ☐ NO

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

13A. Signature (by)	13B. Title/Relationship of Individual Signing in the Representative Capacity	13C. Date (MM/DD/YYYY)	13D. Shares	13E. Refuse Payment?
				☐ YES ☐ NO
				☐ YES ☐ NO
				☐ YES ☐ NO
				☐ YES ☐ NO
				☐ YES ☐ NO
				☐ YES ☐ NO
				☐ YES ☐ NO
				☐ YES ☐ NO

PART D - COC DETERMINATION

14. Application Status: ☐ APPROVED   ☐ 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)
17A. Signature of Second-Party Reviewer	17B. Title of Second-Party Reviewer	17C. Date (MM/DD/YYYY)

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 2023, if available, must be attached.**

11 Completing FSA-630 (Continued)

B Example of Completed FSA-630 (Continued)

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NOTE: **Privacy Act Statement:** The following statement is made in accordance with the Privacy Act of 1974 (5 USC 552a – as amended). The authority for requesting the information identified on this form is the 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. 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.

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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 will be 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 ODMAP Home Screen.

13   ODMAP Home Screen (Continued)

C Field Descriptions and Actions

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

Field/Button	Description/Action
Home	This link is available on all screens. Clicking "Home" will return user to the main screen.
Tools	Clicking "Tools" will allow user to select any of the following: • Receipt for Service • Email Notifications • Reports • Bulk COC Determination • Electronic COC Determination. **Note:** A State and county must be selected before "Reports", "Bulk COC Determination", and "Electronic COC Determination" options are available.
Program Year	Program year 2023 is displayed.
State/County	Using the drop-down menu, select applicable State and county.
Customer Search	Allows users to select a specific producer using the SCIMS Search.
Application Selection	Displays all applications in the selected State/County. **Note:** A State and county must be selected before displaying the applications entered.

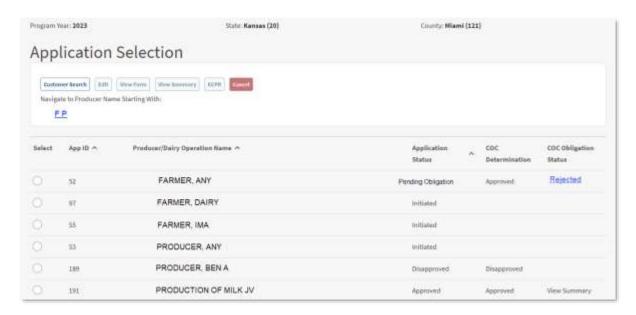**14   Application Selection Screen**

A Overview

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

14   Application Selection Screen (Continued)

B Example of Application Selection Screen

The following is an example of the Application Selection Screen.

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.
Customer Search	Allows users to search and select a specific producer using the SCIMS Search. The Producer Selection Screen is displayed after a producer is selected.
Edit	After selecting the application, CLICK "Edit" to access the application.
View Form	After selecting the application, CLICK "View Form" to view FSA-630.
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.

14   Application Selection Screen (Continued)

C   Field Descriptions and Actions (Continued)

Field/Button	Description/Action

Cancel	Cancels an application recorded in error.
	
	A pop-up will be displayed asking the user if they are sure they want to cancel the application.
	
	• CLICK "Yes" to cancel the application.
	
	    Note: The status will be updated to "Cancelled".
	
	• CLICK "No" to return to the Application Selection Screen.
	
	    Note: The application will not be cancelled.
	
	Warning: Applications cancelled after COC approval will result in the payments being cancelled and an overpayment transferred to NRRS. The application can no longer be edited after being cancelled.
	
	Note: States must load issues into the PDD SharePoint site for ODMAP applications that were cancelled in error and need to be reactivated.

Navigate to Producer Name Starting With:	Allows users to jump to a specific producer based on their last name. **Examples:** F or P.
Select	Click the radio button beside the App ID to activate the action buttons.
App ID	Displays the system generated application identification number for the producer.
Producer	Displays the name of the producer.
Application Status	<table><tr><th>Status</th><th>Description</th></tr><tr><td>Initiated</td><td>Application has been created and the "Producer Signature Date" field is blank.</td></tr><tr><td>Enrolled</td><td>Application has been created and a producer signature date has been recorded.</td></tr><tr><td>Approved</td><td>The COC determination date has been recorded, the COC determination is "Approved", and the obligation was successful.</td></tr><tr><td>Disapproved</td><td>The COC determination date has been recorded and the COC determination is "Disapproved".</td></tr><tr><td>Pending Obligation</td><td>The COC determination date has been recorded, the COC determination is "Approved", but the obligation is pending. **Note:** This status is a rare occurrence.</td></tr><tr><td>Suspended</td><td>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.</td></tr><tr><td>Cancelled</td><td>Application has been cancelled.</td></tr></table>

14   Application Selection Screen (Continued)

   C Field Descriptions and Actions (Continued)

Field/Button	Description/Action	
COC Determination	**Status**	**Description**
	Approved	The COC date has been recorded and the COC determination is "Approved".
	Disapproved	The COC date has been recorded and the COC determination is "Disapproved".
COC Obligation Status	**Status**	**Description**
	Approved	The payment obligation was successful, and the payment amount has been sent to the payment process.
	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   Producer Selection Screen

   A Overview

   The Producer Selection Screen will display the application for the producer selected. If an application does not exist, the user will create the application from the Producer Selection Screen by clicking "Add Application".

   Note: If Producer has multiple legacy counties, users can select the appropriate Administrative State-County from the drop-down menu.

15   Producer Selection Screen (Continued)

B   Example of Producer Selection Screen

The following is an example of the Producer Selection Screen when a producer has been selected and an application has not been created.

16   Headers and Footers Displayed on Application Pages

A   Headers

Each tab (Part B – Milk Marketings and Summary) 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.

16   Headers and Footers Displayed on Application Pages (Continued)

    B   Footers

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

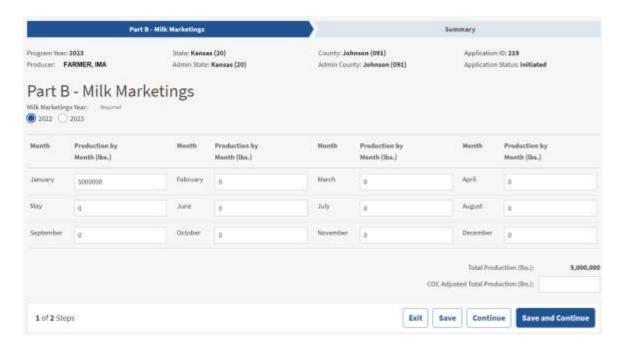| Button	Description/Action
Exit	Exits the application or screen without saving data that has not already been saved.
Back	Returns to the previous screen without saving data that has not already been saved.
Save	Saves the information entered on the screen and user remains on the screen.
Continue	Navigates 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.

17   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 FSA-630, Part B.

    B   Example of Part B – Milk Marketings Screen

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

17   Part B – Milk Marketings Screen (Continued)

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 (Required)	Click the radio button for the appropriate year (2022 or 2023) for milk marketings.
Production by Month (lbs.)	Enter organic milk marketed for each month of calendar year **2022**. 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. **Note:** Users may enter the entire year's production in the field for 1 month instead of breaking it out on a monthly basis.
Total Production (lbs.)	This is a display only field and will total all entered monthly milk production.
COC Adjusted Total Production (lbs.)	If COC makes adjustments to the milk production, the user will enter the COC Determined Total Milk Marketing Production for the year selected. **Note:** All entries in this field, including zero, will be used to calculate payments rather than entries in Production by Month or Total Production.

18   Joint Ventures Without TIN
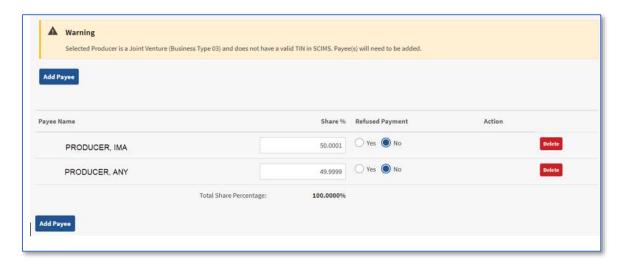
A   Overview

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

Note: The Add Payee section will appear on the Summary Screen for informal joint ventures.

18   Joint Ventures Without TIN (Continued)

B   Example of Add Payee Section on the Summary Screen

The following is an example of the Summary Screen for an informal joint venture.

C   Field Descriptions and Actions

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

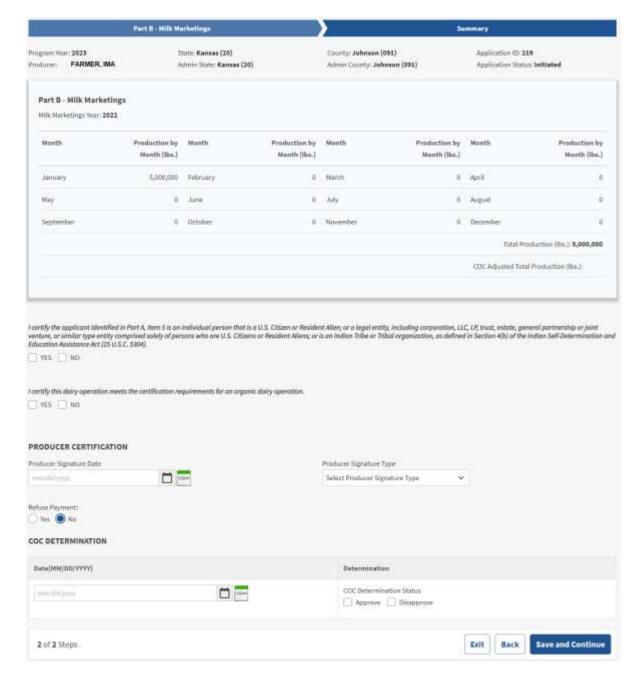| Field/Button	Description/Action
Add Payee	CLICK "Add Payee" to select the payee using the SCIMS Search. Repeat the process for multiple payees. **Note:** Payee(s) should be added based on the membership of the joint venture as recorded on CCC-902 and the Business File.
Payee Name	Name selected during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

19   Summary Screen

A   Overview

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

Users will need to complete this section before an application can be approved, however not all information is required at the time of application.

B   Example of Summary Screen

The following is an example of the Summary Screen.

19   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" or "No" button. **Note:** Selecting No will result in a disapproved application.
Organic Dairy Certification	Click the applicable "Yes" or "No" button. **Note:** Selecting No will result in a disapproved application.
Producer Certification Date	Enter the date or use 1 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	The Refused Payment button is defaulted to "No". If the dairy operation does not want the payment, click the "Yes" the radio button.
COC Determination Date	Enter the date or use 1 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: • Approve • Disapprove.

20   Bulk COC Determinations
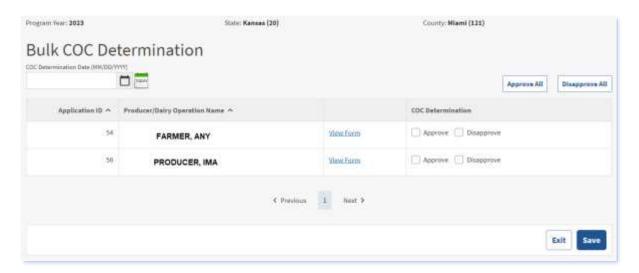
A Overview

Bulk COC determinations:

• allows a user to approve or disapprove multiple applications at 1 time

• must only be used when a COC determination has been physically signed on the applicable form.

Note: Applications that do not have a producer's signature date recorded will not display on the Bulk COC Determination Screen.

20   Bulk COC Determinations (Continued)

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 fields, 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.
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 1 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/Dairy Operation Name	Displays the producer/dairy operation's name.

20   Bulk COC Determinations (Continued)

   C   Field Descriptions and Actions (Continued)

Field/Button	Description/Action
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 returns to the Application Selection Screen, without saving any data that has not previously been saved.
Save	Clicking this button saves the COC determination data to the selected applications and navigates to the Application Selection Screen.

21   Electronic COC Determinations

   A   Overview

   Electronic COC determinations allow authorized users who have been delegated authority by COC to electronically approve or 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.

21   Electronic COC Determinations (Continued)

B   Example of Electronic COC Determination Screen

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

C   Field Descriptions and Actions

The following table provides fields, 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/Dairy Operation Name	Displays the producer/dairy operation'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.

21   Electronic COC Determinations (Continued)

C   Field Descriptions and Actions (Continued)

Field/Button	Description/Action
Exit	Clicking this button returns to the Application Selection Screen, without saving any data that has not previously been saved.
Save	Clicking this button saves the COC determination data to the selected applications and navigates to the Application Selection Screen.

22   Printing Applications

A   Overview

All applications are printed from the Application Selection 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".
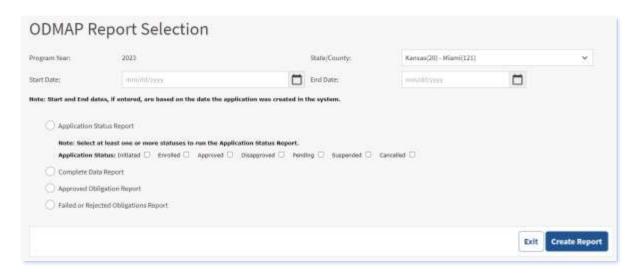
23   ODMAP Reports

A   Overview

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

23   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 fields, reports, and descriptions on the ODMAP Report Selection Screen.

Field/Report	Description
Program Year	Displays the 2023 program year.
State/County	Displays the State and county selected. Users can change the State and 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:** Depending on the specific program, users may have to select 1 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 returns to the Application Selection Screen.
Create Report	Clicking this button generates the selected report for the selected State/County and filter dates, if applicable. **Note:** Comma-Separated Values (CSV) formatted reports must be saved before viewing.

24   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

- date producer filed payment eligibility documentation, including the following:

  - AD-1026
  - CCC-902

- the availability of the software to process the payment.

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

24   General Payment Provisions for ODMAP Payments (Continued)

   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.

25   Payment Limitation

   A Payment Limitation Information for ODMAP Payments

   ODMAP does not have a payment limitation. Rather, a maximum of 5,000,000 pounds of production is applicable to each applicant dairy operation, which effectively limits the maximum calculated payment a dairy operation can earn.

26   ODMAP Subsidiary Eligibility

   A Introduction

   The payment process reads the web-based eligibility system, for the year associated with FSA-630 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.

26   ODMAP Subsidiary Eligibility (Continued)

B   ODMAP Subsidiary Eligibility

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	
Controlled Substance	No Violation	Yes	
	Growing	No	
	Trafficking	No	
	Possession	No	

Note: Foreign persons are not eligible for ODMAP.

26   ODMAP Subsidiary Eligibility (Continued)

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

27   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	The information from an approved FSA-630 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 was filed.	Web-Based Eligibility System
General Name and Address Information	Used to determine the producer's business type and general name and address information.	Business Partner/SCIMS
Entity and Joint Operation Information	Used to determine, for the year for which FSA-630 was filed, members and member's share of the following: • entities • general partnerships • joint ventures.	Business File
Financial Related Information	• calculated payment information is provided to NPS • determined overpayment amount may be provided to NRRS.	NPS or NRRS

27   ODMAP Payments (Continued)

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.

28   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.

28   Overpayments (Continued)

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

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 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.

28   Overpayments (Continued)

E   Charging Program Interest on Receivables (Continued)

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.

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.	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 is disapproved.	FSA-630 was disapproved after payments were issued to the producer.	

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

30   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	2023
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.

30   Payment History Report – Detail (Continued)

   B   Payment History Report – Detail Description (Continued)

Field	Description
Producer Name and Address	Name from Business Partner/SCIMS as follows: • for individuals, last name, middle name, first name, and suffix • for businesses, business name.
Date (Report)	Date the report is generated by the user.
Date (Payment)	Date the payment was processed and sent to NPS, or the date the overpayment transaction was processed and sent to NRRS.
State/County	State and county code associated with the applicable transaction record.
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: • an entity or joint operation where amounts were attributed to members • a member to show the payment entity through whom the amount was attributed.
Payment ID Number	Unique number that ties the program history data to the NPS history data.
Business Type	Business type of the producer and/or member.
Type of Transaction	One of the following transaction types will be displayed: • "Payment" • "Receivable" • "Canceled Payment" • "Canceled Receivable".
Commodity	Name of the commodity.
Gross Payment Amount	Amount of the payment initially attributed to the producer or entity member.
Subsidiary Eligibility Reduction Amount	Reduction amount because of a subsidiary eligibility value.
Payment Limitation Reduction Amount	Reduction amount because of payment limitation.
Net Payment Amount	Net payment amount for the producer after all reductions have been applied.
Totals	Total payment amount for the payment entity or member.

30   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.

31   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 Office specialists who do not have access to the FSA Farm Programs Software Issues SharePoint website can request access via the SharePoint site.

32   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.

32   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.