

**UNITED STATES DEPARTMENT OF AGRICULTURE**

Farm Service Agency  
Washington, DC 20250

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**Automated Price Support Procedures  
and Common Functions for  
Grains, Oilseeds, and Rice  
12-PS (Revision 2)**

**Amendment 10**

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**Approved by:** Acting Deputy Administrator, Farm Programs



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**Amendment Transmittal**

**A Reasons for Amendment**

Subparagraphs 726 A and 739 A have been amended to update the Screen PPD61000 question for answering whether the commodity was covered under a CCC-681-1.

Subparagraph 1430 C has been added to document 2nd party reviews when County Offices enter information in the county-maintained table files.

Subparagraph 1480 A has been amended to provide a current Menu PQA015 screen print.

Subparagraph 1480 B has been amended to update the price support query options table.

Paragraphs 1481 through paragraph 1487 have been withdrawn because the query options have been removed from System 36.

Subparagraph 1488 B has been amended to include reference to eLDP's.

Subparagraph 1489 A has been amended to update Step 4 from option "11" to option "1".

Subparagraph 1489 B has been amended to provide a current screen print of Menu PQA020.

Subparagraphs 1489 K and L have been amended to update Step 3, option "11" to option "1".

Subparagraph 1489.5 B has been amended to update Step 4 from option "11" to option "2".

Subparagraph 1489.6 B has been amended to update Step 3 from option "11" to option "3".

Subparagraph 1490 B has been amended to provide amended instructions for linking unlinked files.

**Amendment Transmittal (Continued)**

**A Reasons for Amendment (Continued)**

Subparagraph 1501 A has been amended to include a reference to the spot check letter.

Subparagraph 1501 B has been added to provide instructions for notifying producers selected for spot check.

Subparagraph 1505 B has been amended to provide a current Menu PVB000 screen print.

Subparagraph 1505 N has been added to provide instructions for running the CCC-770 Spot Check Register.

Exhibit 10 has been added to provide an example of the system-generated spot check notification letter for LDP/eLDP's.

| <b>Page Control Chart</b> |   |  |
|---------------------------|---|--|
| <b>TC</b>                 | <b>Text</b>   | <b>Exhibit</b>   |
| 13, 14<br>19              | 7-43, 7-44<br>7-67, 7-68<br>14-41, 14-42<br>14-125 through 14-144<br>14-150.5, 14-150.6<br>14-151, 14-152<br>14-152.5, 14-152.6<br>14-153<br>15-5, 15-6<br>15-6.5, 15-6.6 (add)<br>15-19, 15-20<br>15-27, 15-28<br>15-28.5, 15-28.6 (add) | 1, pages 1, 2<br>page 3<br>3, pages 1, 2<br>10, page 1 (add) |

**Table of Contents (Continued)**

**Page No.**

**Part 14 Administrative Activities for Loans and LDP's**

**Section 1 General Information About Administrative Activities**

1400 Accessing Administrative Activities ..... 14-1  
1401-1419 (Reserved)

**Section 2 Printing Blank Forms**

1420 Maintaining Supplies of Blank Forms ..... 14-31  
1421-1429 (Reserved)

**Section 3 County-Maintained Table Files**

1430 Accessing Table Files ..... 14-41  
1431 Updating and Printing County Tables ..... 14-42  
1432 Updating Monthly Interest Rate Table ..... 14-43  
1433 Updating Commodity Loan Rates ..... 14-45  
1434 Updating Offer Shipping Rates ..... 14-48  
1434.5 Updating COC-Established Yields ..... 14-50  
1435 Printing the Monthly Interest Rate Table ..... 14-50  
1436 Printing the Commodity Loan Rate Table ..... 14-51  
1437 Printing the Offer Shipping Rates ..... 14-51  
1437.5 Printing COC-Established Yields ..... 14-52  
1438 Backing Up or Restoring County-Maintained Table Files ..... 14-52  
1439-1449 (Reserved)

**Section 4 KCMO-Maintained Table Files**

1450 General Information About KCMO's Table Files ..... 14-71  
1451 Printing Assessment Table Files ..... 14-73  
1452 Backing Up and Restoring KCMO-Maintained Table Files ..... 14-74  
1453-1459 (Reserved)

## Table of Contents (Continued)

Page No.

### Part 14 Administrative Activities for Loans and LDP's (Continued)

#### Section 5 Administrative Reports

|           |  |        |
|-----------|--|--------|
| 1460      | Accessing Administrative Reports .....                               | 14-91  |
| 1461      | Loans Open After Maturity Report .....                               | 14-92  |
| 1462      | (Reserved)   |        |
| 1463      | Loan Maturity Lists .....  | 14-95  |
| 1464      | Outstanding Loan by Specific Warehouse Report .....                  | 14-96  |
| 1465      | Loan and LDP Overdisbursement, Receivable, and Payable Reports ..... | 14-97  |
| 1466      | Warehouse Receipts for Outstanding Loans by Warehouse .....          | 14-98  |
| 1467      | Saved Loan Report .....  | 14-100 |
| 1468      | Loan and LDP Summary Reports .....                                   | 14-101 |
| 1469      | Outstanding Loan and LDP Violations Report .....                     | 14-105 |
| 1470      | Market Gain Reports .....  | 14-106 |
| 1471-1479 | (Reserved)   |        |

#### Section 6 Price Support Queries

|           |  |          |
|-----------|--|----------|
| 1480      | Price Support Queries .....  | 14-125   |
| 1481-1487 | (Withdrawn--Amend. 10)   |          |
| 1488      | Commodity Loan or LDP Eligibility Query .....                        | 14-141   |
| 1489      | Processing Current Crop Year Price Support Eligibility Queries ..... | 14-143   |
| 1489.5    | Processing Loan Maturity Letters .....                               | 14-151   |
| 1489.6    | Processing CCC-633 EZ Reminder Letters .....                         | 14-152.5 |
| 1490      | Additional Information About Price Support Queries .....             | 14-153   |
| 1491-1499 | (Reserved)   |          |

## Table of Contents (Continued)

### Exhibits

|       |   |
|-------|---|
| 1     | Reports, Forms, Abbreviations, and Redelegations of Authority   |
| 2     | Definitions of Terms Used in This Handbook                      |
| 3     | Menu and Screen Index   |
| 4-9   | (Reserved)  |
| 10    | System-Generated Spot Check Notification Letter                 |
| 11    | Example of First List   |
| 12    | Example of Blank Performance Report for a First List            |
| 13    | (Reserved)  |
| 14    | Example of Report PVB160-R001 When There Are No Selections      |
| 15    | CCC-633 EZ Reminder Letter                                      |
| 16    | Example of Expanded Sample List                                 |
| 17    | Example of Blank Performance Report for an Expanded Sample      |
| 18    | Example of Screen PVB30000 for Entering First List Results      |
| 19    | Example of Completed First List Performance Report              |
| 20    | Example of Screen PVB35000 for Entering Expanded Sample Results |
| 21    | Example of Completed Expanded Sample Performance Report         |
| 22    | Example of Cumulative Performance Report                        |
| 23-34 | (Reserved)  |
| 35    | Out-of-Balance Conditions, Reports, and Checklist               |



## 725 Selecting Commodity Certificate Repayment

### A Selection Options

After entering “2” on Screen PPD00000 according to paragraph 701, Screen PPD01000 will be displayed with the following options.

| Option | Title   | Result  |
|--------|---|---|
| 1      | Full Repayment                                  | This option will be displayed with an asterisk and may not be selected. |
| 2      | Partial Repayment                               | Screen PPD61000 will be displayed. See paragraph 726.                   |
| 3      | Lump Sum Repayment                              | This option will be displayed with an asterisk and may not be selected. |
| 4      | Record Production Evidence for Prior Repayments | This option will be displayed with an asterisk and may not be selected. |

**Important:** The full repayment option is unavailable on Screen PPD01000. Process a full repayment in APSS when selecting the partial repayment option by entering the entire outstanding loan quantity to be repaid in the “Select Quantity” field on Screen PPD92000. See paragraph 726.

To record a partial repayment, ENTER “2”. Screen PPD61000 will be displayed.

726 Processing Commodity Certificate Exchanges for Commodity Loans

**A Completing Commodity Certificate Exchanges**

Complete commodity certificate exchanges according to this table.

| Step | Action  | Result                             |
|------|---|------------------------------------|
| 1    | <p>On Screen PPD61000, enter the following:</p> <ul style="list-style-type: none"> <li>• repayment date</li> <li>• “Y” or “N” to the question, “Is this a wire transfer?”</li> <li>• “Y” or “N” to the question, “Was this loan disbursed entirely by direct deposit?”</li> <li>•*--“Y” or “N” to the question, “Is this market gain repayment a result of a quantity on a CCC-681-1 delivered before loan maturity?”.</li> </ul> <p><b>Note:</b> This question is only displayed for farm-stored loans when the repayment date is after the loan maturity date.--*</p> <p>PRESS “Enter”.</p> | Screen PPD92000 will be displayed. |
| 2    | <p>On Screen PPD92000, enter the following:</p> <ul style="list-style-type: none"> <li>• CCC-determined value</li> </ul> <p>*--<b>Note:</b> The CCC-determined value is PCP, RCP, NPP, or--* AWP adjusted, as applicable, according to 8-LP or 2-LP Rice.</p> <ul style="list-style-type: none"> <li>• quantity.</li> </ul> <p><b>Note:</b> For full repayments, the entire outstanding loan quantity must be entered on a bin-by-bin basis in the “Select Quantity” field.</p> <p>PRESS “Enter”.</p>   | Screen PPD64400 will be displayed. |
| 3    | At this point, PLM is “bypassed” according to subparagraph 724 D.   |                                    |



## Section 4 Market Loan Repayments

## 737 General Provisions

## A Crops Authorized for Market Repayments

Market loan repayments apply to grains, oilseeds, and rice.

## B Warehouse-Stored Loans

When making market loan repayments on warehouse-stored loans, an entire receipt **must** be repaid.

## 738 Selecting Market Loan Repayments

## A Selection Options

After entering “3” on Screen PPD00000 according to paragraph 701, Screen PPD01000 will be displayed with the following options.

| Option | Title   | Result  |
|--------|---|---|
| 1      | Full Repayment                                  | This option will be displayed with an asterisk and may not be selected. |
| 2      | Partial Repayment                               | Screen PPD61000 will be displayed. See paragraph 739.                   |
| 3      | Lump Sum Repayment                              | This option will be displayed with an asterisk and may not be selected. |
| 4      | Record Production Evidence for Prior Repayments | This option is <b>only</b> available for 1998 and prior crop years.     |

To record:

- a market price repayment, ENTER “2”
- production evidence for a prior repayment, ENTER “4”.

739 Entering Market Loan Repayment Data

**A Entering Repayment Date and Wire Transfer Information**

After entering “2” on Screen PPD01000, Screen PPD61000 will be displayed to enter the following:

- the repayment date
- whether the repayment was made by wire transfer
- whether the loan was disbursed entirely by direct deposit.

Complete Screen PPD61000 according to this table.

| Field  | Entry   |
|--|---|
| Repayment Date   | Enter the following: <ul style="list-style-type: none"> <li>• current date to record a current repayment</li> </ul> <p style="text-align: center;"><b>Note:</b> A future date inquiry is not allowed for market price repayments.</p> <ul style="list-style-type: none"> <li>• date the repayment was received to record a manually made repayment. See paragraph 776.</li> </ul> |
| Is this a wire transfer?   | ENTER “Y” if the repayment is made by wire transfer, or leave the default “N” if the repayment is made by other means.  |
| Was this loan disbursed entirely by direct deposit?<br><br><b>Note:</b> This question is displayed for 1998 and later crop year loans.   | ENTER: <ul style="list-style-type: none"> <li>• “Y” if the loan was disbursed entirely by direct deposit</li> <li>• “N” if the loan was not disbursed entirely by direct deposit, but by CCC-184.</li> </ul>  |
| *--Is this market gain repayment because of a quantity on a CCC-681-1 delivered before loan maturity?<br><br><b>Note:</b> This question is only displayed for farm-stored loans when the repayment date is after the loan maturity date. | ENTER: <ul style="list-style-type: none"> <li>• “Y”, if the loan was covered by CCC-681-1</li> <li>• “N”, if the loan was not covered by CCC-681-1.--*</li> </ul>   |

PRESS “Enter” after completing entries. Screen PPD92000 will be displayed.

**Section 3 County-Maintained Table Files**

**1430 Accessing Table Files**

**A Purpose**

County table files contain the following information:

- monthly interest rate
- commodity loan rate
- offer shipping rate
- cotton gin code
- CMA’s exempt from payment limitation.

Do not update these tables separately for each county or cooperative. Additions, changes, and deletions to these tables apply to all counties, including cooperative counties.

**B County Table Functions Menu**

County-Maintained Table Functions Menu PAA015 provides the capability to:

- update or print county-maintained tables
- back up or restore county-maintained tables.

Access Menu PAA015 according to paragraph 1431.

**\*--C 2nd Party Reviews**

County Offices shall document in the COC minutes that a 2nd party review was conducted when:

- yearly loan rates are entered into APSS
- interest rates are manually entered in APSS as a result in an incorrect download
- COC maximum yields are entered into APSS.

In addition, County Offices shall include the following information in the COC minutes when the following table files have been updated.

| <b>IF the updating County Office maintained table file for...</b> | <b>THEN include the following information in the COC minutes...</b>  |
|---|--|
| loan rates  | <ul style="list-style-type: none"> <li>• crop</li> <li>• crop year</li> <li>• loan rate.</li> </ul>  |
| interest rates  | <ul style="list-style-type: none"> <li>• calendar year</li> <li>• correct interest rate</li> <li>• incorrect downloaded interest rate</li> <li>• month.</li> </ul> |
| COC maximum yields  | <ul style="list-style-type: none"> <li>• crop</li> <li>• irrigated yield</li> <li>• non-irrigated yield.</li> </ul>  |

--\*

**1431 Updating and Printing County Tables**

**A Accessing Tables**

From Main Menu PCA005, access the menu used to update and print county-maintained tables according to this table.

| <b>Step</b> | <b>Action</b>                | <b>Result</b>                  |
|-------------|------------------------------|--------------------------------|
| 1           | ENTER "9" and PRESS "Enter". | Menu PAA010 will be displayed. |
| 2           | ENTER "3" and PRESS "Enter". | Menu PAA015 will be displayed. |
| 3           | ENTER "1" and PRESS "Enter". | Menu PAA020 will be displayed. |

**B Menu PAA020 Options**

Menu PAA020 provides the following options to update or print county-maintained tables.

| <b>Option</b> | <b>Title</b>                  | <b>Result</b>  |
|---------------|-------------------------------|--|
| 1             | Update Monthly Interest Rate  | Screen PAA70000 will be displayed.<br>See paragraph 1432.      |
| 2             | Update Commodity Loan Rate    | Screen PAA78000 will be displayed.<br>See paragraph 1433.      |
| 3             | Update Offer Shipping Rate    | Screen PAA79000 will be displayed.<br>See paragraph 1434.      |
| 4             | Update Cotton Gin Code        | See 7-CN.  |
| 5             | Update Liquidated Damages     | This option is not available at this time.                     |
| *--6          | Update COC Established Yields | Screen PAA77000 will be displayed.<br>See paragraph 1434.5.--* |
| 7             | Print Monthly Interest Table  | Screen PAA90000 will be displayed.<br>See paragraph 1435.      |
| 8             | Print Commodity Loan Rate     | Screen PAA92900 will be displayed.<br>See paragraph 1436.      |
| 9             | Print Offer Shipping Rate     | Screen PAA93500 will be displayed.<br>See paragraph 1437.      |
| 10            | Print Cotton Gin Code         | See 7-CN.  |
| 11            | Print Liquidated Damages Rate | This option is not available at this time.                     |
| *--12         | Print COC Established Yields  | Screen PAA97000 will be displayed.<br>See paragraph 1437.5.--* |

Section 6 Price Support Queries

1480 Price Support Queries

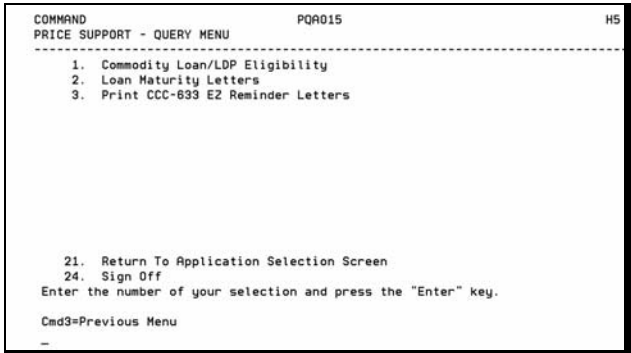
A Gaining Access to the Query Menu

Queries provide reports of price support information that can be:

- customized for specific records
- viewed on computer screen
- printed.

From Main Menu PCA005, access the price support queries menu according to this table.

\*--

| Step | Action                       | Result   |
|------|------------------------------|--|
| 1    | ENTER "9" and PRESS "Enter". | Menu PAA010 will be displayed.   |
| 2    | ENTER "8" and PRESS "Enter". | Query Menu PQA015 will be displayed. This is an example of Menu PQA015.<br><br> |

B Available Queries

From Menu PQA015, the following price support queries can be selected.

| Option | Title                             | Result                |
|--------|-----------------------------------|-----------------------|
| 1      | Commodity Loan/LDP Eligibility    | See paragraph 1488.   |
| 2      | Loan Maturity Letters             | See paragraph 1489.5. |
| 3      | Print CCC-633 EZ Reminder Letters | See paragraph 1489.6. |

--\*

1481-1487 (Withdrawn--Amend. 10)



## 1488 Commodity Loan or LDP Eligibility Query

### A Background

Annually, PSD's, Automation Branch provides counties with price support eligibility queries developed by a query team to assist in determining a producer's:

- eligibility
- reasonable production
- \*--total quantity eligible for marketing assistance loans, eLDP's, and LDP's--\*
- commodity loan and LDP eligibility.

### B General Information

There are 2 categories of price support eligibility queries through which various options can be processed:

- **Basic Eligibility** queries that are static, meaning they remain unchanged each time they are run
- **Running Account** queries that continually change.

\*--**Note:** Each time a loan, eLDP, or LDP is processed, the total actual quantity under loan, eLDP, or LDP is reduced from the projected eligible quantity the next time the--\* Running Account query is run.

Running Account and Basic Eligibility queries for farms will report data based on **reported** or **determined** acres which ever is available and/or applicable using the following formats:

- initial projected eligible crop quantity (for Running and Basic)
- \*--actual crop quantity processed for loan, eLDP, or LDP to date (for Running only)--\*
- remaining projected eligible quantity (for Running only).

1488 Commodity Loan or LDP Eligibility Queries (Continued)

**C COC-Established Yields**

Before running current year queries, counties must enter current crop year COC-established yields according to the following table.

| Step | Action   | Result  |
|------|--|---|
| 1    | ENTER "9" from the Main Menu and PRESS "Enter".  | Menu PAA010 will be displayed.  |
| 2    | ENTER "3" and PRESS "Enter".   | Menu PAA015 will be displayed.  |
| 3    | ENTER "1" and PRESS "Enter".   | Menu PAA020 will be displayed.  |
| 4    | ENTER "6" and PRESS "Enter".   | Screen PAA77000 will be displayed.  |
| 5    | Enter State and County Code and crop year and PRESS "Enter".   | Screen PAA77005 will be displayed.  |
| 6    | Enter COC-established yields for all *-commodities that will have loans and LDP's made for the current year and PRESS "Enter". | Table will be updated with current year's COC-established yields which are necessary for Running Eligibility Queries. |

**D Contact**

State Offices shall direct questions about price support eligibility queries to **Laura Schlote**, Automation Branch Specialist, PSD by:

- telephone at 202-720-7785
- e-mail to **Laura.Schlote@wdc.usda.gov.--\***



1489 Processing Current Crop Year Price Support Eligibility Queries

A Accessing Queries

Access queries according to this table.

\*--

| Step | Action  | Result  |
|------|---|---|
| 1    | On Menu FAX07001, ENTER "13", "Price Support", and PRESS "Enter".                 | Menu PCA005 will be displayed.                          |
| 2    | On Menu PCA005, ENTER "9", "Perform Administrative Functions", and PRESS "Enter". | Administrative Main Menu PAA010 will be displayed.      |
| 3    | On Menu PAA010, ENTER "8", "Price Support Query Menu", and PRESS "Enter".         | Price Support Query Menu PQA015 will be displayed.      |
| 4    | On Menu PQA015, ENTER "1", "Commodity Loan/LDP Eligibility", and PRESS "Enter".   | Price Support Query Menu PQA020 will be displayed.      |
| 5    | On Menu PQA020, ENTER "Crop Year" and PRESS "Enter".                              | Query Type Selection Screen PQA01104 will be displayed. |

--\*

1489 Processing Current Crop Year Price Support Eligibility Queries (Continued)

**B Menu PQA020**

This is an example of Menu PQA020.

\*--

```

COMMAND                                PQA020                                H5
PRICE SUPPORT - CROP YEAR SELECTION MENU
-----
1.  2005
2.  2006
3.  2007

21. Return to Application Selection Screen
22. Return to Office Selection Menu
23. Return to Primary Selection Menu
24. Sign Off

Enter the Number of your selection and press the "Enter" key.

Cmd3=Previous Menu
    
```

--\*

**C Query Options Screen PQA01104**

This is an example of Screen PQA01104.

```

PRICE SUPPORT                          073-WRIGHT COUNTY                      PQA01104
QUERY TYPE SELECTION SCREEN              VERSION: AD33  03-22-06 10:48 TERM H5
-----
1.  Running Account - Eligibility Queries
2.  eLDP Cotton LDP Queries
3.  Cotton Loans/LDP Queries
4.  Basic Eligibility Queries
5.  Commodity Loan/LDP Eligibility Flag Queries
6.  Wool and Mohair Loan/LDP Queries

Enter the Number of your selection and press the "Enter" key.  __ .

Cmd3=Previous Menu    Cmd7=End of Job
    
```

1489 Processing Current Crop Year Price Support Eligibility Queries (Continued)

**K Commodity Loan/LDP Eligibility Flag Queries**

Commodity loan/LDP eligibility flag queries were developed to assist County Offices in making producer eligibility determinations. The queries identify a flag setting by producer for either of the following:

- all producers in the county (Total Certified List)
- specific producer inquiry.

The query prints the customer’s control county current flag settings for all of the following:

- certified cropland indicator by farm
- controlled substance
- AD-1026
- 6-CP
- actively engaged
- person determination
- adjusted gross income

**Note:** This query provides the user with the customer’s subsidiary and compliance certified flag settings and does **not** prevent a customer that may be ineligible from obtaining marketing assistance loans or LDP’s. **County Offices shall use the query as a reference only.** Further determinations as to a customer’s eligibility may be necessary.

Access queries according to this table.

| Step | Action   | Result   |
|------|--|--|
| 1    | On Price Support Main Menu <b>PCA005</b> , ENTER “9”, “Perform Administrative Functions”, and PRESS “Enter”. | Administrative Main Menu PAA010 will be displayed. |
| 2    | On Administrative Main Menu <b>PAA010</b> , ENTER “8”, “Price Support Query Menu”, and PRESS “Enter”.        | Query Menu PQA015 will be displayed.               |
| 3    | *--On Query Menu <b>PQA015</b> , ENTER “1”,--* “Commodity Loan/LDP Eligibility”, and PRESS “Enter”.          | Query Menu PQA020 will be displayed.               |

1489 Processing Current Crop Year Price Support Eligibility Queries (Continued)

**K Commodity Loan/LDP Eligibility Flag Queries (Continued)**

| Step | Action  | Result   |
|------|---|--|
| 4    | On Query Menu <b>PQA020</b> , ENTER “Crop Year” and PRESS “Enter”.  | Query Type Selection Screen PQA01104 will be displayed.                |
| 5    | On Query Type Selection Screen <b>PAQ01104</b> , ENTER “5”, “Commodity Loan/LDP Eligibility Flag Queries”.  | Query Flag Selection Screen PQA01133 will be displayed.                |
| 6    | On Query Menu <b>PQA01133</b> , ENTER either: <ul style="list-style-type: none"> <li>• “1”, “all producers in a county”</li> <li>• “2”, “a specific producer”.</li> </ul> | A series of queries will run and print a report on the system printer. |

**L Multi-County Producer PLM Queries**

County Offices may only establish a maximum PLM based on what is recorded in the payment limitation file.

Queries have been developed to assist County Offices when establishing current crop year customer profiles for multi-county producers. County Offices can print an:

- entire multi-county producer list
- individual multi-county producer list.

County Offices shall follow the steps in this table to access the Multi-County Producer Query Report.

| Step | Action   | Result   |
|------|--|--|
| 1    | On Price Support Main Menu <b>PCA005</b> , ENTER “9”, “Perform Administrative Functions”, and PRESS “Enter”. | Administrative Main Menu PAA010 will be displayed. |
| 2    | On Administrative Main Menu <b>PAA010</b> , ENTER “8”, “Price Support Query Menu”, and PRESS “Enter”.        | Query Menu PQA015 will be displayed.               |
| 3    | *--On Query Menu <b>PQA015</b> , ENTER “1”,--* “Commodity Loan/LDP Eligibility” PRESS “Enter”.               | Query Menu PQA020 will be displayed.               |

**1489.5 Processing Loan Maturity Letters**

**A General Information**

County Offices may process letters notifying customers of loans that are maturing. Letters are processed using queries that select outstanding loans by the following:

- type of loan
- maturity date.

**B Accessing Queries**

Access queries according to the following table.

| <b>Step</b> | <b>Action</b>   | <b>Result</b>                   |
|-------------|---|---------------------------------|
| 1           | On Menu FAX07001, ENTER “13”, “Application Selection Menu”, and PRESS “Enter”.    | Menu PCA005 will be displayed.  |
| 2           | On Menu PCA005, ENTER “9”, “Perform Administrative Functions”, and PRESS “Enter”. | Menu PAA010 will be displayed.  |
| 3           | On Menu PAA010, ENTER “8”, “Price Support Query Menu”, and PRESS “Enter”.         | Menu PQA015 will be displayed.  |
| 4           | *--On Menu PQA015, ENTER “2”, “Loan--* Maturity Letters”, and PRESS “Enter”.      | Menu PQA1150 will be displayed. |

**C Loan Type**

From Menu PQA01150, select 1 the following options:

- “1”, “Non-Recourse Farm-Stored Loan Maturity Letter”
- “2”, “Non-Recourse Warehouse-Stored Loan Maturity Letter”
- “3”, “Recourse Loan Maturity Letter”
- “4”, “Cotton Loan Maturity Letter”
- “5”, “Sugar Loan Maturity Letter”
- “6”, “Distress Loan Maturity Letter”.

1489.5 Processing Loan Maturity Letters (Continued)

**D Changing Query Date Information**

After the type of loan has been selected according to subparagraph C, the user shall change **only** the maturity date and then PRESS "Enter" to print the loan maturity letters that have a maturity date that corresponds with the date that was entered. The date should be entered in the following format:

**"YYYYMMDD".**

**Example:** For loans maturing on May 31, 2003, the user would enter **"20030531"**.

**E Example of Query Screen**

The following is an example of the Query Screen where the user will need to change the date to print letters for a requested date.

\*--

```

SELECT RECORDS ALL
-----
Query: MATLTRA      Library: QRPRICE4
Type comparisons, press Enter. Specify OR to start each new group of
comparisons. Tests: EQ, NE, LE, GE, LT, GT, RANGE, LIST, and LIKE.

AND/OR FIELD TEST VALUE (FIELD, NUMBER, or 'characters')
  A.MALNDT EQ 20040831

Cmd1=Insert      Cmd12=Reorganize      Roll=Page
-----
LIST OF FIELDS ALL
-----
NAME NAME
A.MALNDT A.CMDFLN
A.IDNUM A.CLASS
A.LOANNO
A.CMDTY
A.CRYEAR

Cmd4=Show comments      Cmd6=Fast roll      Roll=Page
Enter=Select records and run report      Cmd7=End

```

--\*

**1489.6 Processing CCC-633 EZ Reminder Letters**

**A General Information**

The queries will select producers who reported or were determined to have had a share in an eligible loan commodity from the previous crop year.

**Note:** A CCC-633 EZ reminder letter will not print for eligible commodities that are not reported on an FSA-578 (such as wool, mohair, and pelts).

**B Accessing CCC-633 EZ Reminder Letter Option**

County Offices shall follow this table to run CCC-633 EZ reminder letters (Exhibit 15).

| Step | Action   |
|------|--|
| 1    | On Price Support Main Menu PCA005, ENTER “9”, “Perform Administrative Functions”.  |
| 2    | On Menu PAA010, ENTER “8”, “Price Support Query Menu”.   |
| 3    | *--On Menu PQA015, ENTER “3”, “Print CCC-633-EZ Reminder Letters”.--*  |
| 4    | On Menu PQA100, ENTER 1 of the following print options: <ul style="list-style-type: none"> <li>• “1”, “All Producers”, to print letters for all producers</li> <li>• “2”, “Range of Producers”, to print letters for a range of producers</li> <li>• “3”, “Specific Producer”, to print a letter for a specific producer.</li> </ul> |

**C Option “1”, “Print All Producers”**

This option will print letters for all producers who reported or were determined to have had a share in an eligible loan commodity from the previous crop year. Print time depends on the size of the county; larger counties will see a significant delay in printing. Large counties may want to print their letters in sections according to subparagraph D.

**D Option “2”, “Print A Range of Producers”**

This option will allow County Offices to print a reminder letter for a range of producers. When option 2 is selected, the following screen will be displayed. County Offices shall change the “VALUE” field, as applicable. County Offices using this option will have to repeat the process until all letters have printed.





**1490 Additional Information About Price Support Queries**

**A Solving Problems**

County Offices that encounter problems when running new price support queries shall:

- link unlinked files according to the general instructions in subparagraph B
- request assistance from PSD through their State Office according to subparagraph 1488 D.

**B Linking Files**

Queries “run” only when the applicable files are linked to the correct file definitions in the current data dictionary. \* \* \*

If users receive a message that a particular file is not “linked” to the file definition, users can link any unlinked query file with the correct file definition in the correct data dictionary by typing on APSS Main Menu PCA0005 command line, “**PQE011,PD.PRICE**”.--\*

\* \* \*

**1491-1499 (Reserved)**



**1501 Summary of Spot-Check Processing**

**A Summary**

This table provides a summary of processes for:

- selecting **farm-stored** loans and LDP’s for spot-check
- recording spot-check results.

**Note:** All spot-check results must be recorded at **one time**. After accepting data and exiting result recording screens, those screens cannot be reaccessed for additional entries. See paragraph 1505 for recording spot-check results.

| <b>Step</b> | <b>Process</b>  |
|-------------|---|
| 1           | Beginning on the 1st business day of <b>each</b> month, and continuing until process is initiated, County Office will be prompted during start-of-day processing to: “Run - List of Loans and LDP’s For Spot-check - Today!” These instructions are <b>briefly</b> displayed as a screen message and automatically generated as a printed message on the session printer.   |
| 2           | Using an “Administrative Reports” menu option, County Office will initiate automated selection process. This process will randomly select loans and LDP’s to be spot-checked using selection percentages detailed in paragraph 1503.<br><br>*--A spot-check letter will automatically print for LDP/eLDP’s selected. Exhibit 10 provides an example of the system-generated letter.<br><br><b>Note:</b> Letters are <b>not</b> generated for selected loans.--*   |
| 3           | After all random selections are made, a <b>list</b> of selections is printed showing: <ul style="list-style-type: none"> <li>• category number and name</li> <li>• crop year</li> <li>• loan or LDP number, with loan required checks being designated by an asterisk</li> <li>• commodity name</li> <li>• producer name or producers’ names</li> <li>• all related loans and LDP’s for each producer on the selected loan or LDP.</li> </ul>   |
| 4           | County Office conducts actual onsite spot checks.   |
| 5           | County Office records spot-check results in APSS and prints a completed monthly spot-check performance report. When results yield excessive discrepancies, County Office <b>must</b> run an <b>expanded sample</b> list, conduct those additional onsite spot checks, and enter those results in computer. CED shall sign and date completed performance reports, send a copy to the State Office, and provide a written explanation when <b>checks completed</b> do not match adjusted <b>total selections</b> . |

1501 Summary of Spot-Check Processing (Continued)

**\*--B Notifying Producers**

8-LP, subparagraph 515 A and paragraph 1552 instruct County Offices to notify the producer, by telephone or memorandum, that they have been selected for an LDP spot check.

County Offices that notify selected producers in writing shall:

- send the system-generated letter to the producer (see Exhibit 10)
- file a copy in the producer's LDP folder.

County Offices that notify producers by telephone shall:

- notate on the system-generated spot check letter the date and time the producer was called
- file the letter in the producer's LDP folder.

**Note:** eLDP information passed from the web to System 36 does **not** provide the disbursement date. The final date for submitting production evidence, according to Exhibit 13, shall be manually changed to the last day of the 9<sup>th</sup> month in which the eLDP was disbursed.--\*

1502 Spot-Check Categories

A Six Categories by Number and Name

This table provides the following information for the 6 spot-check categories:

- category number
- category name
- commodities covered
- category contents.

| Category |   | Commodities      | Contents  |
|----------|---|------------------|---|
| No.      | Name  |                  |   |
| 1        | Farm-Stored Regular Certified Loans and LDP's | All except honey | All certified: <ul style="list-style-type: none"> <li>• outstanding loans</li> <li>• loans repaid to zero, all or in part by market loan repayment, but final production evidence <b>not</b> recorded</li> <li>• LDP's with final production evidence <b>not</b> recorded.</li> </ul>   |
| 2        | Farm-Stored Regular Measured Loans and LDP's  | All except honey | All measured: <ul style="list-style-type: none"> <li>• outstanding loans</li> <li>• loans repaid to zero, all or in part by market loan repayment, but final production evidence <b>not</b> recorded</li> <li>• LDP's, where measurements are not final production evidence, with final production evidence <b>not</b> recorded.</li> </ul> |
| 3        | Farm-Stored Reserve Loans                     | All eligible     | All outstanding loans in the Farmer-Owned Reserve.<br><br><b>Note:</b> Category is provided for future use should there be this type of loan.   |



## 1505 Accessing and Using Options for Spot-Check Processing (Continued)

**B Spot-Check Menu PVB000**

The Loan Servicing - Loan and LDP Spotcheck Menu **PVB000** provides the following options that facilitate spot-check processing:

- **1st** list of loan and LDP selections
- up to 9 **expanded sample** lists of additional selections
- compilation and printing of monthly performance reports
- printing performance reports reflecting status as of printed date
- cumulative performance reports showing all activity to date
- reprint **most recent list** of loans and LDP's for spot-check.

An example of Menu **PVB000** follows.

\*--

```

COMMAND                                PVB000                                QR
PRICE SUPPORT LOAN SERVICING - LOAN AND LDP SPOT-CHECK
-----
  1.  Print List of Loans and LDP's for Spot-check
  2.  Print an Expanded Sample List of Loans and LDP's for Spot-check
  3.  Compile Monthly Spot-check Performance Report
  4.  Print Monthly Spot-check Performance Report
  5.  Print a Cumulative Spot-check Performance Report
  6.  Reprint Most Recent List of Loans and LDP's for Spot-check
  7.  Remove a Loan/LDP from Category 6 Selection Pool
  8.  Print CCC-770 Spot-check Register
 20.  Return To Application Primary Menu
 21.  Return To Application Selection Screen
 22.  Return To Office Selection Screen
 23.  Return To Primary Selection Menu
 24.  Sign Off

Cmd3=Previous Menu

Enter option and press "Enter".

```

--\*

**Note:** When County Office selects Menu **PVB000**, option 1 to print a 1st list when all previous spot-check processing has **not** been completed, the message, "Spotcheck selections cannot be made now. Previous spotcheck processing is not complete. You must complete previous spotcheck processing." will be displayed.

**C Adding Loans and LDP's for Spot-Check**

When selecting options 1 or 2, the user will have the option to add loans or LDP's to the spot-check lists on Screen PVB09000. Required spot-checks for LDP's must be added on Screen PVB09000.

1505 Accessing and Using Options for Spot-Check Processing (Continued)

**D Using Option 1 for 1st List**

To **initiate** selection process and **print** 1st list of selections for spot-check, follow this table.

| <b>Step</b> | <b>Action</b>                | <b>Result</b>  |
|-------------|------------------------------|--|
| 1           | ENTER "1" and PRESS "Enter". | <p>Screen <b>PVB10000</b> will be displayed with the message, "Random list of Loans and LDP's for Spotcheck is being generated. Please wait." Screen may display briefly, or for <b>several</b> minutes, depending on loan and LDP volume.</p> <p>Report <b>PVB150-R001</b>, List of Spot-Check Selections, will be printed on the session printer. See Exhibit 11 for examples of each category.</p> <p>Screen <b>PVB15000</b> will be displayed with the message, "Do you want to reprint this listing? (Y or N)".</p> |
| 2           | <b>IF answer is...</b>       | <b>THEN...</b>   |
|             | "Y"                          | Report <b>PVB150-R001</b> will be reprinted on the session printer.  |
| 3           | "N"                          | <p>Performance Report <b>PVB160-R001</b> will be printed on the session printer, showing random selection data and providing <b>blank</b> fields for recording spot-check results. See Exhibit 12 for an example.</p> <p><b>Note:</b> For compiling these reports, see subparagraph F.</p> <p>Screen <b>PVB16000</b> will be displayed with the message, "Do you want to reprint this report? (Y or N)".</p>   |
|             | <b>IF answer is...</b>       | <b>THEN...</b>   |
| 3           | "Y"                          | Report <b>PVB160-R001</b> will be reprinted on the session printer.  |
|             | "N"                          | <p>Screen <b>PVB18000</b> will be displayed with the message, "Price Support Loan and LDP Spotchecking files are being updated. Please wait."</p> <p>Menu <b>PVB000</b> is automatically redisplayed.</p>  |



1505 Accessing and Using Options for Spot-Check Processing (Continued)

**K Using Option 5 on Menu PVB000 for Cumulative Reports**

To **print** a Cumulative Spot-Check Performance Report of **all** categories showing spot-check results to date for all months for current calendar year, as entered in APSS, follow this table. User will be asked to enter the last 2 digits of FY.

| Step | Action                       | Result  |
|------|------------------------------|---|
| 1    | ENTER "5" and PRESS "Enter". | Cumulative Performance Report <b>PVB165-R001</b> will be printed on the session printer. See Exhibit 22 for an example.<br><br>Screen <b>PVB16500</b> will be displayed with the message, "Do you want to reprint this report? (Y or N)". |
|      | <b>IF answer is...</b>       | <b>THEN...</b>  |
|      | "Y"                          | Cumulative Performance Report <b>PVB165-R001</b> will be reprinted on the session printer.  |
|      | "N"                          | Menu <b>PVB000</b> will be redisplayed.   |

**L Using Option 6 on Menu PVB000 to Reprint Lists**

To reprint the most recent list of loans and LDP's for spot-check, follow this table.

| Step | Action                       | Result  |
|------|------------------------------|---|
| 1    | ENTER "6" and PRESS "Enter". | Report PVB150-R001 will print. See Exhibit 11 for an example of this report.<br><br>Screen PVB15000 will be displayed with the message, "Do you want to reprint this report? (Y or N)". |
|      | <b>IF answer is...</b>       | <b>THEN...</b>  |
|      | "Y"                          | spot-check reports will reprint on the session printer.   |
|      | "N"                          | Menu PVB000 will be redisplayed.  |

1505 Accessing and Using Options for Spot-Check Processing (Continued)

**M Using Option 7 on Menu PVB000 to Remove Loans or LDP's**

In category 6, if a loan or LDP has been transferred to claims and the claim has been repaid in full, the loan or LDP should be removed from the selection process. Since this is not done automatically in APSS, follow this table to remove these loans or LDP's.

| Step | Action                       | Result  |
|------|------------------------------|---|
| 1    | ENTER "7" and PRESS "Enter". | Screen PVB4000 will be displayed prompting the user to enter the crop year and loan or LDP number to be permanently removed.<br><br>The message, "Do you want to remove loans or LDP's from Category 6? (Y or N)", will be displayed. |
|      | <b>IF answer is...</b>       | <b>THEN...</b>  |
|      | "Y"                          | Screen PVB40000 will be redisplayed to allow additional loans or LDP's to be removed.   |
|      | "N"                          | Menu PVB000 will be redisplayed.  |

**\*--N Using Menu PVB000, Option 8 to Print CCC-770 Spot-Check Register**

On 1st workday after a fiscal quarter ends, County Offices shall print the quarterly CCC-770 spot-check register.

County offices shall access CCC-770 spot-check processing from APSS Main Menu PVB000 according to this table.

| Step | Action   | Result   |
|------|--|--|
| 1    | On Loan and LDP Spot Check Menu <b>PVB000</b> , ENTER "8", "Print CCC-770 Spot-Check Register", and PRESS "Enter".   | Query Menu PVB005 will be displayed  |
| 2    | On Query Menu <b>PVB005</b> select applicable fiscal quarter.<br><br><div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <pre> COMMAND                                PVB005 PRICE SUPPORT LOAN SERVICING - PRINTING CCC-770 SPOT-CHECK REGISTER ----- 1.  Print 1st Quarter Register (Oct-Dec) 2.  Print 2nd Quarter Register (Jan-Mar) 3.  Print 3rd Quarter Register (Apr-Jun) 4.  Print 4th Quarter Register (Jul-Sep)  20. Return To Application Primary Menu 21. Return To Application Selection Screen 22. Return To Office Selection Screen 23. Return To Primary Selection Menu 24. Sign Off  Cmd3=Previous Menu  Enter option and press "Enter".                     </pre> </div> | A series of queries will generate a separate register for each price support program (except MILCX). |

--\*

**1505 Accessing and Using for Spot-Check Processing (Continued)**

**\*--N Using Option 8 on Menu PVB000 to Print CCC-770 Spot-Check Register**

Before a payment can be issued, a CCC-770 checklist must be completed. The computer-generated spot-check register report will display a list of producers who received payments during the applicable quarter. County Offices shall manually select CCC-770's according to 8-LP, subparagraph 25 H.

**Note:** County Offices shall indicate CCC-770's selected for spot check by circling selected CCC-770's on the spot-check register.

The following is an example of CCC-770 Spot-Check Register.

| <b>ID Number</b> |  |                  | <b>Prog Code</b>  |
|------------------|--|------------------|-------------------|
| <b>Last 4 ID</b> | <b>Crop Year</b>                               | <b>Loan/LDP#</b> | <b>Accounting</b> |
| 1234             | 06   | 00123            | 06WHTLN           |
| 5678             | 06   | 00168            | 06SOYALN          |
| 8536             | 06   | 00177            | 06CORNLN          |
| 6389             | 06   | 00035            | 06CORNLN          |
| 3581             | 06   | 00021            | 06CORNLN          |
| 0344             | 06   | 00057            | 06HONYLN          |
| 9935             | 06   | 00052            | 06HONYLN          |
| 7744             | 06   | 00014            | 06OATLN           |
| 3331             | 06   | 00101            | 06WHTLN           |
| COUNT            | 9  |                  |                   |
|                  | <10 select 5 10-1000 select 10 >1000 select 20 |                  |                   |

--\*



## Reports, Forms, Abbreviations, and Redelegations of Authority

### Reports

None

### Forms

This table lists the forms referenced in this handbook.

| Number         | Title   | Display Reference | Reference                     |
|----------------|---|-------------------|-------------------------------|
| CCC Cotton A   | Cotton Producers Note and Security Agreement          |                   | 1201                          |
| CCC Cotton A-1 | Schedule of Pledged Cotton                            |                   | 356, 441                      |
| CCC-184        | CCC Check   |                   | Text                          |
| CCC-257        | Schedule of Deposit                                   |                   | Text                          |
| CCC-500        | Loan Repayment Receipt                                |                   | Part 7, 1282, 1952, 1962      |
| CCC-500-1      | Loan Repayment Receipt Continuation Sheet             |                   | 716, 740, 752, 762, 779, 1962 |
| CCC-516-1      | Authorization for Additional Market Gain Payment      |                   | 740, 741                      |
| CCC-633 EZ     | Loan Deficiency Payment (LDP) Agreement and Request   |                   | 1480, 1489.5                  |
| CCC-633 LDP    | Loan Deficiency Payment Certification and Application |                   | 1901, 1976                    |
| CCC-639        | Competitive Bid Pricing Worksheet                     |                   | 920, 921                      |
| CCC-643        | Request for Shipping Instructions                     |                   | 918, 919                      |
| CCC-666        | Farm Stored Loan Quantity Certification               |                   | 300, 320                      |
| CCC-676        | LDP and Loan Number Register                          |                   | 372, 453, 724                 |
| CCC-677        | Farm Storage Note and Security Agreement              |                   | 311, 356, 500, 542, 552, 553  |
| CCC-677-1      | Farm Storage Loan Worksheet                           |                   | 300, 331, 344, 543            |
| CCC-678        | Warehouse Storage Note and Security Agreement         |                   | 441, 500, 552, 553            |

## Reports, Forms, Abbreviations, and Redelegations of Authority (Continued)

## Forms (Continued)

| Number     | Title   | Display Reference | Reference                |
|------------|---|-------------------|--------------------------|
| CCC-681-1  | Authorization for Delivery of Loan Collateral for Sale  |                   | 726, 739, 1298, 1299     |
| CCC-681-1A | CCC-681-1 Continuation Sheet  |                   | 724, 1298                |
| CCC-684    | Note and Security Agreement Continuation Sheet Schedule of Commodity (for CCC-677)                          |                   | 356, 552, 553            |
| CCC-684-1  | Note and Security Agreement Continuation Sheet Schedule of Commodity (for CCC-678)                          |                   | 441, 552, 553            |
| CCC-686    | Application for Loan or Loan Deficiency Payment by Heirs (On a Commodity Produced by a Person Who Has Died) |                   | 1215                     |
| CCC-691    | Commodity Delivery Notice   |                   | 900, 901, 912, 914, 1220 |
| CCC-692    | Settlement Statement  |                   | 900, 920, 946, 947       |
| CCC-692A   | Settlement Statement (Continuation Sheet)   |                   | 946, 947                 |
| CCC-697    | Request to Lock in a Market Loan Repayment Rate   |                   | 1299                     |
| CCC-700    | Loan Deficiency Payment Statement   |                   | 1468, Part 19            |
| CCC-700A   | Loan Deficiency Payment Statement (Continuation of CCC-700)   |                   | 1917, 1918,              |
| CCC-709    | Direct Loan Deficiency Payment Agreement  |                   | 1901, 1906, 1915         |
| CCC-1099-A | Producer Forfeiture, Settlement, and Abandonment Record   |                   | 1701                     |
| FSA-578    | Report of Acreage   |                   | 1489.6                   |
| FSA-603    | Collection Register for State and County Offices  |                   | 726                      |
| FSA-604    | Debt Register   |                   | 901                      |
| UCC-1      | Financing Statement   |                   | 356, 552                 |

## Reports, Forms, Abbreviations, and Delegations of Authority (Continued)

### Abbreviations Not Listed in 1-CM

The following abbreviations are not listed in 1-CM.

| <b>Approved Abbreviation</b> | <b>Term</b>  | <b>Reference</b>             |
|------------------------------|--|------------------------------|
| ATHM                         | acid treated high moisture   | 301, 311, 323, 331, 333, 344 |
| COE                          | County Office expense  | 1701                         |
| CRS                          | Common Receivable System   | 1118, 1941, 1942             |
| CSACD                        | Customer Service and Acceptance Certification Division, SUAB, KC-ITSDO | 1744                         |
| EFT                          | electronic funds transfer  | Text                         |
| EWR                          | electronic warehouse receipt   | 1902                         |
| HM                           | high moisture  | 301, 311, 320, 323, 331, 333 |
| NHD                          | National Help Desk, KC-ITSDO   | Part 17                      |
| NPP                          | national posted price  | 726                          |
| PCP                          | posted county price  | 724, 726                     |
| PLM                          | payment limitation   | 724, 726, 1470, 1489         |
| RCP                          | regionally calculated price  | 724, 726                     |
| SUAB                         | SCOAP User Assistance Branch, KC-ITSDO                                 | 1741, 1744                   |
| TSR                          | Transaction Summary Report   | Text                         |

### Delegations of Authority

Delegation authority is provided in 8-LP, paragraph 3.





## Menu and Screen Index

The following menus and screens are displayed in this handbook.

| <b>Menu or Screen</b> | <b>Title</b>  | <b>Reference</b>     |
|-----------------------|---|----------------------|
|                       | Select Records                                      | 1489, 1489.5, 1489.6 |
|                       | Print Options                                       | 1489.6               |
| ANK52020              | Amount Due Screen                                   | 1979                 |
| PCA005                | Price Support - Main Menu                           | 1                    |
| PCA11000              | GRAZE OUT Payments Screen                           | 1978                 |
| PCA11000              | GRAZE-OUT ID Entry Screen                           | 1979                 |
| PFA10000              | Price Support – Loan Forfeiture                     | 1001                 |
| PGA000                | Price Support - Loan Deficiency Payment Making Menu | 1902                 |
| PGG1000               | GRAZE-OUT Payment Application Screen                | 1978                 |
| PGG13000              | GRAZE-OUT Correction Screen                         | 1980                 |
| PGG13000              | GRAZE-OUT Payment Application Screen                | 1978                 |
| PGG14000              | GRAZE-OUT Payments Summary Screen                   | 1978                 |
| PGG50000              | GRAZE-OUT Cancel Process Screen                     | 1979                 |
| PQA01103              | Cotton Loan/LDP Menu                                | 1489                 |
| PQA01104              | Query Type Selection Screen                         | 1489                 |
| PQA01105              | Output Device Selection Screen                      | 1489                 |
| PQA01106              | Run Reports Screen                                  | 1489                 |
| PQA01109              | Printed Report Format Selection Screen              | 1489                 |
| PQA01111              | ELDP Cotton LDP Menu                                | 1489                 |
| PQA01130              | Price Support - Commodity Menu                      | 1489                 |
| PQA015                | Price Support - Query Menu                          | 1480                 |
| PQA020                | Price Support - Crop Year Selection Menu            | 1489                 |
| PVA30000              | Display Loan Information                            | 200                  |

## Menu and Screen Index (Continued)

| <b>Menu or Screen</b> | <b>Title</b>   | <b>Paragraph</b> |
|-----------------------|--|------------------|
| PVA30005              | Additional Loan Information  | 201              |
| PVA30100              | General LDP Information  | 202              |
| PVA30105              | LDP Amount Calculations  | 203              |
| PVA31000              | Display of Farm Numbers Where Produced                                 | 201, 203         |
| PVA32000              | Display of Previous Loan Numbers                                       | 201              |
| PVA33300              | Display of Bin Information   | 201              |
| PVA33400              | Display of LDP Bin/Lot/Receipt Information                             | 203              |
| PVA33501              | Receipt Information  | 201              |
| PVA36000              | Display of Disbursement Information/Producer Share                     | 201              |
| PVA37000              | Display of Liquidated Information                                      | 201              |
| PVA37010              | Display of LDP Refund Information                                      | 203              |
| PVA38000              | Display of Receivables/Overdisbursements                               | 201              |
| PVA38100              | Display of LDP Overpayments  | 203              |
| PVA39000              | Display of Market Gain Information                                     | 201, 203         |
| PVB000                | Price Support Loan Servicing - Loan and LDP Spot-Check                 | 1505             |
| PVB005                | Price Support Loan Servicing - Printing CCC-770<br>Spot-Check Register | 1505             |
| PVB08000              | Price Support - Spotcheck Notice                                       | 1504             |

**System-Generated Spot Check Notification Letter**

The following is an example system-generated spot check notification letter that County Offices shall use to notify producers when they are selected for spot check.

|   |           |      |
|---|-----------|------|
| UNITED STATES DEPARTMENT OF AGRICULTURE<br>FARM SERVICE AGENCY  |           |      |
| ANY COUNTY OFFICE<br>123 MAIN STREET<br>ANYTOWN USA 12345-6789  |           |      |
| August 17, 2006   |           |      |
| DERRICK WILLIAMS<br>182 POLLOCK RD<br>ANYTOWN USA   |           |      |
| Dear DERRICK WILLIAMS   |           |      |
| Certified repaid marketing assistance loans (MAL's) and loan deficiency payments (LDP's) are subject to spot check. Acceptable production evidence must be submitted for all MAL's or LDP's randomly selected for spot check.   |           |      |
| The following LDP was selected for spot check.  |           |      |
| LDP   | QUANTITY  | CROP |
| 123   | 16,700.00 | CORN |
| Since your LDP was selected for spot check, acceptable production evidence is required. If the LDP quantity:  |           |      |
| <ul style="list-style-type: none"><li>• is still on the farm, you can request a paid measurement service and use the paid measurement service as acceptable production evidence. If you would like the FSA Service Center to perform the measurement service, respond within 7 days from the date of this letter. If you elect not to request a measurement service or choose not to use the measurement service, you must provide acceptable production evidence by the earlier of the following:<ul style="list-style-type: none"><li>• 15 calendar days after the commodity has been sold or fed</li><li>• the last day of the 9<sup>th</sup> month after the month in which the LDP was disbursed. Your deadline would be 10/31/06.</li></ul></li></ul> |           |      |
| If the commodity has been sold or fed, you must submit production evidence to this office within 15 calendar days of the date of this letter.   |           |      |
| Note: Failure to provide acceptable production evidence as provided in this letter will result in the repayment of the entire LDP amount plus liquidated damages.   |           |      |
| Sincerely,  |           |      |
| JOSEPH VINCENT<br>County Executive Director   |           |      |
| USDA is an equal opportunity employer.  |           |      |

