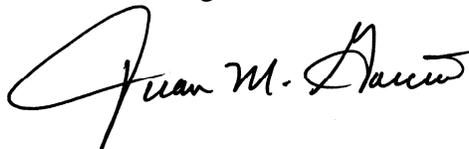


For: State and County Offices

MILC Reconstitutions

Approved by: Deputy Administrator, Farm Programs



1 Overview

A Background

MILC reconstitutions allow a dairy operation to reorganize or restructure the constitution or makeup of their operation into another organizational framework, according to 11-LD, paragraph 53.

MILC reconstitution functionality was **not** available with the earlier releases of MILC software. Therefore, MILC reconstitutions required County Offices to manually track production limitations for combined operations that formed a newly reconstituted dairy operation.

MILC software has been enhanced to allow County Offices to access MILC contracts for processing reconstitution by:

- merging (combining) a dairy operation with 1 or more dairy operations (reconstitution by combination)
- dividing an existing MILC contract into 1 or more new contracts (reconstitution by division).

B Purpose

This notice provides instructions for processing MILC reconstitutions in the MILC software.

Disposal Date	Distribution
May 1, 2012 11-29-11	State Offices; State Offices relay to County Offices

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2 Getting Started

A Accessing MILC Software

County Offices shall access MILC functions through the FSA Intranet Home Page at <http://intranet.fsa.usda.gov/fsa>. Under “Resources”, CLICK “FSA Applications”. Under Price Support, CLICK “MILC - Milk Income Loss Contract”. The eAuthentication Warning Screen will be displayed. CLICK “I Agree” and the eAuthentication Login Screen will be displayed. Enter user ID and password, and CLICK “Login”. The Select County Screen will be displayed.

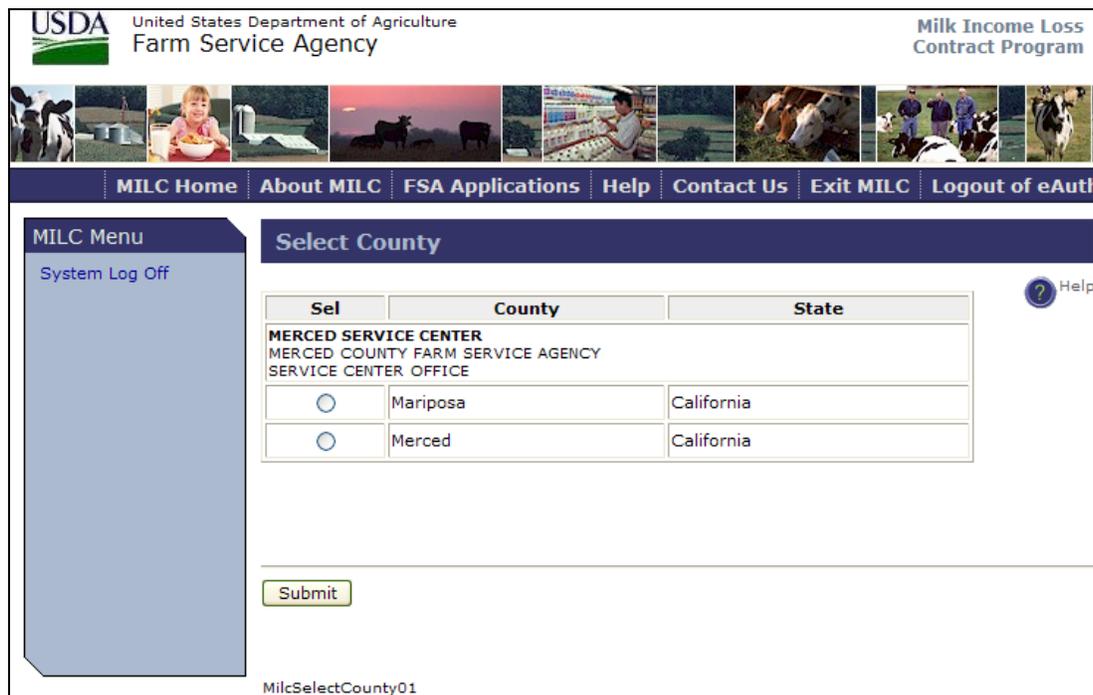
B Select County Screen

The following is an example of the Select County Screen in a multi-county Service Center. The Select County Screen lists all counties serviced by the FSA Service Center. After selecting a County Office, CLICK “Submit”. The MILC Home Page will be displayed.

Notes: Always use the software screen’s “Back” button to return to a previous page. Do **not** use the browser’s “Back” button.

CLICK “” on each screen for help information on:

- the description of the page
- how to use the page
- users of the page
- frequently asked questions.



Sel	County	State
MERCED SERVICE CENTER MERCED COUNTY FARM SERVICE AGENCY SERVICE CENTER OFFICE		
<input type="radio"/>	Mariposa	California
<input type="radio"/>	Merced	California

Submit

MilcSelectCounty01

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2 Getting Started (Continued)

C MILC Home Page

The MILC Home Page allows access to the payment reconstitution options.

After successful county selection, the following MILC Home Page will be displayed with the message, "Success".

The screenshot displays the MILC Home Page interface. At the top, the USDA logo and text "United States Department of Agriculture Farm Service Agency" are on the left, and "Milk Income Loss Contract Program" is on the right. Below this is a horizontal banner with several small images related to farming. A navigation bar contains links: "MILC Home", "About MILC", "FSA Applications", "Help", "Contact Us", "Exit MILC", and "Logout of eAuth".

The main content area is divided into two sections. On the left is a "MILC Menu" with the following items: "Contracts" (with sub-links "MILC Contracts"), "Producer" (with sub-links "Update Producer", "Producer Inquiry"), "Production" (with sub-links "Update Production", "Production Inquiry"), "Payments" (with sub-links "Monthly Payment", "Cancel Payment", "Payment Correction", "Payment Inquiry"), "Reports" (with sub-link "MILC Reports"), and "Other" (with sub-links "Change County", "System Log Off").

The right section, titled "MILC Home", shows the user's location: "State: California County: Merced". Below this, a "Success" message is displayed. A "Help" icon is visible in the top right corner of the main content area. At the bottom right, there is a "Back to Top ^" link. The footer of the page contains the text "MilcHome01".

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2 Getting Started (Continued)

D MILC Contracts Screen

To process a MILC reconstitution, under MILC Menu Contracts, CLICK “**MILC Contracts**”. The following MILC Contracts Menu Contracts List will be displayed.

USDA United States Department of Agriculture Farm Service Agency Milk Income Loss Contract Program

MILC Home About MILC FSA Applications Help Contact Us Exit MILC Logout of eAuth

MILC Contracts Menu

Contracts List

Record a Contract
Change a Contract
Contract Inquiry
Transfer Contract
Resolve Transfer
Suspend a Contract
Activate a Contract
Reconstitute Contract (Combination)
Reconstitute Contract (Division)

State: California County: Merced Help

Cancel

MilkContractsList01

CLICK “**Reconstitute Contract (Combination)**” to reconstitute contract by combination.

The Reconstitute Contract (Combination) – New Contract Screen will be displayed.

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3 Reconstitute Contract by Combination

A Reconstitute Contract (Combination) – New Contract Screen

The following is an example of the Reconstitute Contract (Combination) – New Contract Screen.

USDA United States Department of Agriculture Farm Service Agency Milk Income Loss Contract Program

MILC Home About MILC FSA Applications Help Contact Us Exit MILC Logout of eAuth

Reconstitute Contract (Combination) - New Contract

State: California County: Merced ? Help

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

* Dairy Operation Name: New Dairy Inc

* Reconstitution Effective Date (mm/dd/yyyy): 10/03/2011

* Payment Start Month
2012 Start Month: October

Next Back Cancel

MilcReconContract01

Enter the following required information:

- dairy operation name (the name for the newly combined dairy operation)
- reconstitution effective date
- payment start month.

After entering the information, CLICK “Next”. The Reconstitute Contract (Combination) – Contract Screen will be displayed.

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3 Reconstitute Contract by Combination (Continued)

B Reconstitute Contract (Combination) – Contract Selection Screen

The following is an example of the Reconstitute Contract (Combination) – Contract Selection Screen displaying all paid MILC contracts for the selected county.

Contract ID	Description
<input type="checkbox"/>	319 Valentine (Reconstituted)
<input checked="" type="checkbox"/>	320 V03_061.01 Testing Eligibility for LP(05)
<input checked="" type="checkbox"/>	321 V03_061.01 Testing Eligibility for Estate(06)
<input type="checkbox"/>	322 V03_061.01 Testing Eligibility for TR (07S)
<input type="checkbox"/>	323 V03_061.01 Testing Eligibility for TR(07E)
<input type="checkbox"/>	324 V03_061.01 Testing Eligibility for T-IR(17)
<input type="checkbox"/>	325 V03_061.01 Testing Eligibility for NPO(10)

Select the contracts to be combined, and CLICK “**Next**”. The Reconstitution Contract (Combination) – Summary Screen will be displayed.

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3 Reconstitute Contract by Combination (Continued)

C Reconstitute Contract (Combination) – Summary Screen

The following is an example of the Reconstitute Contract (Combination) - Summary Screen that displays the following:

- original contracts for reconstitution
- new contracts after reconstitution
- acceptance and approval date
- payment start month.

MILC Home About MILC FSA Applications Help Contact Us Exit MILC Logout of eAuth

Reconstitute Contract (Combination) - Summary

State: California County: Merced Help

Original Contracts for Reconstitution

Dairy Operation	Contract No.	Production Pounds
V03_061.01 Testing Eligibility for LP(05)	320	0 lbs
V03_061.01 Testing Eligibility for Estate(06)	321	0 lbs

New Contract(s) after Reconstitution

Dairy Operation	Acceptance and Approval
New Dairy Inc	Reconstitution Effective Date: 10/03/2011
County FSA Office Information	Payment Start Month
Name and Address of County FSA Office (Including ZIP code)	FY 2010 Payment Start Month Unavailable
MERCED COUNTY FARM SERVICE AGENCY 2135 WARDROBE AVE STE C MERCED, CA 95341	FY 2011 Payment Start Month Unavailable
Telephone Number (Including Area Code):	FY 2012 Payment Start Month October
(209)722-4119	Production
	Pounds 0 lbs
	Maximum Production 2,985,000 lbs
	Contract Maximum Production 2,985,000 lbs

Submit Back Cancel

MilcReconContract03

Notes: On the Reconstitute Contract (Combination) - Summary Screen, CLICK:

- “**Submit**”, to accept the changes; the MILC Home page will be displayed with a summary result of the reconstitution by combination
- “**Back**”, the Reconstitute Contract (Combination) – Contract Selection Screen will be re-displayed
- “**Cancel**”, to abort the reconstitution process.

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3 Reconstitute Contract by Combination (Continued)

D MILC Home Page Confirmation

The following is an example of the MILC Home Page confirming MILC contract reconstitution by combination.

Notes: The contracts combined to form the new MILC contract will no longer be active.

The newly reconstituted contract will be assigned a new number.

The screenshot displays the MILC Home Page interface. At the top, a navigation bar includes links for MILC Home, About MILC, FSA Applications, Help, Contact Us, Exit MILC, and Logout of eAuth. A left-hand menu lists various options: MILC Menu, Contracts (with sub-links for MILC Contracts and Producer), Production (with sub-links for Update Production and Production Inquiry), Payments (with sub-links for Monthly Payment, Cancel Payment, Payment Correction, and Payment Inquiry), Reports (with sub-link for MILC Reports), and Other (with sub-links for Change County and System Log Off). The main content area, titled 'MILC Home', shows the user's location as State: California and County: Merced. A confirmation message states: 'Contract 320 has been inactivated successfully. Contract 321 has been inactivated successfully. Contract 357 has been added successfully.' A 'Help' icon is visible in the top right of the main area. At the bottom right, there is a 'Back to Top ^' link. The footer of the page contains the text 'MilcHome01'.

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4 Reconstitute Contract by Division

A Reconstitute Contract (Division) – Contract Selection Screen

To reconstitute contract by division, under MILC Contracts Menu Contracts List, CLICK “**Reconstitute Contract (Division)**” (screen in subparagraph 2 D).

The Reconstitute Contract (Division) – Contract Selection Screen will be displayed.

	ID	Description
<input type="radio"/>	316	V03_061.02 Testing Eligibility for TR (07S)
<input checked="" type="radio"/>	317	Branch
<input type="radio"/>	318	Weekly (Reconstituted)
<input type="radio"/>	319	Valentine (Reconstituted)
<input type="radio"/>	320	V03_061.01 Testing Eligibility for LP(05) (Reconstituted)
<input type="radio"/>	321	V03_061.01 Testing Eligibility for Estate(06) (Reconstituted)
<input checked="" type="radio"/>	322	V03_061.01 Testing Eligibility for TR (07S)
<input checked="" type="radio"/>	323	V03_061.01 Testing Eligibility for TR (07S)

Select the MILC contract to be divided and CLICK “**Next**”. The Reconstitute Contract (Division) – New Contract Screen will be displayed.

Notice PS-692

4 Reconstitute Contract by Division (Continued)

B Reconstitute Contract (Division) – New Contract Screen

The following is an example of the Reconstitute Contract (Division) – New Contract Screen.

The screenshot shows the USDA Milk Income Loss Contract Program interface. At the top, it displays the USDA logo and the text "United States Department of Agriculture Farm Service Agency" on the left, and "Milk Income Loss Contract Program" on the right. Below this is a navigation bar with links: "MILC Home", "About MILC", "FSA Applications", "Help", "Contact Us", "Exit MILC", and "Logout of eAuth". The main heading is "Reconstitute Contract (Division) - New Contract". Below the heading, it shows "State: California" and "County: Merced". A "Help" icon is visible in the top right corner. The form contains the following fields and instructions:

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

- * Dairy Operation Name:
- * Reconstitution Effective Date (mm/dd/yyyy):
- * Payment Start Month
 - 2010 Start Month:
 - 2011 Start Month:
 - 2012 Start Month:

At the bottom of the form are three buttons: "Next", "Back", and "Cancel". The text "MilkReconDivide02" is visible in the bottom left corner of the screenshot.

Enter the following required information:

- dairy operation name (name of the new contract)
- reconstitution effective date
- payment start month.

After entering the information, **CLICK “Next”**. The Reconstitute Contract (Division) – Confirm New Contract Screen will be displayed.

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4 Reconstitute Contract by Division (Continued)

C Reconstitute Contract (Division) – Confirm New Contract Screen

The following is an example of the Reconstitute Contract (Division) – Confirm New Contract Screen.

New Contract(s) after Reconstitution	
Dairy Operation	Acceptance and Approval
V03_060 Test 3 for Recon by Division	Reconstitution Effective Date: 01/01/2011
County FSA Office Information	Payment Start Month
Name and Address of County FSA Office (Including ZIP code)	FY 2010 Payment Start Month: Unavailable
MERCED COUNTY FARM SERVICE AGENCY 2135 WARDROBE AVE STE C MERCED, CA 95341	FY 2011 Payment Start Month: January
Telephone Number (Including Area Code):	FY 2012 Payment Start Month: January
(209)722-4119	

Next Back Cancel Add New Contract

After reviewing the new contract created, CLICK:

- “Add New Contract”, to create another new contract by division (subparagraph 1 A)
- “Next”, to continue after all new contracts are created.

The Reconstitute Contract (Division) – Producer Selection Screen will be displayed.

4 Reconstitute Contract by Division (Continued)

D Reconstitute Contract (Division) – Producer Selection Screen

The following is an example of the Reconstitute Contract (Division) – Producer Selection Screen. In this example, 3 new contracts were created from the original contract. The original contract remains active.

USDA United States Department of Agriculture
Farm Service Agency

Milk Income Loss Contract Program

MILC Home | About MILC | FSA Applications | Help | Contact Us | Exit MILC | Logout of eAuth

Reconstitute Contract (Division) - Producer Selection

State: California County: Merced [Help](#)

Original Dairy Operation: V03_060 Test2 for Recon by Division Original Contract Number: 300
Fiscal Year : 2011 Month : May

Select Contract	Producer	Producer ID	ID Type	Contract Signed
V03_060 Test2 for Recon by Division	STA-GER FARMS		S	10/01/2010
V03_060 Test3 for Recon by Division	ROGERS FARMS		E	10/01/2010
V03_060 Test 4 for Recon by Division	KISHI BROS FARMS INC		E	10/01/2010
V03_060 Test 5 for Recon by Division	TONY BORRELLI & SON'S		I	10/01/2010
V03_060 Test2 for Recon by Division	JOE MELLO LIVING TRUST		S	10/01/2010
V03_060 Test3 for Recon by Division	SORG RANCH		E	10/01/2010
V03_060 Test 4 for Recon by Division	TRIPLE A DAIRY LP		E	10/01/2010
V03_060 Test 5 for Recon by Division	EDWARD KODA ESTATE		E	10/01/2010

Next Back Cancel

MilcReconDivide04

After selecting producers from the original contract to associate with each new contract created, CLICK “Next”. The Reconstitution Contract (Division) – Allocate Production Screen will be displayed.

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4 Reconstitute Contract by Division (Continued)

E Reconstitute Contract (Division) – Allocate Production Screen

The following is an example of Reconstitute Contract (Division) – Allocate Production Screen.

USDA United States Department of Agriculture
Farm Service Agency

Milk Income Loss Contract Program

MILC Home | About MILC | FSA Applications | Help | Contact Us | Exit MILC | Logout of eAuth

Reconstitute Contract (Division) – Allocate Production

State: California County: Merced Help

Original Dairy Operation: V03_060 Test2 for Recon by Division Original Contract Number: 300
Previously Reported and Paid Production: 97,500 lbs

Dairy Operation	Percent Allocation (%)	Pounds Allocated
V03_060 Test2 for Recon by Division	21.69	21,147.75 lbs
V03_060 Test3 for Recon by Division	32.61	31,794.75 lbs
V03_060 Test 4 for Recon by Division	18.09	17,637.75 lbs
V03_060 Test 5 for Recon by Division	27.61	26,919.75 lbs

Next Back Cancel Reallocate Pounds

MilcReconDivide05

After entering the “Percent Allocation (%)” for each dairy operation, CLICK:

- “**Reallocate Pounds**”, to calculate pounds allocated
- “**Next**”, and the Reconstitute Contract (Division) – Summary Screen will be displayed.

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4 Reconstitute Contract by Division (Continued)

F Reconstitute Contract (Division) – Summary Screen

The following Reconstitute Contract (Division) – Summary Screen summarizes the original and all new contracts created.

MILC Home About MILC FSA Applications Help Contact Us Exit MILC Logout of eAuth			
Reconstitute Contract (Division) - Summary			
State: California		County: Merced	
Previously Reported and Paid Production: 97,500 lbs		Reconstitution Effective Date: 01 / 01 / 2011	
Original Contract for Reconstitution			
V03_060 Test2 for Recon by Division		Percent Allocation 21.69 %	
Payment Start Month		Pounds Allocated 21,147.75 lbs	
FY 2010 Payment Start Month	Unavailable	Maximum Production 647,447 lbs	
FY 2011 Payment Start Month	January	Contract Maximum Production 626,299 lbs	
FY 2012 Payment Start Month	October		
New Contract(s) after Reconstitution			
Dairy Operation		Production	
V03_060 Test3 for Recon by Division		Percent Allocation 32.61 %	
Payment Start Month		Pounds Allocated 31,794.75 lbs	
FY 2010 Payment Start Month	Unavailable	Maximum Production 973,409 lbs	
FY 2011 Payment Start Month	January	Contract Maximum Production 941,614 lbs	
FY 2012 Payment Start Month	January		
Dairy Operation		Production	
V03_060 Test 4 for Recon by Division		Percent Allocation 18.09 %	
Payment Start Month		Pounds Allocated 17,637.75 lbs	
FY 2010 Payment Start Month	Unavailable	Maximum Production 539,987 lbs	
FY 2011 Payment Start Month	January	Contract Maximum Production 522,349 lbs	
FY 2012 Payment Start Month	January		
Dairy Operation		Production	
V03_060 Test 5 for Recon by Division		Percent Allocation 27.61 %	
Payment Start Month		Pounds Allocated 26,919.75 lbs	
FY 2010 Payment Start Month	Unavailable	Maximum Production 824,157 lbs	
FY 2011 Payment Start Month	January	Contract Maximum Production 797,237 lbs	
FY 2012 Payment Start Month	January		
<input type="button" value="Submit"/> <input type="button" value="Back"/> <input type="button" value="Cancel"/>			
MILCReconDivide06			

After reviewing the result of the contract division, CLICK “**Submit**” to commit the reconstitution to the database and the MILC Home Page will be displayed showing the:

- updated contract (original)
- contracts added successfully (new).

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4 Reconstitute Contract by Division (Continued)

G MILC Home Page Contract List

The following is an example of the MILC Home Page that will be displayed with the list of contract numbers updated and added successfully.

The screenshot displays the MILC Home Page interface. At the top, a dark blue navigation bar contains the following links: MILC Home, About MILC, FSA Applications, Help, Contact Us, Exit MILC, and Logout of eAuth. On the left side, there is a vertical menu with the following categories and sub-items:

- MILC Menu**
 - Contracts
 - MILC Contracts
 - Producer
 - Update Producer
 - Producer Inquiry
 - Production
 - Update Production
 - Production Inquiry
 - Payments
 - Monthly Payment
 - Cancel Payment
 - Payment Correction
 - Payment Inquiry
 - Reports
 - MILC Reports
 - Other
 - Change County
 - System Log Off

The main content area on the right is titled "MILC Home" and shows the following information:

- State:** California **County:** Merced
- A **Help** icon (a question mark in a circle).
- A success message: "Contract 300 has been updated successfully. Contract 301 has been added successfully. Contract 302 has been added successfully. Contract 303 has been added successfully."
- A "Back to Top ^" link at the bottom right.

At the bottom left of the page, the text "MilcHome01" is visible.