

For: State and County Offices

APSS Software in County Release No. 405
Processing 1999 Dairy Market Loss Assistance (DMLA) Program Applications

Approved by: Acting Deputy Administrator, Farm Programs



1 Overview

A

Background

USDA will make direct cash payments to dairy operations through the 1999 Dairy Market Loss Assistance (DMLA) program.

Notice LD-480 provides:

- policy and procedure for implementing DMLA
- instructions for completing CCC-1040.

Automated DMLA:

- processing instructions will be provided through PS notices
- applications and payments will be processed through APSS software.

B

Purpose

This notice provides County Offices with automation instructions for:

- entering and storing DMLA application data
- modifying stored DMLA application data before upload to KCMO
- deleting DMLA application data before upload to KCMO
- printing DMLA application summary reports at the County Office level.

Important: County Offices shall not process DMLA applications through APSS before the effective date of the DMLA signup period according to Notice LD-480, subparagraph 1 A.

<p>Disposal Date</p> <p>September 1, 1999</p>	<p>Distribution</p> <p>State Offices; States Offices relay to County Offices</p>
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2 DMLA Program **Basic Information**

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Electronic CCC-1040

CCC-1040 is available to the general public electronically from the PSD web site at <http://www.fsa.usda.gov/dafp/psd/>. From the PSD Home Page, select “Commodity Loan/LDP Forms” to access CCC-1040.

B

Basic DMLA Information

DMLA:

- program code is “**99DMLA**”
 - applications shall be by dairy **operation** according to subparagraph C.
-

C

Dairy Operation

A dairy “operation” is any individual, group of individuals, partnership, corporation, estate, trust, association, cooperative, or other business enterprise or legal entity who is, or whose members are, a citizen or citizens of, or legal resident alien or aliens in the United States. Native Americans are eligible.

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2 DMLA Program **Basic Information (Continued)**

D DMLA Automation Process

DMLA:

- data will be entered in APSS and stored at the County Office level during the signup period
 - milk “production” for the applicable calendar year, 1997 or 1998, shall be entered in APSS in **whole pounds** and then:
 - system-converted to **cwt**.
 - when applicable, system-limited to **26,000 cwt**.
 - data:
 - from the **application** recording process will be **uploaded** from County Offices to KCMO by means of a trigger mechanism that will be broadcasted to County Offices at a date to be determined by PSD
 - cannot be entered, modified, or deleted after data is uploaded to KCMO
 - **payment rate** will be:
 - computed on the KCMO mainframe
 - determined by dividing the \$200 million allocation by the national total eligible cwt.
 - **broadcasted** from KCMO to County Offices at a date to be determined by PSD
 - payments:
 - will be issued at the County Office level
 - can be issued as either **CCC-184** or **EFT**
 - are subject to **Assignment** and **Joint Payment** and **setoff**.
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3 Getting Started With Entering DMLA Application Data

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Accessing DMLA Processing Menu County Offices shall take the following action to access the DMLA Processing Menu.

Step	Action	Result
1	On Application Selection Menu FAX07001: <ul style="list-style-type: none"> • ENTER “13”, “Price Support” • PRESS “Enter”. 	Price Support Main Menu PCA005 will be displayed.
2	On Menu PCA005: <ul style="list-style-type: none"> • ENTER “10”, “Perform Special Functions” • PRESS “Enter”. 	Special Price Support Functions Processing Menu PCA000.
3	On Menu PCA000: <ul style="list-style-type: none"> • ENTER “2”, “Perform Dairy Market Loss Assistance (DMLA) Processing Functions” • PRESS “Enter”. 	When option “2” is selected: <ul style="list-style-type: none"> • for the first time, Screen PKE00000 will be displayed with the following 2 messages: <ul style="list-style-type: none"> • “No Dairy Market Loss Assistance Files have been found for (County)” • “Press ‘Enter’ to create empty DMLA Files” • after empty DMLA files have been created, DMLA Processing Menu PMA000 will be displayed.

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3 Getting Started With Entering DMLA Application Data (Continued)

B DMLA Processing Menu PMA000

This is an example of DMLA Processing Menu PMA000.

```
COMMAND                                PMA000
DAIRY MARKET LOSS ASSISTANCE PROGRAM - PROCESSING MENU
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  1. Entering and Storing DMLA Application Data
  2. Delete a DMLA Application Before Upload
*3. Issuing DMLA Payments
*4. Canceling DMLA Payables
*5. Recording DMLA Overpayments
  6. Print Stored DMLA Application Data
*7. Print Stored DMLA Payment Data

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

Enter option and press the "Enter" key
Cmd3=Previous Menu
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Installing County Release No. 405 activates:

- option "1" for:
 - entering initial DMLA application data before upload according to paragraph 4
 - modifying stored DMLA application data before upload according to paragraph 5
 - option "2" for deleting stored DMLA data before upload according to paragraph 6
 - option "6" for printing summary reports of stored DMLA application data according to paragraph 7.
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4 Entering and Storing DMLA Application Data

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Entering Initial DMLA Application Data

To enter initial DMLA application data, select option “1” on Menu PMA000, PRESS “Enter”, and Screen PMA31000 will be displayed as follows.

077-MARTINDALE	PMA31000
DAIRY MARKET LOSS ASSISTANCE	Version: AA52 04-12-99 14:06 Term C5
Enter Contact Producer's Last Name AMIDEI or	
Contact Producer's ID (Numeric)	and (Optional) Type (S, I, E or T) . .
Program Year 99	DMLA Number (N)ew N
Press "Enter" To Continue Cmd3=Previous Menu Cmd7=End of Job	

On Screen PMA31000:

- follow instructions in 14-PS, Part 3 for entering **contact** producer information
- the program year will be “system-displayed” and cannot be changed
- “N” or “New” is required in the DMLA number field
- the DMLA number will be “system-assigned”
- enter ID entity type according to eligibility instructions in Notice LD-480.

After completing entries on Screen PMA31000, PRESS “Enter”.

Screen PMA31010 will be displayed.

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4 Entering and Storing DMLA Application Data (Continued)

B

**Producer
Verification**

This is an example of Screen PMA31010. **Contact** producer information will be displayed for user verification.

077-MARTINDALE		PMA31010	
DAIRY MARKET LOSS ASSISTANCE		Version: AA52 04-12-99 14:06 Term C5	
Contact Producer's Last Name	AMIDEI	Producer's ID	222 22 2222 S
Program Year	99	DMLA Number	NEW
Contact Producer's Name	(First Middle Last Suffix)		
ROBERT AMIDEI			
Producer's Address	RR 1 BOX 74 PHILLIP, ZZ 33333-3333		
Is this the correct producer? (Y or N) . .			
Press "Enter" To Continue Cmd3=Previous Menu Cmd7=End of Job			

After verifying producer information, PRESS "Enter". Screen PMA10000 will be displayed.

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4 Entering and Storing DMLA Application Data (Continued)

C
DMLA Screen
PMA10000 for
Multiple
Producers

This is an example of Screen PMA10000. The following information will be displayed:

- DMLA payment year that cannot be changed
- question, “Does this DMLA Application have multiple producers?”

SIGN-UP	077-MARTINDALE	PMA10000
DAIRY MARKET LOSS ASSISTANCE	Version: AA52 04-12-99 14:06 Term	C5
ROBERT AMIDEI	PY 99	DMLA # 1
Dairy Market Loss Assistance for payment year 1999		
Does this DMLA Application have multiple producers? (Y or N) . .		
Press “Enter” To Continue Cmd7=End of Job		

An answer to the question is required. The user shall select either of the following:

- “N” and PRESS “Enter”, Screen PMA15000 will be displayed, go to subparagraph F
- “Y” and PRESS “Enter”, Screen PMA12000 will be displayed, go to subparagraph D.

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4 Entering and Storing DMLA Application Data (Continued)

D Recording Multiple Producers

This is an example of Screen PMA12000 for recording DMLA multiple producers.

SIGN-UP	077-MARTINDALE	PMA12000
DAIRY MARKET LOSS ASSISTANCE	Version: AA52 04-12-99 14:06 Term	C5
ROBERT AMIDEI	PY 99	DMLA # 1

Enter the Last Name or ID Number for the producer who will share in the proceeds of this DMLA.

 Last Name

 ID Number (Numeric)

Are there additional producers? (Y or N) . .

Press "Enter" To Continue Cmd3=Previous Screen Cmd7=End of Job

For general instructions for recording multiple producers, see 12-PS, paragraph 312.

After all multiple producer entries have been recorded on Screen PMA12000, PRESS "Enter". Screen PMA12500 will be displayed.

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4 Entering and Storing DMLA Application Data (Continued)

E Multiple Producer Shares

This is an example of Screen PMA12500 for recording multiple producer shares.

SIGN-UP	077-MARTINDALE	PMA12500
DAIRY MARKET LOSS ASSISTANCE	Version: AA52 04-12-99 14:06 Term	C5
ROBERT AMIDEI	PY 99	DMLA # 1
Enter each producer's share in this DMLA as a whole percentage. Total DMLA Percent to be allocated: 100		
NAME	PERCENTAGE (%)	
ROBERT AMIDEI	45	
JACK MEIS	55	
Press "Enter" To Continue Cmd3=Previous Screen Cmd7=End of Job		

Shares entries are required.

Screen PMA12500:

- **requires** producer shares to be:
 - entered as a whole percentage
 - total 100 percent
- allows for entry of a zero share.

After all shares have been recorded and total 100 percent, PRESS "Enter".
Screen PMA15000 will be displayed.

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4 Entering and Storing DMLA Application Data (Continued)

F

Milk Marketings

This is an example of Screen PMA15000 for entering milk marketings.

SIGN-UP	077-MARTINDALE	PMA15000
DAIRY MARKET LOSS ASSISTANCE	Version: AA52 04-12-99 14:06 Term	C5
ROBERT AMIDEI	PY 99	DMLA # 1
Enter Name of Dairy Operation from CCC-1040: ROBERT'S MOO COWS		
Enter Milk Marketings (production) for only the applicable calendar year in whole pounds:		
Calendar Year	Production in Whole Pounds	
1997 Production	9,999,999,999 lbs. 100,000,000 cwt. 26,000 cwt.	
Press "Enter" To Continue Cmd3=Previous Screen Cmd7=End of Job		
Production has been limited to the maximum allowable quantity of 26,000 cwt.		

The following entries are **required** entries on Screen PMA15000.

- name of the dairy operation
- milk marketings in **whole pounds** for 1 calendar year only, either 1997 or 1998.

After milk "production" has been entered in **whole pounds**, PRESS "Enter":

- the system will convert whole pounds to **whole cwt.** and display result
- when applicable, system-limit the calculated cwt. to the maximum allowable quantity of **26,000 cwt.** and display the result.

After user entries and system displays have been completed on Screen PMA15000, PRESS "Enter". Screen PMA15005 will be displayed.

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4 Entering and Storing DMLA Application Data (Continued)

G
DMLA Payment
Summary Screen
PMA15005

This is an example of Screen PMA15005. DMLA payment summary data will be displayed on this screen.

SIGN-UP	077-MARTINDALE	PMA15005	
DAIRY MARKET LOSS ASSISTANCE	Version: AA52 04-12-99 14:06 Term	C5	
ROBERT AMIDEI	PY 99 DMLA #	1	
DMLA Payment Summary			
Year	Allowable Production	Payment Rate	Payment Amount
1997	26,000 cwt.	00.00	0.00
Press "Enter" to store data for upload to KCMO and to print DMLA Application Data Statement.			
Press "Enter" To Continue Cmd3=Previous Screen Cmd7=End of Job			

The following will be displayed on Screen PMA15005:

- the applicable calendar year of the milk "production"
- maximum allowable "production" in cwt.
- zeros in the payment rate field
- zeros in the payment amount field.

When the user presses "Enter" on Screen PMA15005, the:

- entered DMLA data will be "system-stored" for later upload to KCMO
- **DMLA Application Data Statement** will be printed on the selected printer.

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4 Entering and Storing DMLA Application Data (Continued)

**H
DMLA
Application Data
Statement**

This is an example of the **DMLA Application Data Statement**. Continuation sheet(s) of this statement will be printed automatically at the user selected printer until all producers' information has been printed.

U. S. DEPARTMENT OF AGRICULTURE Commodity Credit Corporation DMLA Application Data Statement			
Name & Address of Contact Producer		Program	St. & Co. Codes
Robert Amedei RR 1 BOX 74 PHILIPPS, ZZ 33333-3333		DMLA	51-001

This Dairy Market Loss Assistance program information will be uploaded to KCMO for payment rate calculation, per hundredweight, according to the information provided on form CCC-1040 filed by the producer(s) shown below.			

Name of Dairy Operation: ROBERT'S MOO COWS			
DMLA Number:	00001		
Payment Year:	1999		
Transaction Date:	04/12/99		

Year	Allowable Production	Payment Rate	Payment Amount
----	-----	-----	-----
1997	26,000 cwt.		

PRODUCER	ID NUMBER	SHARE	DMLA AMOUNT
-----	-----	-----	-----
ROBERT AMIDEI	222 22 2222	45 %	0.00
JACK MEIS	777 77 7777	55 %	0.00

	DATE	NAME & ADDRESS OF COUNTY FSA OFFICE	
		Martindale County FSA Office Box 66, RD # 1 Martindale, ZZ 33333-3333	

This program or activity will be conducted on a nondiscriminatory basis without regard to race, color, religion, national origin, age, sex, sexual orientation, marital status, or disability.			

Notice PS-306

5 Modifying DMLA Application Data Before Upload to KCMO

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Modifying Stored DMLA Data Before Upload

To **modify** stored DMLA data, select option “1” on DMLA Menu PMA000 and PRESS “Enter”. Screen PMA31000 will be displayed to allow the user to identify the **contact** producer for the stored DMLA data to be **modified**.

When **modifying** DMLA application data, on Screen PMA31000:

- follow general instructions in 14-PS, Part 3, for recording basic **contact** producer information
- enter the DMLA number of the data to be **modified**
- PRESS “Enter” and Screen PMA31010 will be displayed for individual producers, or Screen 31500 will be displayed for multiple producers, for **contact** producer verification.

After verifying **contact** producer information on Screen PMA31010 or Screen 31500, PRESS “Enter”. Screen PMA10000 will be displayed.

After Screen PMA10000 has been displayed, follow general instructions in subparagraphs 4 C through H, as applicable, to **modify** DMLA application data.

Notice PS-306

6 Deleting DMLA Application Data Before Upload to KCMO

A

Deleting DMLA Data Before Upload

To **delete** DMLA application data, select option “2” on DMLA Menu PMA000 and PRESS “Enter”. Screen PMA31000 will be displayed to allow the user to identify the **contact** producer for DMLA data to be **deleted**.

When **deleting** DMLA application data, on Screen PMA31000:

- follow general instructions in 14-PS, Part 3, for recording basic **contact** producer information
- enter the DMLA number for the application to be **deleted**
- PRESS “Enter” and Screen PMA31010 will be displayed for individual producers, or Screen 31500 will be displayed for multiple producers, for **contact** producer verification.

After verifying **contact** producer information on Screen PMA31010 or Screen 31500, PRESS “Enter”. Screen PMA10500 will be displayed.

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Notice PS-306

6 Deleting DMLA Application Data Before Upload to KCMO (Continued)

A
Deleting DMLA
Data Before
Upload
(Continued)

This is an example of Screen PMA10500 which will allow users to **delete** an entire stored DMLA application.

SIGN-UP	077-MARTINDALE	PMA10500	
DAIRY MARKET LOSS ASSISTANCE	Version: AA52 04-12-99 14:06 Term	C5	
ROBERT AMIDEI	PY 99	DMLA # 1	
Delete DMLA Data			
Name of Dairy Operation from CCC-1040: ROBERT'S MOO COWS			
Sign-Up Transaction Date 04-12-99			
Year	Allowable Production	Payment Rate	Payment Amount
1997	26,000 cwt.		
Press "Enter" to DELETE information associated with this DMLA number.			
Cmd7=End of Job			

On Screen PMA10500, when the user:

- presses "Enter" to **delete** a DMLA application:
 - an informational screen will be displayed for 5 seconds informing the user that the selected application is being **deleted**
 - after the informational screen is displayed, DMLA Menu PMA000 will be automatically redisplayed and allow for the next transaction
 - selects "Cmd7" to end the job, DMLA Menu PMA000 will be automatically redisplayed and allow for the next transaction.
-

7 **Printing County DMLA Summary Report for 1999 Payment Year**

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**Printing a
County DMLA
Summary Report**

To **print** a county DMLA summary report before or after application data upload, select option “6” on DMLA Menu PMA000 and PRESS “Enter”.

A screen will be displayed for the user to select the printer and number of copies.

Another screen will be displayed with the message that the report is being printed on the selected printer.

The **County DMLA Summary Report for 1999 Payment Year** will be printed with:

- **detail** data, as applicable, for each DMLA number printed under these headings:
 - DMLA number
 - transaction (signup) date
 - date of payment
 - program code
 - producer name (first contact producer, then all others)
 - producer percentage share
 - allowable production in cwt.
 - payment rate per cwt.
 - total payment amount

- **total** data, as applicable, for the County Office printed to the right of the categories:
 - number of DMLA’s
 - total DMLA payments.

After the report is printed, DMLA Processing Menu PMA000 will be automatically redisplayed for the next transaction.

Notice PS-306

8 Data Upload to KCMO, Computing the Payment Rate and Rate Table Download

A

DMLA Data Upload and Download

Future PS notices and Information Bulletins will provide information about and instructions for:

- **upload** of DMLA application data from County Offices to the KCMO-based mainframe computer for calculation of the DMLA payment rate
 - **download** of a DMLA Payment Rate Table to County Offices to facilitate DMLA payments
 - **processing DMLA payments** at the County Office level.
-