

For: State and County Offices

Correcting Payments for the Dairy Disaster Assistance Payment (DDAP-III) Program

Approved by: Acting Deputy Administrator, Farm Programs



1 Overview

A Background

Notice PS-626 provided instructions to State and County Offices for processing DDAP-III applications and payments using DDAP-III software.

Payment corrections software, while not available with the initial release of DDAP-III software, is now operational.

B Purpose

This notice provides instructions for correcting DDAP-III payments using FSA’s Intranet DDAP-III web application.

C Contact

For questions about DDAP-III corrections, contact Asime Atuboyedia by either of the following:

- e-mail to **asime.autoboyedia@wdc.usda.gov**
- telephone at 202-720-8223.

Disposal Date	Distribution
January 1, 2009 7-17-08	State Offices; State Offices relay to County Offices

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2 Getting Started

A Accessing DDAP-III Application

County Offices shall access DDAP-III functions through the FSA Intranet Home Page at <http://intranet.fsa.usda.gov/fsa>. Under “Links”, CLICK “FSA Applications”. Under “Price Support”, CLICK “DDAPIII - Dairy Disaster Assistance Payment”. The eAuthentication Warning Screen will be displayed. CLICK “Continue” and the eAuthentication Login Screen will be displayed. The following is an example of the eAuthentication Login Screen.

Enter user ID and password, and CLICK “Login”. The DDAP-III State and County Selection Screen will be displayed.

B DDAP-III Payment Correction

To correct operation/payment data, on DDAP-III State and County Selection Screen, CLICK “Correct Payment”. The following DDAP-III Correct Operation/Payment Selection Screen will be displayed.

The following correction options are available on this screen:

- Upload Corrected Spreadsheet Data
- Correct Operation Data
- Correct Payment.

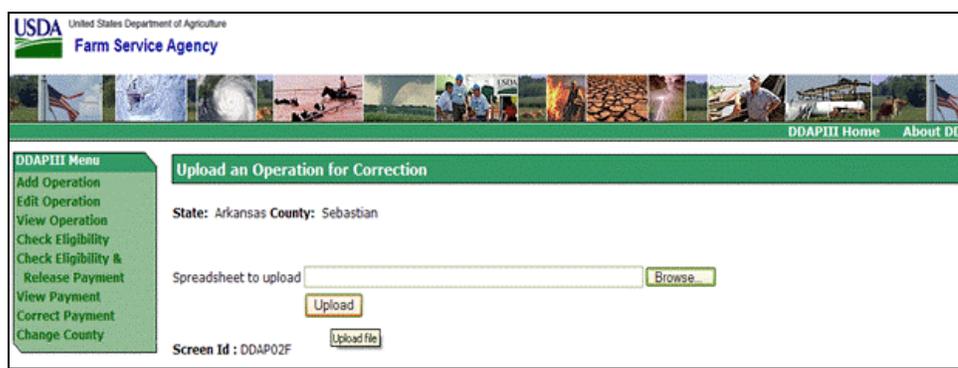
3 Payment Correction

A Uploading Corrected Spreadsheet Data

Selection of this option allows for the upload of a corrected spreadsheet into DDAP-III software. The following data elements may be corrected on the spreadsheet as applicable:

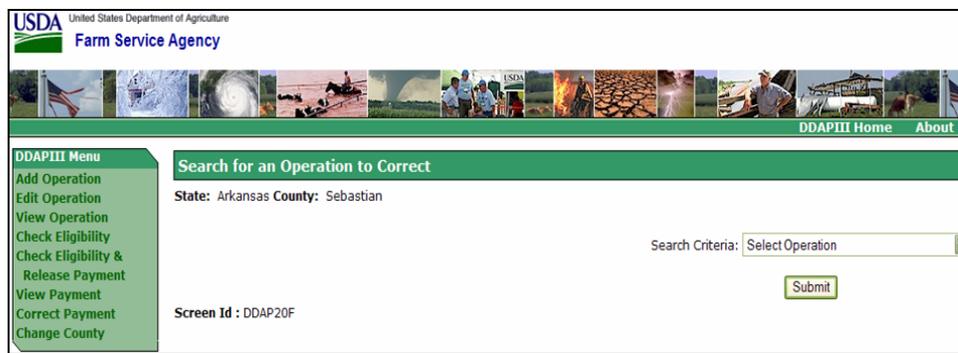
- operation name
- number of cows
- production
- COC adjustments.

After selecting the "Upload Corrected Spreadsheet Data" option, CLICK “**Next**” and the Upload an Operation for Correction Screen will be displayed. The following is an example of the Upload an Operation for Correction Screen.



CLICK “**Browse**” to view and select the applicable spreadsheet for the Operation. The complete spreadsheet path to upload may also be typed. After selecting spreadsheet, CLICK “**Upload**” to upload the corrected spreadsheet into DDAP-III operation. The Search for an Operation to Correct Screen will be displayed.

The following is an example of Search for an Operation to Correct Screen.



Select the operation name from the drop-down list and click “**Submit**”. The Correct Operation Screen will be displayed.

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3 Payment Correction (Continued)

A Uploading Corrected Spreadsheet Data (Continued)

The following is an example of DDAP-III Correct Operation Screen.

The screenshot displays the 'Correct Operation' screen in the DDAP-III system. It includes a navigation menu on the left, a header with USDA and Farm Service Agency logos, and a main content area with several data tables and a date selection field.

DDAP-III Menu

- Add Operation
- Edit Operation
- View Operation
- Check Eligibility
- Check Eligibility & Release Payment
- View Payment
- Correct Payment
- Change County

Correct Operation

Changes from new spreadsheet:
Calculated adjustment for 2005: 22000 --> 12000
Calculated adjustment for 2006: -13000 --> 0
Calculated adjustment for 2007: 10000 --> 15400

State: Arkansas County: Sebastian

Operation Name : John Mark Milk Factory

Year	Average # of Dairy Cows per Year	Annual Base Production	Production Totals		Total Calculated Adjustments	Producer Info
			Actual Production			
2005	425	554025	452300		12000	Producer Information
2006	536	699480	620000		0	Producer Information
2007	512	668160	452000		15400	Producer Information

Producer Certification

Year 2005		Share Percent	Refuse Payment
Producer Name	TaxId		
BILLY J SMITH		100 %	N

Year 2006		Share Percent	Refuse Payment
Producer Name	TaxId		
BILLY J SMITH		50 %	N
JAMES A HOOVER		50 %	N

Year 2007		Share Percent	Refuse Payment
Producer Name	TaxId		
BILLY J SMITH		100 %	N

COC Date (mm/dd/yyyy) 05/15/2008

The changes from the uploaded spreadsheet are highlighted in blue text on this screen. After verifying corrected information, enter remarks and CLICK “Submit”. The View Corrected Operation Results Screen will be displayed. Continue processing the payment correction according to subparagraph 3 C.

B Correcting Operation Data

To correct operation data, select the "Correct Operation Data" option on the DDAP-III Correct Operation/Payment Selection Screen (subparagraph 2 B). Selecting this option allows for correcting:

- producer information
- point of contact
- shares (must total 100 percent for each disaster year)
- COC date.

The “Remarks” field must be entered for any change to the data. Enter explanation of correction.

The “Refuse Payment” option should be used to cancel Operations that have only 1 disaster year or when the complete operation needs to be cancelled. This will maintain the audit trail.

After selecting the “Upload Corrected Spreadsheet Data” option, CLICK “Upload” and the Search for an Operation to Correct Screen will be displayed.

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3 Payment Correction (Continued)

B Correcting Operation Data (Continued)

The following is an example of the Search for an Operation to Correct Screen.

From the Search Criteria drop-down box, select the operation to correct and **CLICK “Submit”**. The Correct Operation Screen will be displayed.

The following is an example of the Correct Operation Screen.

Year	Average # of Dairy Cows per Year	Annual Base Production	Production Totals		Total Calculated Adjustments	Producer Info
			Actual Production			
2005	425	554625	452360		12000	Producer Information
2006	536	699480	620000		0	Producer Information
2007	512	668160	452000		15400	Producer Information

After all applicable corrections have been completed, enter remarks and **CLICK “Submit”**. The View Corrected Operation Results Screen will be displayed.

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3 Payment Correction (Continued)

B Correcting Operation Data (Continued)

The following is an example of the View Corrected Operation Results Screen.

View Corrected Operation Results					
<small>DDAPIII Home Add Operation Edit Operation View Operation Check Eligibility Check Eligibility & Release Payment View Payment Correct Payment Change County</small>	Dairy Disaster Assistance Payment Program (DDAPIII) Application				
	County FSA Office Name and Address		County FSA Office Telephone Number		
	SEBASTIAN COUNTY FARM SERVICE AGENCY 3913 BROOKEN HILL DRIVE FT. SMITH, AR 72908-9289		(479)646-8300		
	State: Arkansas		County: Sebastian		
	Name of Dairy Operation: John Mark Milk Factory		Application status: Partially Paid		
	Application Date: 07/09/2008		COC Signed Date: 06/25/2008		
	Contact Producer Information				
	Year 2005				
	BILLY J SMITH				
	Year 2006				
BILLY J SMITH					
Year 2007					
BILLY J SMITH					
Producer Certification					
Year 2005 - Application Number: 54					
Producer Name	TaxId	Date Signed	Share Percent	Refuse Payment	
BILLY J SMITH		05/12/2008	100 %	N	
Year 2006 - Application Number: 53					
Producer Name	TaxId	Date Signed	Share Percent	Refuse Payment	
BILLY J SMITH		05/12/2008	50 %	N	
JAMES A HOOVER		05/12/2008	50 %	N	
Year 2007 - Application Number: 54					
Producer Name	TaxId	Date Signed	Share Percent	Refuse Payment	
BILLY J SMITH		05/12/2008	100 %	N	

After verifying corrected information, continue processing payment correction according to subparagraph 3 C.

Note: A detailed help file can be accessed by clicking “Help”. Additional processing information is also made available in the User Guide.

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3 Payment Correction (Continued)

C Correcting Payments

Select the "Correct Payment" option on the Correct Operation/Payment Selection Screen to correct payments because of modifications made to the:

- spreadsheet, according to subparagraph 3 A
- operation data, according to subparagraph 3 B
- eligibility status
- insufficient eFunds on initial payment.

Note: Before selecting the Correct Payment radio button, ensure eligibility status by selecting the "Check Eligibility" link.

CLICK “Next” and the DDAP-III Search for a Payment to Correct Screen will be displayed.

The following is an example of the DDAP-III Search for a Payment to Correct Screen.

USDA United States Department of Agriculture
Farm Service Agency

DDAP-III Menu
Add Operation
Edit Operation
View Operation
Check Eligibility
Check Eligibility & Release Payment
View Payment
Correct Payment
Change County

Search for a Payment to Correct
State: Arkansas County: Sebastian

Search Criteria: Select Operation
Submit
Submit search criteria

Screen Id : DDAP20COP

After selecting the operation in which payment is to be corrected, CLICK “Submit” and the Correct Payment Screen will be displayed.

The following is an example of the Correct Payment Screen.

USDA United States Department of Agriculture
Farm Service Agency

DDAP-III Menu
Add Operation
Edit Operation
View Operation
Check Eligibility
Check Eligibility & Release Payment
View Payment
Correct Payment
Change County

Correct Payment
State: Arkansas County: Sebastian

Operation Name: John Mark Milk Factory

Year:	Producer Name	Tax Id	Original Paid Amount	New Amount	Net Payment
2005 Application number: 54	BILLY J SMITH		\$793.72	\$198.73	(\$594.99)
2006 Application number: 53	BILLY J SMITH		\$0.00	\$0.00	\$0.00
	JAMES A HOOVER		\$0.00	\$0.00	\$0.00
2007 Application number: 54	BILLY J SMITH		\$6,985.12	\$7,392.78	\$407.66

Submit
Screen Id : DDAP20COP1
Submit

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After verifying the payment information (both over/underpayments), CLICK “Submit” to accept the correction. The Correct Payment Confirmation Screen will be displayed.

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3 Payment Correction (Continued)

C Correcting Payments (Continued)

The following is an example of the Correct Payment Confirmation Screen.

Correct Payment Confirmation					
State: Arkansas			County: Sebastian		
Operation Name: John Mark Milk Factory					
Producer Name	Tax Id	Net Payment	Payment Type	Confirmation Number	
Program Year: 2005 Application Number: 54					
BILLY J SMITH		(\$793.72)	Cancel Payment	710077805131	
BILLY J SMITH		\$198.73	Payment	7100779	
Program Year: 2007 Application Number: 54					
BILLY J SMITH		(\$6,985.12)	Cancel Payment	710080305131	
BILLY J SMITH		\$7,392.78	Payment	7100805	
Screen Id : DDAP20COPC Back to Top					

D View Payment

The following is an example of the View Payment Screen when View Payment is selected from the DDAPIII Menu.

View Payment						
State: Arkansas			County: Sebastian			
Operation Name: John Mark Milk Factory						
Producer	Tax Id	Amount	Date	Payment Type	Confirmation Number	
Program Year: 2005 Application Number: 54						
BILLY J SMITH		\$793.72	07/09/2008	Payment	7100778	
BILLY J SMITH		(\$793.72)	07/09/2008	Cancel Payment	710077805131	
BILLY J SMITH		\$198.73	07/09/2008	Payment	7100779	
Program Year: 2006 Application Number: 53						
BILLY J SMITH		\$0.00	07/09/2008	Payment	0	
JAMES A HOOVER		\$0.00	07/09/2008	Payment	0	
Program Year: 2007 Application Number: 54						
BILLY J SMITH		\$6,985.12	07/09/2008	Payment	7100803	
BILLY J SMITH		(\$6,985.12)	07/09/2008	Cancel Payment	710080305131	
BILLY J SMITH		\$7,392.78	07/09/2008	Payment	7100805	
Screen Id : DDAP52VP Back to Top						

Overpayments will be displayed in parenthesis (example: (\$793.72)). Underpayments (payments) will displayed as whole numbers.

Note: Corrections and 2005 Offsets: For Application Year 2005, if a producer has a 2005 offset; the offset amount will be included in the computation for corrections.