

For: State and County Offices

FY 2018 and 2019 Wildfires and Hurricanes Indemnity and Milk Loss (WHIP-ML) Program

Approved: Deputy Administrator, Farm Programs



1 Overview

A Background

The WHIP-ML Program is authorized under the Additional Supplemental Appropriations for Disaster Relief Act, 2019 (Pub. L. 116-20) (the Act), enacted on June 6, 2019. The Act authorized the WHIP-ML Program for calendar years 2018 and 2019.

WHIP-ML provides indemnity to eligible dairy operations for milk that was dumped or removed without compensation from the commercial milk market due to hurricanes, floods, tornadoes, typhoons, volcanic activity, snowstorms, and wildfires. WHIP-ML assists America’s farmers and ranchers recover from these storms and disasters.

Provisions and requirements for WHIP-ML were published as a final rule in FR on **September 12, 2019**. The final rule can be found at 7 CFR Part 1416.

B Purpose

This notice provides State and County Offices with information about:

- WHIP-ML
- the application process
- eligibility requirements
- payment provisions.

Disposal Date	Distribution
February 1, 2020	State Offices; State Offices relay to County Offices

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1 Overview (Continued)

C Contact

If there are questions about this notice, State Offices shall contact either of the following.

Contact	Telephone Number	E-Mail Address
Douglas E. Kilgore	202-720-9011	douglas.e.kilgore@usda.gov
Angela Payton	202-720-0482	angela.payton@usda.gov
Tina Nemec, payment process	202-690-4027	tina.nemec@usda.gov

2 General WHIP-ML Program Policies and Provisions

A WHIP-ML Duration

WHIP-ML is authorized from January 1, 2018, through December 31, 2019.

B Related Handbooks

Handbooks related to WHIP-ML include the following:

IF the material concerns...	THEN see...
referring possible fraud cases to OIG	9-AO.
outreach	22-AO.
appeals	1-APP.
signatures, powers of attorney, registers, name and address files, controlled substances, deceased individuals, or estates	1-CM.
common payment reports	9-CM.
acreage reporting, acreage determinations, and spot checks	2-CP.
conservation compliance	6-CP.
requests for relief and finality rule provisions	7-CP.
issuing payments	1-FI.
refunds of overpayments, withholding payments, and setoffs	58-FI.
prompt payment interest	61-FI.
assignments and joint payees	63-FI.
NRRS	64-FI.
providing public information	1-INFO.
NAP covered crops	1-NAP.
web based subsidiary files	3-PL (Rev. 2).
AGI, payment eligibility, payment limitation, and person determinations	5-PL.
referring FSA/RMA discrepancies and/or potential abuse cases to RMA Regional Offices on AD-2007	4-RM.

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2 General WHIP-ML Program Policies and Provisions (Continued)

C Disaster Relief Eligible for Indemnification

Dairy producers are eligible for indemnification for disaster losses caused by the following:

- hurricanes
- floods
- tornadoes
- typhoons
- volcanic activity
- snowstorms
- wildfires.

D Eligibility Requirements

To be eligible to receive WHIP-ML payments, the producer must:

- have produced milk that was dumped or removed without compensation from the commercial market due to qualifying weather events in 2018 and 2019
- not have been responsible for the dumped milk
- certify compliance with HELC and WC provisions on AD-1026, according to 6-CP
- submit a completed FSA-375 to the applicable County Office no later than February 1, 2020, following the end of the FY in which the loss occurred.

E Eligible Period

The period eligible for WHIP-ML benefits:

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

F Partially Compensated Milk

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

The producer will acknowledge the partial payment on FSA-375, items 17A through 17C. The partial payment received will be deducted from the WHIP-ML payment. The marketing statement including any partial compensation for dumped milk will be included in the submitted information.

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2 General WHIP-ML Program Policies and Provisions (Continued)

G AGI

AGI does not apply for WHIP-ML.

H Payment Limitation

The payment limitation for WHIP-ML is \$125,000 per year.

I Estates and Trusts

An eligible producer may be an estate or trust.

J Deceased Producers

Payments earned before the date of death may be issued using CCC-325, according to 1-CM.

3 Determining Dairy Indemnity

A Base Period

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

B Base Period Days Marketed During Month

The number of days marketed for a calendar month is equal to the number of days of that base period. For example, February 2019 had 28 days, which means that the number of days marketed in the base period is 28.

C Claim Period

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

A claim period may cross over into the next month, depending on when the milk would have been marketed. However, a separate FSA-375 would be required.

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3 Determining Dairy Indemnity (Continued)

D Determining Calendar Days Off the Commercial Market

The number of calendar days off the commercial market must be determined based on the dates the milk was removed from and reinstated back to the commercial market depending on the circumstances of the disaster event. The total number of days off the market depends on the following:

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

Days off the commercial market can be calculated by either of the following methods:

- manually on FSA-375, Part F, according to subparagraph 3 D
- electronically by the spreadsheet calculator, according to subparagraph 5 C.

Example: ABC Dairy Operation dumped milk on December 8 with 26,998 pounds of milk marketed, and started shipping milk again on December 12 with 18,182 pounds of milk marketed. The dairy operations pickup is every other day at 10 a.m., and cows are milked twice a day at 6 a.m. and 6 p.m. Complete FSA-375, Part I, item X, as follows.

Note: It is possible that not all milk stored on the farm at the time of the first pickup after reinstatement, was not included in the first pickup. This will be evident if the second and third milk pickups after reinstatement show more than the normal quantity per pickup based on average production.

FSA-375 (proposal 1)
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PART F – CALCULATION TO DETERMINE DAYS OFF MARKET (For CCC Use Only)					
29. Calendar to manually determine days off of the market.					
A. Day	B. Time of Day	A. Day	B. Time of Day	A. Day	B. Time of Day
1	AM	12	AM	23	AM
	PM Last pickup		PM		PM
2	AM	13	AM	24	AM
	PM 1 day dumped		PM		PM
3	AM	14	AM	25	AM
	PM 2 days dumped		PM		PM
4	AM	15	AM	26	AM
	PM 3 days dumped		PM		PM
5	AM	16	AM	27	AM
	PM 4 days dumped		PM		PM
6	AM	17	AM	28	AM
	PM Milk picked up		PM		PM
7	AM	18	AM	29	AM
	PM		PM		PM
8	AM	19	AM	30	AM
	PM		PM		PM
9	AM	20	AM	31	AM
	PM		PM		PM
10	AM	21	AM	C. TOTAL DAYS OFF MARKET 4.0	
	PM		PM		
11	AM	22	AM		
	PM		PM		

PART G – CALCULATION TO DETERMINE CLAIM PERIOD NET PAYMENT PRICE (For CCC Use Only)

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3 Determining Dairy Indemnity (Continued)

D Determining Calendar Days Off the Commercial Market (Continued)

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

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

E Determining Average Production Per Cow Per Day

A WHIP-ML applicant's claim is determined from normal milk marketings for the dairy operation. Normal milk marketings are:

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

To determine the average production per cow per day:

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

Note: Further divide the average production per cow per day by the number of milkings per day to determine the average pounds per milking. The average pounds per milking will help determine whether all milk stored on the farm at the time of the first pickup after reinstatement is included according to subparagraph 3 D.

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4 Determining Fair Market Value of Milk

A Fair Market Value

The fair market value of a WHIP-ML applicant's normal milk marketings is determined from the sum of the net proceeds the applicant would have received for their normal milk marketings during the pay period for the claim period. Once the fair market value of the milk is determined, the net proceeds the applicant would have received for the pay period for the milk dumped and not shipped to the commercial market can be calculated.

B Net Payment Price

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

- transportation and hauling fees

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

- promotional fees.

Note: Promotional fees will be equivalent to the industry standard rate of 0.1500 percent.

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4 Determining Fair Market Value of Milk (Continued)

C Example of a Producers Milk Marketing Statement

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

DAIRY FARMERS OF AMERICA, INC.

NUMBER 20 COUNTY NO DATE 10/13/07 PRICE END 08/30/07 VMS TO 10,263.35

NEW PERIOD TOTALS: MICHIGAN 397,133 COWS 36,774.75 DEMONSTRATIONS 45,426.91 NET 10,263.35

YEAR TO DATE TOTALS: 4,217,354 601,586.45

DAY TYPE	WEIGHT	B.F.	FURT	SCR	SCHEMATIC CELL	QUALITY TEST RESULTS	WATER INGESTIONS	SCR TOP
02 DFA	29,387	3.80	3.29	3.82	429,000			
04 DFA	28,445	3.25	3.22	3.74	600,000			
06 DFA	25,940	3.02	3.26	3.78		8,900 PIC		
08 DFA	25,998	3.14	3.19	3.75	519,000			
10 DFA	25,142	3.25	3.09	3.77	649,000			
12 DFA	29,129	3.26	3.09	3.78	530,000			
14 DFA	29,258	3.25	3.08	3.78	500,000			
16 DFA	28,882	3.42	3.09	3.78		5,000 PIC		
18 DFA	28,848	3.26	3.09	3.64	569,000			
20 DFA	28,328	3.37	3.08	3.68	670,000			
22 DFA	29,024	3.49	3.08	3.78	600,000			
24 DFA	31,777	3.33	3.08	3.78	689,000			
26 DFA	31,945	3.33	3.08	3.78	589,000			
28 DFA	32,155	3.42	3.14	3.78	589,000			
TOTAL	397,133 AVG	3.38	3.12	3.75	575,000			

PAYMENT	AMOUNT	PRICE INFORMATION	WEIGHT	PRICE	AMOUNT
BASE PAYMENT	5.35	BF AVG	13,210.79	2.4490 /LB	52,505.45
PREMIUM PAYMENT	5.12	FURT AVG	12,983.86	2.16470 /LB	26,501.11
OTHER SOLIDS PAYMENT	5.75	OTHER SOLIDS AVG.	28,817.68	.12380 /LB	3,468.28
PROD PRICE DIFF			397,133	1.30000 /CWT	5,162.82
CCC ADJUSTER	571,000	CCC RATE /COWS	397,133	1.0000 - /CWT	794.35
GRADE A					16.8500

DEBIT	AMOUNT	DEBIT	AMOUNT
1,340.00	FCP CLASS IV ADV	14,5000	FCP
4,370.00	FCP CLASS III ADV	11,5000	FCP
150.00	BASIC SERVICE CHARGE		
2,468.05	HAULING		
		400.00	FCP CLASS IV ADV
		375.70	ADVERTISING AND PROMOTIONAL
		397.13	CAPITAL RETAIN
		21,000.00	NET ADVANCE PAYMENT
		165.00	TX - LAB SUPPLIES

(\$ 2,468.05 / 3,971.35) **(\$595.71 / 3,971.35)**

DEBIT SIDE CAPITAL LEVEL PER CWT. \$.0000%

DEW AVERAGE 2.5 PRICE PAID IN YOUR AREA FOR THE MONTH IS \$ 17.252.

Note: Circle number:

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

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5 Required Documentation

A Milk Marketing Statements

The WHIP-ML applicant will provide a copy of all sales documents or monthly milk marketing statements for milk marketed during:

- the claim period
- each base period that corresponds to each claim period.

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

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

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

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

- milk marketed with Handler A totaled 5,000 cwt.; milk marketed with Handler B totaled 1,000 cwt.
- Handler A paid an average price of \$11.25 per cwt.; Handler B paid an average price of \$11.00 per cwt.

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

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5 Required Documentation (Continued)

B Information Needed to Process Milk Loss Application

For the WHIP-ML application to be completed, the applicant will provide the County Office a letter with documentation of the following:

- number of times per day the cows are milked
- approximate time of each milking
- approximate time and how often the milk is picked up by the marketing organization
- dates the milk loss or dumping occurred
- weather event that caused the milk loss
- size of the geographic area affected by the disaster event
- how the milk was removed
- whether the milk was measured before removal
- records of the milk removal
- other noteworthy details of the disaster event
- photos of weather event.

6 WHIP-ML Application

A Completing FSA-375 and Spreadsheet Calculator

Dairy operations will complete FSA-375 to apply for WHIP-ML benefits. Additionally, County Offices will complete and attach a spreadsheet calculator to each WHIP-ML application submitted. Using the manual FSA-375 in coordination with the automated spreadsheet calculator may reduce calculation errors when determining the payment amount.

FSA-375's are to be filed monthly. If the milk loss extends into another month, a second FSA-375 will be created for the additional month.

Note: WHIP-ML will only pay indemnity for a maximum of 30 days per disaster year.

B Multiple Producers in 1 Dairy Operation

Dairy operations consisting of more than 1 producer receiving a share of the commercially marketed milk will complete one FSA-375 for the entire dairy operation.

Note: Include all producers and corresponding shares on FSA-375 according to subparagraph 6 F.

C Multiple Dairy Operations

If a producer has more than 1 dairy operation, a separate FSA-375 must be completed for each dairy operation that incurred a loss.

Note: Multiple dairy operations will not be combined on one FSA-375.

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6 WHIP-ML Application (Continued)

D Obtaining FSA-375's

FSA-375's can be obtained by the following:

- eForms website at <https://fsaintranet.sc.egov.usda.gov/dam/ffasforms/forms.html>
- from any County Office:
 - in person
 - by mail
 - by telephone.

FSA-375's will be completely corrected, signed, and returned to the applicable County Office by COB on the final filing date for the applicable fiscal year as provided in subparagraph 2 E, to be considered eligible for WHIP-ML benefits.

E Where to File FSA-375

Producers may file FSA-375 at the producer's administrative County Office.

F Signature Requirements

All producers sharing in the risk of a dairy operations total production will certify to the information on FSA-375 before it is considered complete or approved by COC.

County Offices will follow 1-CM for:

- producer signatures and authorization provisions
- person signing the FSA-375 in a representative or fiduciary capacity
- paying deceased producers using FSA-321.

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7 Approving FSA-375 WHIP-ML

A COC Approval

COC or designee will:

- be satisfied that all applicable WHIP-ML eligibility requirements of paragraph 2 have been met **before** approving FSA-375
- **not** approve any FSA-375 that was requested or received after COB on the final filing date for the applicable FY
- **not** approve FSA-375's for a joint venture **unless** all members of the joint venture who share in the marketed milk sign the application
- ensure that all additional required documentation is provided **before** approving FSA-375
- ensure that the appropriate spreadsheet calculator is completed for the applicant.

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8 Completing FSA-375

A Instructions for Completing FSA-375

Complete FSA-375 according to the following table.

Item	Instructions
1	FSA representative will enter applicable administrative State code.
2	FSA representative will enter applicable administrative county code.
3	FSA representative will enter application number assigned to the dairy operation starting with 0001.
4	FSA representative will enter the date the dairy operation submits FSA-375 to the County Office.
5	FSA representative will enter the applicable FY.
Part A – Applicant Information	
6	Producer will enter the name and address of the dairy operation.
7A	Producer will enter the name and address of the contact producer for the operation.
Part B – Dairy Operation Information	
8A	Producer will enter base period dates in terms of pay periods according to subparagraph 3 A. Example: 12/01/2009 – 12/31/2009
8B	Producer will enter the number of cows milked during the base period.
8C	Producer will enter total pounds of milk marketed by the dairy operation during the base period.
8D	Producer will enter the number of days marketed in the base period month.
9A	Producer will enter claim period dates, according to subparagraph 3 C, in terms of the corresponding pay period in which the loss occurred.
9B	Producer will enter the average number of cows milked during the claim period.
9C	Producer will enter the pounds marketed during the claim period.
10A	Producer will enter the number of milkings per day according to the dairy operation’s normal milking practice during the base period.
10B	Producer will enter approximate times of each milking during a day in the base period.
10C	Producer will enter approximate time of day milk is scheduled to be picked up by the milk handler.
10D	Producer will check (✓) frequency of milk pickups.
10E	If “Other” is checked in item 10D, enter frequency of milk pickups.
Part C – Milk Loss	
11A	Producer enters how many days of milk loss is claimed.
12	Producer enters “Yes” or “No” if there was a prior month WHIP-ML claim. If the producer answers “Yes”, they must enter the number of days claimed.
13	Producer enters what type of weather event occurred that caused the milk loss.

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8 Completing FSA-375 (Continued)

A Instructions for Completing FSA-375 (Continued)

Item	Instructions
14	Producer enters the size of the area that was affected by the weather event.
15	Producer enters “Yes” or “No” if the milk was measured before it was dumped. If “Yes”, producer enters the pounds of milk dumped.
16	Producer describes any other important detail of the milk loss event.
17A	Producer enters “Yes” or “No” if they have been compensated for this milk loss.
17B	Producer enters the source of the compensation if answered “Yes” to item 17A.
17C	Producer enters the payment amount if answered “Yes” to item 17A.
Part D – Participant Certification	
18 through 23	After thoroughly reading the participation statement in Part D, sign, enter the title or relationship of the individual if signing in a representative capacity, provide last 4-digit TIN, date, indicate share as applicable, and check the appropriate box to identify any producer who elects to receive or not receive payments under WHIP-ML. All producers who share in the dairy operation must also sign, date, indicate shares, and provide TIN’s as applicable. Note: If signature authority is on file for the legal entity or joint operation, only the signature of the person signing in a representative capacity is required.
Part E – CCC Acceptance and Approval	
24	COC designee checks (✓) either “Approved” or “Disapproved”.
25A through 25B	COC designee enters name, address, and telephone number of the County Office.
26	If item 23 is checked “Disapproved”, COC designee enters a justification for the disapproval.
27A through 27C	COC designee enters signature of COC designee, title, and date of signature.
28A through 28C	Second-party reviewer enters signature, title, and date of signature.
29	COC or third-party reviewer enter any noteworthy remarks.
Part F – Calculation to Determine Days Off Market	
30A through 30B	Manually calculate the number of calendar days that milk was removed from the commercial market according to subparagraph 3 D. Note: Additionally, the spreadsheet calculator can be used according to subparagraph 6 A.
30C	Enter total number of calendar days milk was off the commercial market.

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8 Completing FSA-375 (Continued)

A Instructions for Completing FSA-375 (Continued)

Item	Instructions
Part G – Calculation to Determine Claim Period Net Payment Price	
Note: County Offices are to manually complete Part G.	
31	Enter the gross payment price (actual price received by producer) from the claim period marketing statement.
32	WHIP-ML Promotion Fee (pre-filled). Note: This entry must be subtracted from the entry in item 31.
33	Enter the result of the hauling fees paid by the producer during the claim period by dividing the hauling fee price per cwt. indicated on the production evidence, by the cwt. of production marketed during the applicable claim period month. Stop charges and mileage fees do not apply. See subparagraph 4 C, “Circle 12”. Note: This entry must be subtracted from the entry in item 31.
34	Enter the result from subtracting items 32 and 33 from item 31 to determine the net payment price.
Part H – Calculation to Determine Average Production Per Cow Per Day	
35	Enter commercially marketed production during the base period as indicated on the base period production evidence. This entry should be the same as item 8C.
36	Enter the number of cows milked during the base period, as indicated in item 8B.
37	Enter the average production per cow during the base period, determined by dividing the entry in item 35 by the entry in item 36.
38	Enter the number of calendar days commercial production was marketed during the base period, as indicated in item 8D.
39	Enter in pounds the average production per cow per day, which is the result of dividing item 37 by item 38. See subparagraph 3 E.
Part I – Calculation to Determine Total Payment Due For Claim Period	
40	Enter total calendar days milk was removed from the commercial market calculated in Part F.
41	Enter total number of cows milked during the claim period as indicated in item 9B.
42	Enter the average production per cow per day indicated in item 39, as calculated in Part H.
43	Enter the result of multiplying item 39, times item 40, times item 41 to determine the calculated production loss for the claim period. Divide by 100 to determine cwt.
44	Enter the net payment price indicated in item 34 as calculated in Part G.
45	Enter net payment. Multiply item 43 by item 44 = item 45.
46	WHIP Payment Percentage prefilled.
47	Enter WHIP loss payment, multiply item 45 by item 46 = item 47.
48	Partial compensation received (subtract).
49	Net WHIP Milk Loss payment.

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8 Completing FSA-375 (Continued)

B Example of a Completed FSA-375

The following is an example of a completed FSA-375.

OMB Control Number: 0560-0291
OMB Expiration Date: 03/31/2022

This form is available electronically.

FSA-375 (09-11-19)		U.S. DEPARTMENT OF AGRICULTURE Farm Service Agency		1. State Code 000	2. County Code 000
WHIP MILK LOSS APPLICATION				3. Application Number 0001	4. Application Date 09-15-2019
				5. Calendar Year 2019	
PART A – APPLICANT INFORMATION (One application MUST be completed for ALL Producers on one dairy operation.)					
6. Name and Address of Dairy Operation (Include Zip Code) Happy Cows LLC 1 Farm Road Anywhere, USA 11111			7A. Contact Producer's Name and Address, (if different from Item 5) (Include Zip Code) Joe Dairyman 1 Farm Road Anywhere, USA 11111		
PART B – DAIRY OPERATION INFORMATION					
	8. Base Period	9. Claim Period	10. Normal Milking Practice		
A. Dates (MM-DD-YYYY) to (MM-DD-YYYY)	03-01-2019 to 03-31-2019	04-01-2019 to 04-30-2019	A. No. of Milkings Per Day	B. Time of Daily Milkings	C. Time of Day Milk is Picked-Up
B. Number of Cows Milked	100	100	2	6 AM	6 PM 9 AM
C. Pounds Marketed	186,000	162,000	D. Frequency of Milk Pick-ups <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Every Other Day <input type="checkbox"/> Other		
D. Days Marketed in Month	31		E. If Other, indicate frequency		
PART C – MILK LOSS					
11. How many days of milk loss are being claimed?			3		
12. Was there a prior month WHIP Milk Loss claim? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO. If "YES", how many days were claimed? _____					
13. What type of weather event occurred that caused the milk loss?			Flooding		
14. How large an area was affected by the weather event? (Example: county, state, region)			State		
15. Was the milk measured before it was dumped? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO. If "YES", how many pounds of milk were dumped?: <u>17,500 pounds</u>					
16. Describe any other important detail of the milk loss event? The spring flooding washed out the bridge on our road and consequently the milk truck could not travel to the farm until a temporary bridge was installed. We dumped the milk until the truck was able to come.					
17A. Have you been compensated for this milk loss from any other source, including, a loan from your co-op or handler, or sale to another market, for which funds have not been refunded from the source? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			17B. If "YES", name the source.		17C. If "YES", payment amount received. \$
PART D – PARTICIPANT CERTIFICATION AND SIGNATURE(S)					
This application is to participate in the WHIP Milk Loss Program 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 Participant". The participant certifies that all the information entered on this application is true and correct and that the participant was a producer of whole milk that was removed from the commercial market due to transportation limitations due hurricanes, floods, tornadoes, typhoons, volcanic activity, snowstorms, and wildfires occurring in calendar years 2018 and 2019. The participant further certifies to the accuracy of the removal and reinstatement dates identified above and agrees that such information will be used by CCC to calculate the payment amount. The participant hereby applies for payment to the extent that the County FSA Committee determines the participant is eligible to receive payment and understands that payment of indemnity claims will be contingent upon the availability of funds to the U.S. Department of Agriculture to pay such claims. In addition, the participant understands that, if necessary, their dairy operation may be required to provide any information that may be required to determine program eligibility and loss production, to the satisfaction of the County FSA Committee. The participant further understands that this program is subject to the rules found in 7 CFR Part 760, Subpart A, and understands that this application must be received no later than the deadline date established by CCC. The participant understands that they can be denied payments based on any inaccuracy in this certification and application and that the payment issued to the dairy operation may be reduced by the percentage of interest of an ineligible member's actual share of the entity and not their share of the production. The participant 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; and 31 USC. Other authorities may apply.					
18. Producer's Signature (By)	19. Title/Relationship of Individual Signing in the Representative Capacity	20. Producer's Tax ID Number (Last 4 Digits)	21. Date Signed (MM-DD-YYYY)	22. Share	23. Refused Payment? YES NO
				%	
				%	
				%	
				%	

Notice WHIP-6

8 Completing FSA-375 (Continued)

B Example of a Completed FSA-375 (Continued)

FSA-375 (09-11-19)		Page 2 of 3
PART E – CCC ACCEPTANCE AND APPROVAL		
24. Application Status: <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED (if disapproved, complete Item 25)	25A. Name and Address of County FSA Office (Include Zip Code)	25B. Telephone Number (Including Area Code)
26. Justification for Disapproval		
27A. Signature of COC Designee	27B. Title of COC Designee	27C. Date Signed (MM-DD-YYYY)
28A. Signature of Second-Party Reviewer	28B. Title of Second-Party Reviewer	28C. Date Signed (MM-DD-YYYY)
29. Additional Remarks		
<p>NOTE: The primary authority for requesting and safeguarding the information described on this form is the Food, Conservation, and Energy Act of 2008 (Pub. L. 110-246). Additionally, the authority for requesting this information is for 7 CFR Part 760, Subpart A. The information will be used by CCC to establish eligibility and determine payment amounts with respect to benefits under the Dairy Indemnity Payment Program Application. Furnishing the requested information is voluntary. Failure to furnish the requested information will result in a determination of ineligibility for program benefits and other financial assistance administered by USDA. The information collected as a result of this form may be released to USDA contractors, or authorized USDA cooperators who are bound to safeguard the information under Section 1619 of the Food, Conservation, and Energy Act of 1974, the E-Government Act of 2002, and related authorities.</p> <p>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 0560-0291. RETURN THIS COMPLETED FORM TO YOUR COUNTY FSA OFFICE.</p> <p><i>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.</i></p> <p><i>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.</i></p> <p><i>To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at http://www.ascr.usda.gov/complaint_filing_cust.html and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov. USDA is an equal opportunity provider, employer, and lender.</i></p>		

Notice WHIP-6

8 Completing FSA-375 (Continued)

B Example of a Completed FSA-375 (Continued)

FSA-375 (09-11-19)						Page 3 of 3
PART F – CALCULATION TO DETERMINE DAYS OFF MARKET (For CCC Use Only)						
30. Calendar to manually determine days off of the market.						
A. Day	B. Time of Day	A. Day	B. Time of Day	A. Day	B. Time of Day	
1	AM	12	AM	23	AM	
	PM		PM		PM	
2	AM	13	AM	24	AM	
	PM Milk truck came		PM		PM	
3	AM	14	AM	25	AM	
	PM Flooding started		PM		PM	
4	AM	15	AM	26	AM	
	PM Milk tank dumped		PM		PM	
5	AM	16	AM	27	AM	
	PM Milk tank dumped		PM		PM	
6	AM	17	AM	28	AM	
	PM Milk truck came		PM		PM	
7	AM	18	AM	29	AM	
	PM		PM		PM	
8	AM	19	AM	30	AM	
	PM		PM		PM	
9	AM	20	AM	31	AM	
	PM		PM		PM	
10	AM	21	AM	C. TOTAL DAYS OFF MARKET 3		
	PM		PM			
11	AM	22	AM			
	PM		PM			
PART G – CALCULATION TO DETERMINE CLAIM PERIOD NET PAYMENT PRICE (For CCC Use Only)						AMOUNT
31. Gross Payment Price (Actual price producer received)						\$ 17.00
32. Promotional Fees (Standard Promotion fee rate)						\$ 0.15
33. Hauling Fees (Hauling fees paid during claim period per cwt). (Subtract)						\$.75
34. Net Payment Price (The result of Item 31 LESS 32 and 33)						\$ 16.10
PART H – CALCULATION TO DETERMINE AVERAGE PRODUCTION PER COW PER DAY (For CCC Use Only)						
35. Base Period Production <i>(From Item 8C)</i>	36. Base Period No. of Cows Milked <i>(From Item 8B)</i>	37. Base Period Average Production Per Cow	38. Base Period Days Marketed <i>(From Item 8D)</i>	39. Average Production Per Cow Per Day		
186,000 ÷	100 =	1860 ÷	31 =	60 lbs.		
PART I – CALCULATION TO DETERMINE TOTAL PAYMENT DUE FOR CLAIM PERIOD (For CCC Use Only)						
40. Days Off Market <i>(From Item 30C)</i>	41. Cows Milked <i>(From Item 9B)</i>	42. Avg. Production/Cow Per Day <i>(From Item 39)</i>	43. Calculated Production Loss from Claim Period	44. Net Payment Price <i>(From Item 34)</i>	45. Net Payment	
3 X	100 X	60 =	18,000 pounds or 180cwt X	16.10 =	\$ 2898.00	
46. WHIP Payment Percentage						.75 X
47. WHIP Milk Loss Payment						\$ 2173.50
48. Partial Compensation Received (Subtract)						
49. Net WHIP Milk Loss Payment						

Notice WHIP-6

9 Spreadsheet Calculator

A Using the Spreadsheet Calculator

To assist County Offices in the calculation of WHIP-ML payments, the spreadsheet calculator is to be used in conjunction with FSA-375.

Using the WHIP Milk Loss calculator, County Offices must enter the following required data in the applicable white, unshaded fields:

- during the base period, the number of:
 - cows milked
 - pounds marketed
 - days milk was commercially marketed
- during the claim period, the number of:
 - cows milked
 - pounds commercially marketed
- from the handler sheet:
 - gross payment price
 - promotion fees
 - hauling fees
- normal milkings per day
- date of last pickup before removal from the commercial market
- total pounds of production marketed on the last day of pickup
- total pounds of production marketed on first day after reinstatement
- additional milkings not included in the total number of missed milkings
- number of milkings that need to be subtracted from the total number of missed milkings.

If applicable, enter the amount of partial compensation received for dumped milk.

Notice WHIP-6

9 Spreadsheet Calculator (Continued)

B Example of Spreadsheet Calculator

WHIP MILK LOSS CALCULATOR			
Dairy Operation	Happy Cows LLC		
Part A - Completed by Milk Producer (Base & Claim Period)		Days Off Market Calculator	
Base Period Information			
Number of Cows Milked	100	Base Pounds	186,000
Pounds Marketed (not cwt.)	186,000	Base Days	31
Days Marketed	31	lbs. per day	6,000
Claim Period Information			
Number of Cows Milked	100	Milkings per day	2
Claim Period Pounds (not cwt.)	162,000	lbs. per milking	3,000
		Date of Last Pickup Before Removal	4/2/19
		Date of First Pickup After Dumped Milk	4/6/19
		Days Between	4
		Days Between x Milkings per Day	8
		Claim Reinstatement lbs. (first pickup)	10,000
		Claim Reinstatement lbs./lbs. per milking	3
		# of milkings missed minus above figure	5
		Add milking not included in Total # of missed	1
		Subtract milking included in Total # of missed	0
		Revised Total # of Milkings Missed	6
		Total Days of Milk Dumped	3.00
Part B - County Office Use Only (Claim Period)			
Gross Payment Price (from handler sheet)	17.00000		
Promotional Fees (from handler sheet)	0.1500		
Enter Here:	\$243.00		
Hauling Fees (from handler sheet)	0.7500		
Enter Here:	\$1,215.00		
Net Payment Price	16.10000		
Part C - Calculations - County Office Use Only			
Dumped Milk Days	3.00		
Cows Milked (from Claim Period in 5 (B))	100		
Average Production (lbs./cows/day)	60.00		
Calculated Production Loss	18,000		
Rounded Net Payment Price	0.16100		
Payment	\$2,898.00		
Times WHIP Percentage	\$2,173.50		
Partial Compensation Received from Other Sources	\$1,000.00		
Net WHIP Milk Loss Payment	\$1,173.50		

10 General Payment Provisions for WHIP-ML Payments

A Introduction

The WHIP-ML 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 Frequency of Payment Processing

WHIP-ML payments are processed nightly for the following:

- payment amounts recorded through the WHIP-ML payment process during the workday
- changes made in the system that could affect the producer's payment or overpayment amount determination.

Notice WHIP-6

10 General Payment Provisions for WHIP-ML Payments (Continued)

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

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

D Administrative Offset

WHIP-ML payments are subject to administrative offset.

E Assignments

A producer entitled to a WHIP-ML payment may assign the payment according to 63-FI.

F Bankruptcy

Bankruptcy status does **not** exclude a producer from requesting WHIP-ML benefits.

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

G Payments Less Than \$1

WHIP-ML payment process will:

- issue payments that round to at least \$1
- not issue payments less than 50 cents.

H Payment Due Date

See 61-FI for general guidance for determining payment due dates for WHIP-ML. The WHIP-ML payment system sends the current system date plus 30 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-375
- date producer filed payment eligibility documentation, including the following:
 - AD-1026
 - CCC-902
 - CCC-941

Notice WHIP-6

10 General Payment Provisions for WHIP-ML Payments (Continued)

H Payment Due Date (Continued)

- if the producer is an entity or joint operation, date members filed the requisite payment eligibility documentation
- availability of software to process the payment.

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

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

I Sequestering WHIP-ML Payments

WHIP-ML payments are not subject to sequestration.

J Funds Control Process

The WHIP-ML payment process uses the e-Funds accounting process that controls funding allotments by program year, monitors program spending, and halts program disbursements when the funding allocation has been exhausted.

The funds for WHIP-ML 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.

K e-Funds Access

Funding for WHIP-ML payments is established with accounting code 2881.

L General Payment Policy

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

- eligible ID types and business types
- payment eligibility
- cropland factor
- payment limitation
- joint operations and entities
- general provisions for overpayments.

Notice WHIP-6

10 General Payment Provisions for WHIP-ML Payments (Continued)

M Offsets

WHIP-ML payments are subject to offset, including Treasury Offset Program Services (TOPS), 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 8 E.

11 Payment Limitation Provisions

A Payment Eligibility and Limitation Information for WHIP-ML Payments

WHIP-ML has its own per person or legal entity payment limitation separate from other programs authorized under the Additional Supplemental Appropriations for Disaster Relief Act, 2019 (Pub. L. 116-20) (the Act), enacted on June 6, 2019. The per person or legal entity payment limitation for 2019 WHIP-ML is \$125,000 and will be attributed through direct attribution.

See 5-PL, paragraph 17 for payment limitation amounts for a person or legal entity.

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

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

12 WHIP-ML Subsidiary Eligibility

A Introduction

The payment process reads the web-based eligibility system, for the year associated with FSA-375 to determine whether a producer or member of a joint operation is eligible to be paid. If the producer or member is ineligible to be paid, the payment will not be issued or will be reduced, and the producer or member will be listed on the Nonpayment Report with the applicable message.

B WHIP-ML Subsidiary Eligibility

The following identifies web-based eligibility determinations applicable to WHIP-ML 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.

Notice WHIP-6

12 WHIP-ML Subsidiary Eligibility (Continued)

B WHIP-ML Subsidiary Eligibility (Continued)

The following eligibility provisions apply to WHIP-ML payments.

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

C Eligibility Conditions Priority

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

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

Notice WHIP-6

13 WHIP-ML Payments

A Supporting Files for Integrated Payment Processing

The WHIP-ML 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-375 Data	The information from FSA-375 is used to complete the Workbook for approved applications which determines the WHIP-ML payment.	Application / Workbook
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-375 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 the following for the year for which FSA-375 was filed: <ul style="list-style-type: none"> • member contribution value • substantive change value • members and member's share of the following: <ul style="list-style-type: none"> • entities • general partnerships • joint ventures. 	Business File
Combined Producer Information	Used to determine whether WHIP-ML producers or members of entities or joint operations are combined with other producers. This information is used to ensure that the payment limitation is controlled properly.	Combined Producer System
Available Payment Limitation	Used to determine payment limitation availability.	Payment Limitation System
Financial Related Information	<ul style="list-style-type: none"> • Calculated payment information is provided to NPS • determined overpayment amount may be provided to NRRS. 	NPS or NRRS

Notice WHIP-6

13 WHIP-ML Payments (Continued)

B Prerequisites for Payment

The following table details the actions that must be performed or verified as having been completed to properly issue payments. COC, CED, or designee will ensure that the actions are completed.

Step	Action
1	FSA-375 has been approved and the Workbook completed.
2	AD-1026 is on file for the applicable year for those seeking payment and the eligibility information is recorded in the web-based eligibility system.
3	CCC-902 is on file and a determination made, as is applicable for corn, upland cotton, sorghum, soybeans, and wheat, under actively engaged and cash rent tenant provisions of 5-PL for the applicable year for producers and members of joint operations.
4	CCC-941 is on file for the applicable year for persons and legal entities and the certification information is recorded in the web-based eligibility system. See 5-PL.
5	All other eligibility determinations have been updated according to the determinations made by COC for producers and members of joint operations. See 5-PL.
6	Joint operation and entity ownership structure information is updated in Business File for the applicable year. See 3-PL (Rev. 2).
7	Member contribution and substantive change values are updated according to 5-PL.
8	Combined producer files are updated correctly for the applicable year. See 5-PL.
10	Assignments and joint payees have been updated in NPS if CCC-36, CCC-37, or both were filed for WHIP-ML.

14 Recording WHIP-ML Payment Amounts

A Overview

Because a fully automated application process is **not** available for WHIP-ML, the amounts calculated and provided through a Workbook will be recorded in the web-based WHIP-ML payment process by the **administrative State and county** for the producer.

Notice WHIP-6

14 Recording WHIP-ML Payment Amounts (Continued)

B Adding or Modifying Payment Amounts

WHIP-ML payments will be entered for the administrative State and county office and payment amounts should be added or modified according to the following table.

Step	Action	Result
1	Select the WHIP-ML payment process.	The WHIP-ML Select a Program Year Page will be displayed.
2	On the WHIP-ML Select a Program Year Page, select Program Year 2018 or 2019 and CLICK “Continue”.	The SCIMS Search Page will be displayed.
3	The SCIMS Search Page provides various options for selecting a producer. Record the producer information using the desired option and select the applicable producer to continue.	The Add/Modify a Payment Page will be displayed.
5	<p>On the Add/Modify a Payment Page, users will do 1 of the following:</p> <ul style="list-style-type: none"> • record the payment amount provided by the WHIP-ML Workbook for approved commodities • modify the payment amount to the revised payment amount provided by the WHIP-ML Workbook for approved commodities • modify the payment amount to zero if the payment amount should be zero. <p>CLICK “Submit”, to continue with the process.</p> <p>Note: Amounts shall be recorded in whole dollars without dollar signs or commas.</p>	The Add/Modify a Payment Confirmation Page will be displayed with the recorded payment amounts.
6	On the Add/Modify a Payment Confirmation Page, CLICK “Confirm”, to record the payment amounts entered.	The Success Menu Page will be displayed which indicates that the payment amount was successfully added or modified.

Notice WHIP-6

15 Program Year Selection Page

A Accessing the Program Year Selection Page

To access the WHIP-ML Main Menu, complete the following:

- go to FSA’s Applications Intranet web site at <http://fsaintranet.sc.egov.usda.gov/fsa/applications.asp>
- from the FSA Intranet Screen, under “FSA Applications” and “Applications Directory”, CLICK “G-O”

Note: The FSA Intranet Screen will be redisplayed with applications with names starting from G to O.

- CLICK “WHIP-ML Payment Process”.

Users may be prompted to login through the USDA eAuthentication Login Screen. CLICK “Login with LincPass (PIV)” or enter user ID and password and CLICK “Login”.

The WHIP-ML Select a Program Year Page will be displayed.

B Example of Select a Program Year Page

The following is an example of the Program Year Selection Page.

The screenshot shows the WHIP-ML Select a Program Year page. At the top left is the USDA logo and 'United States Department of Agriculture'. Below that is 'Farm Service Agency'. On the top right is 'WHIP Milk Loss Program WHIP-ML'. A navigation bar contains links for 'WHIP-ML Home', 'About FSA', 'Help', 'Contact Us', 'Exit WHIP-ML', and 'Logout of eAuth'. On the left side, there is a sidebar with 'WHIP-ML Menu', 'Welcome', and 'Role: County User'. The main content area has a blue header 'Select a Program Year'. Below that, there is a form with a 'Program Year' dropdown menu set to '2019' and a 'Continue' button.

C Action

Users will select Program Year 2018 or 2019 and CLICK “Continue”. The SCIMS Select a Customer Page will be displayed.

Notice WHIP-6

16 Select an Administrative State/County Page

A Selecting an Administrative State and County

The Select an Administrative State/County Page allows the user to select the applicable administrative State and county for the producer.

B Example of Select an Administrative State/County Page

The following is an example of the Select an Administrative State/County Page.

The screenshot shows the WHIP-ML web interface. At the top left is the USDA logo and 'United States Department of Agriculture Farm Service Agency'. At the top right is 'WHIP Milk Loss Program WHIP-ML'. Below the header is a navigation bar with links: 'WHIP-ML Home', 'About FSA', 'Help', 'Contact Us', 'Exit WHIP-ML', and 'Logout of eAuth'. On the left is a 'WHIP-ML Menu' with 'Welcome', 'Role: County User', and 'Change Program Year'. The main content area has a blue header 'Select an Administrative State/County' and 'Year: 2019'. Below this is a section titled 'Select Administrative State/County' with a 'State-County' dropdown menu currently showing 'Florida-Alachua'. At the bottom are 'Back' and 'Continue' buttons.

C Action

Users shall use the drop-down list to select the applicable administrative State and county. CLICK “Continue”. The SCIMS Select a Customer Page will be displayed.

17 Adding or Modifying WHIP-ML Payment Data

A Adding or Modifying WHIP-ML Payments

After selecting a producer for processing on the SCIMS Selection Page, the Add/Modify a Payment Page will be displayed and allows the user to add or modify the calculated WHIP-ML payment amounts. Only the Administrative State and county will be able to add or modify the payment amounts for the producer.

Notice WHIP-6

17 Adding or Modifying WHIP-ML Payment Data (Continued)

B Example of Add/Modify a Payment Page

The following is an example of the Add/Modify a Payment Page. Select the drop-down arrow to select the specific commodity.

C Add/Modify a Payment Page Options

The following options are available on the Add/Modify a Payment Page.

Option	Action
Back	Returns the user to the SCIMS Select a Customer Page.
Cancel	Discontinues the process and returns to the WHIP-ML Main Menu without updating the payment amounts.
Submit	Continues the process of recording WHIP-ML payment data after amounts have been recorded.

Notice WHIP-6

17 Adding or Modifying WHIP-ML Payment Data (Continued)

D Error Messages

The following error messages may be displayed depending on the data recorded.

Error Message	Description of Problem	Corrective Action
<p>“The amount recorded in each field must be in whole dollars.”</p>	<ul style="list-style-type: none"> • Amounts entered must be in whole dollars. • An amount must be recorded in each field, even if 1 amount is \$0. • Amounts entered include dollar signs or commas. 	<p>Correct the amount recorded and ensure that:</p> <ul style="list-style-type: none"> • only numeric data is entered • amount entered is greater than \$0, if the payment amount is being added for the first time
<p>“An amount must be entered for each type of payment. The amount can be \$0 for 1 or more of the payment amounts, but not all.”</p>	<p>User attempted to record \$0 in all payment amount fields.</p> <p>Do not record payment amounts in the WHIP-ML payment process if the calculated payment amounts for all commodities from the WHIP-ML Gross Payment Report for Approved commodities is \$0.</p>	<ul style="list-style-type: none"> • payment amount does not include dollar signs or commas.
<p>Payment Amount is empty. A value must be entered.</p>	<p>An amount was not entered and “Submit” was selected.</p>	<p>Payment amount must be \$0 or greater than zero.</p> <p>Note: Payment amount must be greater than \$0 when updating the initial payment amount.</p>

Notice WHIP-6

17 Adding or Modifying WHIP-ML Payment Data (Continued)

E Example of Add/Modify a Payment Confirmation Page

The following is an example of the Add/Modify a Payment Confirmation Page.

USDA United States Department of Agriculture
Farm Service Agency

WHIP Milk Loss Program WHIP-ML

WHIP-ML Home About FSA Help Contact Us Exit WHIP-ML Logout of eAuth

WHIP-ML Menu
Welcome
Role: County User
Change Program Year
Change State/County
Change Producer

Add/Modify Payment Confirmation

Year: 2019 Admin State: Florida Admin County: Alachua

Producer: PRODUCER, IMA

i • Payment Confirmation. Press "Confirm" to proceed.

2019 WHIP-ML

Original Approval Date/ Register Date:	09/03/2019	
Program	Payment Amount	
WHIP Milk Loss Program	\$	2,581
Total	\$	2,581

←

F Add/Modify a Payment Confirmation Page Options

The following options are available on the Record Calculated Payment Confirmation Page.

Option	Action
Back	Returns to the Add/Modify a Payment Page so the amounts can be modified, if necessary.
Cancel	Discontinues the process and returns to the WHIP-ML Main Menu without updating the payment amounts.
Confirm	Records the payment amounts and triggers the payment process. Note: The message, "Payment(s) has been successfully added and/or modified." will be displayed.

Notice WHIP-6

18 Modifying Previously Recorded WHIP-ML Payment Data

A Introduction

Previously entered payment amounts can be modified to be a different amount or zero if the producer is no longer due an WHIP-ML payment.

B Effect on Previously Processed Payments

Modifying a previously recorded payment amount impacts previously processed payments in different ways depending on whether the original payment was sent to NPS and certified and signed. This table describes how a previously recorded payment is affected when the amount is modified.

IF previously recorded payment amounts are...	AND previously recorded payment amounts were...	AND the payment in NPS was...	THEN...
modified	not sent to NPS because of a nonpayment condition		system will trigger the payment to reprocess the payment transaction.
	sent to NPS	certified and signed	system will retrigger the payment to reprocess to determine whether the producer is overpaid or underpaid. A transaction will be sent to NPS or the Pending Overpayment Report, as applicable.
		either of the following: <ul style="list-style-type: none"> • not certified • certified, but not signed 	<ul style="list-style-type: none"> • original amount in NPS will be canceled and the system will retrigger the payment to reprocess • new payment amount will be listed in NPS for certification and signature, provided all eligibility requirements are met.

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18 Modifying Previously Recorded WHIP-ML Payment Data (Continued)

B Effect on Previously Processed Payments (Continued)

IF previously recorded payment amounts are...	AND previously recorded payment amounts were...	AND the payment in NPS was...	THEN...
changed to \$0	not sent to NPS because of a nonpayment condition		<ul style="list-style-type: none"> • payment amounts will be set to \$0 • system will retrigger the payment to reprocess to determine whether the producer is overpaid • an overpayment may be put on the Pending Overpayment Report if a portion or all of the original payment amount was certified or signed.
	sent to NPS	certified and signed	system will retrigger the payment to reprocess to determine the overpayment amount for the producer. A transaction will be sent to the Pending Overpayment Report.
		either of the following: <ul style="list-style-type: none"> • not certified • certified, but not signed 	original amount in NPS will be canceled.

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19 General Provisions for Canceling Payments

A Canceling Payments

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

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

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

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

20 Overpayments

A Introduction

The WHIP-ML 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:

- WHIP-ML Payment Process where payment amounts from the WHIP-ML Gross Payment Report for Approved commodities are recorded
- subsidiary system including data about eligibility, combined producer, and Business File
- payment limitation system
- SCIMS.

If something changes in any of these systems, the WHIP-ML 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 calculated as \$1 or greater, the system will update the applicable information to the Pending Overpayment Report. See 9-CM, paragraph 65 for information on the Pending Overpayment Report.

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20 Overpayments (Continued)

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 WHIP-ML overpayments.

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

E Charging Interest

Interest accrues on receivables from the date of disbursement if COC determines the producer is ineligible because of the following reasons:

- producer provided information on FSA-375 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 WHIP-ML

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.

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20 Overpayments (Continued)

E Charging Interest (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 a number of 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-375.	Payment was issued and later something occurred that changed the WHIP-ML payment.	
After producer misrepresentation is determined.	Producer received an WHIP-ML payment and COC determines that the producer misrepresented their interest.	
After payment limitation is exceeded.	It is determined that payments have been issued exceeding the producer's effective payment limitation amount.	
After an eligibility value changes that make the producer ineligible for payment.	Producer's eligibility value changed that makes the producer ineligible for payment.	
Anytime FSA-375 is disapproved.	FSA-375 was disapproved after payments were issued to the producer.	

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21 WHIP-ML Payment Reports

A Displaying or Printing WHIP-ML Payment Reports

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

WHIP-ML 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.		
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.

22 Payment History Report – Detail

A Background

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

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22 Payment History Report – Detail (Continued)

B Payment History Report – Detail Description

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

Field	Description
Program Year	2018 or 2019.
Program Name	WHIP Milk Loss Program.
State	Full name of the State selected by the user.
County	Full name of the county selected by the user.
Producer Name and Address	Name from 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.
Payment Entity/Member Name	The “Payment Entity/Member Name” field will provide payment entity or member name information if the WHIP-ML 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.

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22 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.

23 Action

A State Office Action

State Offices will ensure that County Offices:

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

B County Office Action

County Offices will:

- immediately notify producers, by all available means, of the WHIP-ML signup period
- forward questions about the contents of this notice to the State Office Price Support Specialist.