

For: State and County Offices

**Establishing Manual Receivables in NRRS for Margin Protection Program
for Dairy (MPP-Dairy) Producers 2016 Administrative and Premium Fees**

Approved by: Acting Deputy Administrator, Farm Programs



1 Overview

A Background

MPP-Dairy provides basic CAT-level coverage for an administrative fee due annually, and buy-up coverage for a premium fee. A participating dairy operation that fails to pay a required administrative fee by October 31 or applicable premium fee by September 1st remains legally obligated to pay such fees. County Offices **must** manually establish a receivable in NRRS no later than **November 23, 2016** for participating MPP-Dairy operations that fail to do the following:

- make a 2016 coverage election and pay the 2016 administrative fee
- pay total outstanding 2016 premium fee, if applicable.

Until the MPP-Dairy software is enhanced to automatically establish receivables for MPP-Dairy program fees, receivables for outstanding program year 2016 administrative and premium fees must be manually recorded in NRRS using applicable program codes as follows:

- **16MPPDADMINFEE** for the administrative fee
- **16MPPDPREMFEE** for the premium fee.

Note: COC must **not** approve CCC-782's for 2016 coverage if the \$100 administrative fee for 2016 is not received by **COB October 31, 2016**. Administrative fees paid after October 31, 2016, are to be applied to the receivable established according to paragraph 2.

B Purpose

This notice provides instructions to State and County Offices for establishing a receivable in NRRS for outstanding MPP-Dairy 2016 administrative and premium fees not paid by COB October 31, 2016.

Disposal Date	Distribution
June 1, 2017	State Offices; State Offices relay to County Offices

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1 Overview (Continued)

C Contact

If there are questions about this notice, contact 1 of the following.

Issue	Contact
NRRS Software-related Problems	Contact the National Help Desk at 800-255-2434 or 816-926-1552. Note: Select option 3 for hardware and application software.
NRRS Procedures	Contact Rhonda Anthony by either of the following: <ul style="list-style-type: none">• e-mail at rhonda.anthony@kcc.usda.gov, and cc: NRRS-Production@kcc.usda.gov• telephone at 816-926-6330.
MPP-Dairy Policy	Dani Cooke at danielle.cooke@wdc.usda.gov .

D State Office Action

State Offices shall ensure that County Offices:

- are immediately informed of the contents of this notice
- continue to follow procedure in 1-MPP
- direct questions about MPP-Dairy program policy and procedure to the National Office according to subparagraph 1 C.

E County Office Action

County Offices shall:

- take appropriate action to establish receivables in NRRS by November 23, 2016 for all outstanding MPP-Dairy program administrative fees and premium fees, if applicable, not paid by **October 31, 2016**
- not approve CCC-782's for 2016 administrative fees submitted after October 31, 2016
- not record 2016 premium remittances through the MPP automated system after the manual receivable has been established
- continue to follow procedure in 1-MPP
- forward questions about the contents of this notice to the State Office MPP-Dairy Specialist.

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2 Coverage Year 2017 CCC-782 Contracts

A Approving 2017 Contracts After 2016 Premiums are Collected

COC's shall not approve 2017 contracts until the outstanding balance for 2016 premium amounts have been paid in full. Once the 2016 premium receivable has been satisfied, COC's or their designee can approve the 2017 contract if all applicable program requirements have been met. However, the approval information cannot be recorded in the system when a balance due remains on the prior year contract.

County offices shall not record 2016 premium remittances through the MPP automated system after the manual receivable has been established according to paragraph 3. The remittance shall be applied directly against the receivable created. As a result, the balance due on the 2016 contract will prevent approval of the 2017 contract in the system.

For these cases, the National Office has the ability to record the approval information in the automated system. Cases shall be submitted to PECD according to the following:

- County Offices shall provide a copy of the COC approved CCC-782 to the State Office
- State Offices shall submit the case, with the approved CCC-782, on the FSA Farm Programs Software Issues SharePoint site at https://sharepoint.fsa.usda.net/mgr/dafp/PECD/Payment_Issues/default.aspx.

3 Establishing Manual Receivable in NRRS for MPP-Dairy Administrative and Premium Fees

A Log Into NRRS

User shall log into NRRS according to 64-FI, subparagraph 17 B. After logging into NRRS, the Welcome to the NRRS Homepage will be displayed. CLICK "New Receivable" under Receivables.

B Search for a Program

From the Search for a Program Screen, in the "Program Name" field, enter the applicable program code "16MPPDADMINFEE" or "16MPPDPREMFEE", if applicable. CLICK, "Search".



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3 Establishing Manual Receivable in NRRS for MPP-Dairy Administrative and Premium Fees (Continued)

C Program Code Search Results

The Program Code Search Results Screen will be displayed. For example, from the listed results, CLICK the button next the applicable program code, “16MPPDADMINFEE” or “16MPPDPREMFEE”. CLICK “Select”.

Program Code Search Results

Accounting Program Codes	
Name	Description
<input type="checkbox"/> 16MPPDPREFEE	MARGIN PROTECTION - PREMIUM FEE

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3 Establishing Manual Receivable in NRRS for MPP-Dairy Administrative and Premium Fees (Continued)

D Create New Receivable

The Create New Receivable Screen will be displayed.

Create New Receivable

All required fields are denoted by an asterisk (*).

* Date of Indebtedness: (mm/dd/yyyy) ?

* Budget Fiscal Year: ?

* Select State / County: 48 TX - 303 Lubbock ?

Principal Amounts

Program Code: 15MPPDPREMFEE - MARGIN PROTECTION - PREMIUM FEE

* Program Amount : (\$) ?

Interest Information

Late Payment Interest

Late Payment Interest will apply. The rate will be automatically assigned when the first demand letter is issued.

Reference Fields

Establishment Discovery Code: Select Discovery Code ?

Basis Reason Code: Select Basis Reason Code ?

Audit Number: ?

Reference Type Code	Reference Number
Select a Reference Code	<input type="text"/>
Select a Reference Code	<input type="text"/>
Select a Reference Code	<input type="text"/>
Select a Reference Code	<input type="text"/>
Select a Reference Code	<input type="text"/>

Remarks (limit 255 characters):

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D Create New Receivable (Continued)

Complete the Create New Receivable Screen according to the following steps.

Step	Field	Description
1	Date of Indebtedness (mm/dd/yyyy)	Enter “ 10/31/2016 ” for the administrative fee. Enter “ 10/01/2016 ” for the premium fee.
2	Budget Fiscal Year	Enter “ 2016 ”.
3	Select State /County	Select applicable office from buy-up coverage from the drop-down list. Note: Only if a multi-county office.
4	Program Code	Prefilled field based on Program Code Search Results Screen selection.
5	Program Amount	Outstanding fee amount due.
6	Interest Information	“ Late Payment Interest ”, rate will be automatically applied by NRRS when the first demand letter is issued.
7	Establishment Discovery Code	Select “ Program Operations ” from the drop-down list.
8	Basis Reason Code	Select “ Noncompliance with Program Requirements ” from the drop-down list.
9	Audit Number	Not Applicable.
10	Reference Type Code and Reference Number	Reference Type Code. Select the following: <ul style="list-style-type: none"> • “Farm Number” from the drop-down list • Reference Number – Enter the Farm Number associated with the MPP Contract.
11	Remarks	User: <ul style="list-style-type: none"> • must enter Tract Number • must enter up to 255 characters to explain the reason the receivable is established.

Once steps are completed, CLICK “**Save & Continue**”.

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3 Establishing Manual Receivable in NRRS for MPP-Dairy Administrative and Premium Fees (Continued)

E Search for a Customer

The Search for a Customer Screen will be displayed. In the “**Tax ID**” field, enter the Dairy Operation’s TIN; from the “**Tax ID Type**” drop-down list, select TIN type. **CLICK** “**Search**”.

Note: If the dairy operation does not have a TIN, enter the TIN of the primary contact.

Current Office: [LUBBOCK COUNTY FARM SERVICE AGENCY](#)

Search for a Customer

Search By Tax ID and Type

Tax ID:

Tax ID Type:

NRRS Menu
Welcome NRRS user.
You have access to NRRS as a County level user.

Receivables
New Receivable
Search
Calculate Future Payoff

If the producer is a:

- corporation, LLC, LLP, etc., then the receivable is added for the entity, **not** the entity members
- joint venture or joint operation, then the receivable is added for each member.

F Customer Search Results

The customer search results will be displayed with customer names. To select a customer, under the “**Select**” column, **CLICK** the button for the applicable customer and **CLICK** “**Select**”.

Customer Search Results

Select	Acct Cust ID	Customer Name	Producer Source
<input checked="" type="radio"/>	11111111	John Doe	SCIMS

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3 Establishing Manual Receivable in NRRS for MPP-Dairy Administrative and Premium Fee (Continued)

G Add More Customers

The Add More Customers Screen will be displayed. Users will have the option to CLICK “Add More Customers”, if applicable, or “Create Receivable”.

IF the dairy operation is...	AND...	THEN...
the producer in CCC-782, Part F	there are no other producers in CCC-782, Part F	<ul style="list-style-type: none"> select the button under “Parent Entity” CLICK “Create Receivable”.
	there are other producers in CCC-782, Part F	<ul style="list-style-type: none"> CLICK “Add More Customers” add each producer in CCC-782, Part F CLICK the button under “Parent Entity” for the dairy operation entered in subparagraph 2 E CLICK “Create Receivable”.
not the producer in CCC-782, Part F	the primary contact is the only producer in CCC-782, Part F	<ul style="list-style-type: none"> select the button under “Parent Entity” for the primary contact CLICK “Create Receivable”.
	the primary contact is not the only producer in CCC-782, Part F	<ul style="list-style-type: none"> CLICK “Add More Customers” add each producer in CCC-782, Part F CLICK the button under “Parent Entity” for the primary contact entered in subparagraph 2 E CLICK “Create Receivable”.

Add More Customers						
<i>*Customers for Receivable (only checked customers are included)</i>						
*	Acct Cust ID	Tax ID	Tax ID Type	Customer Name	Producer Source	Parent Entity
<input checked="" type="checkbox"/>	11111111	22222222	S	John Doe	SCIMS	<input type="radio"/>

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3 Establishing Manual Receivable in NRRS for MPP-Dairy Administrative and Premium Fees (Continued)

H Receivable Creation

The Receivable Creation Confirmation Screen will be displayed. Verify information and CLICK "Confirm".

Receivable Creation Confirmation

Date of Indebtedness: 04/01/2015
Budget Fiscal Year: 2015
State / County: 48 - TX 303 - LUBBOCK

Receivable Balancer
Program Code: 16MPPDPREMFEE
Program Amount : \$100.00
Program Interest Rate : 0.000%
Program Interest Accrual: \$0.00
Penalties : \$0.00

Interest Information:
Interest Rate : 0.000%
Type: Late Payment
Interest Accrual: \$0.00

Establishment Discovery Code: Program Operations
Basis Reason Code: Noncompliance with Program Requirements
Audit Number:

Reference Fields:

Reference Fields	
Reference Type Code	Reference Number
Farm Number	1111

Receivable Customers		
Acct Cust ID	Customer Name	Producer Source
11111111	John Doe	SCIMS

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3 Establishing Manual Receivable in NRRS for MPP-Dairy Administrative and Premium Fees (Continued)

H Receivable Creation (Continued)

The Receivable Creation Successful Screen will be displayed, CLICK the “**Receivable ID**” link to view the receivable details.

Receivable Creation Successful

Success. Receivable ID [17461003](#) was successfully created.

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Note: The initial notification letter will be automatically generated three days after the manual receivable is established.