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## Loans and Loan Deficiency Payments for Peanuts

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To access the transmittal page click on the short reference.

For State and County Offices,  
Peanut DMA's, and CMA's

SHORT REFERENCE

2-LP Peanuts  
(Revision 9)



**UNITED STATES DEPARTMENT OF AGRICULTURE**

Farm Service Agency  
Washington, DC 20250

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**Loans and Loan Deficiency Payments  
for Peanuts  
2-LP Peanuts (Revision 9)**

**Amendment 1**

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**Approved:** Deputy Administrator, Farm Programs



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**Amendment Transmittal**

**A Reasons for Revision**

This handbook has been revised to:

- clarify policy and procedures for peanut MAL's and LDP's
- provide policy and guidelines about peanut DMA's and CMA's.

**B Obsolete Material**

2-LP Peanuts (Rev. 8) is obsolete.



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## Part 1 Basic Program Provisions

### 1 Purpose and Authority

#### A Handbook Purpose

This handbook provides instructions and guidelines to State and County Offices for administering loans and LDP's for 2014 and subsequent peanut crops.

#### B Sources of Authority

Authority for the policies prescribed in this handbook is provided by the following:

- Agricultural Act of 1949, as amended
- Agricultural Act of 2014
- 7 CFR Parts 735, 996, 1405, 1216, 1405, 1421, and 1425
- CCC Charter Act, as amended.

#### C Delegation of Authority

The authority to approve all loan and LDP forms and documents prepared according to this handbook may be redelegated, in writing according to 16-AO, by:

- COC to CED, **except** forms and documents in which CED has a monetary interest
- CED to Federal and non-Federal County Office employees, **except** forms and documents in which the person approving has a monetary interest.

**Reminder:** Cross training in all applicable program areas shall be completed **before** signing authority redelegation is made.

**1 Purpose and Authority (Continued)**

**C Delegation of Authority (Continued)**

Follow this table for exceptions to redelegate authority for approval of loans and LDP's.

<b>IF the producer is...</b>	<b>THEN the approval authority shall be...</b>
Federal or non-Federal State or County Office employee	CED.
COC member	
DD	
SED	
STC member	
CED	

**Note:** Questionable cases may be referred to the next higher authority for determination.

**2 Related Handbooks and Web Sites**

**A Related Handbooks**

The following table lists FSA handbooks that contain procedure related to the peanut program.

<b>Handbook</b>	<b>Purpose</b>
9-AO	Audit and investigations.
1-APP	Appeals.
25-AS	State and County Office Record operations.
1-CM	Signatures, estates, trusts, minors, or powers of attorney.
3-CM	Farm, tract, and crop data.
10-CM	Farm reconstitutions.
1-CMA	CMA and DMA common loan and LDP procedure.
2-CP	Reporting acreage.
4-CP	Schemes, devices, or failure to fully comply.
6-CP	HELC and WC provisions.
7-CP	Misaction, misinformation, or equitable relief.
1-FI	Processing payment initiated through NPS.
3-FI	Handling remittances.
50-FI	Interest rates.
58-FI	Establishing claims.
61-FI	Prompt payment provisions.
62-FI	Reporting to IRS.
63-FI	Assignment and Joint Payment System.
64-FI	Establishing and reporting receipts and receivables in NRRS.

## 2 Related Handbooks and Web Sites (Continued)

## A Related Handbooks (Continued)

Handbook	Purpose
8-LP	Loan eligibility.
1-PL	Payment limitation.
3-PL	Web-based subsidiary files for 2009 and subsequent years.
5-PL	Payment eligibility, payment limitation, and average AGI.
12-PS	APSS procedures.
15-PS	Web-based price support procedures and common functions.

## B Useful Web Sites

The following web sites may be useful when handling loans and LDP's for peanuts.

Web Site Content	Web Address
Price Support	<a href="http://www.fsa.usda.gov/FSA/webapp?area=home&amp;subject=prsu&amp;topic=landing">http://www.fsa.usda.gov/FSA/webapp?area=home&amp;subject=prsu&amp;topic=landing</a>
Peanut MAL and LDP General Information	<a href="http://www.fsa.usda.gov/FSA/webapp?area=home&amp;subject=prsu&amp;topic=col-nl-pp">http://www.fsa.usda.gov/FSA/webapp?area=home&amp;subject=prsu&amp;topic=col-nl-pp</a>
Peanut Storage Agreement Approved Warehouse Lookout by State	<a href="http://www.fsa.usda.gov/FSA/webapp?area=home&amp;subject=prsu&amp;topic=col-nl-pp">http://www.fsa.usda.gov/FSA/webapp?area=home&amp;subject=prsu&amp;topic=col-nl-pp</a> Under "I Want To...", CLICK "Locate Approved PSA Warehouses".
Peanut LDP Rates	<a href="http://www.fsa.usda.gov/FSA/webapp?area=home&amp;subject=prsu&amp;topic=col-nl-pp">http://www.fsa.usda.gov/FSA/webapp?area=home&amp;subject=prsu&amp;topic=col-nl-pp</a>  Under "I Want To...", CLICK "View the weekly Peanut LDP rates".  <b>Note:</b> Rates are entered by year. There are tabs at the bottom of the spreadsheet for each year.
Peanut Marketing Guidelines	<a href="http://www.fsa.usda.gov/FSA/webapp?area=home&amp;subject=prsu&amp;topic=col-nl-pp">http://www.fsa.usda.gov/FSA/webapp?area=home&amp;subject=prsu&amp;topic=col-nl-pp</a>  Under "Hot Links", CLICK "20XX-Crop Guidelines Peanut Marketing Activity". (XX is the last 2 digits of crop year.)
Forms	<a href="http://forms.sc.egov.usda.gov/eForms/welcomeAction.do">http://forms.sc.egov.usda.gov/eForms/welcomeAction.do</a>
Handbooks	<a href="http://www.fsa.usda.gov/FSA/webapp?area=home&amp;subject=lare&amp;topic=hbk">http://www.fsa.usda.gov/FSA/webapp?area=home&amp;subject=lare&amp;topic=hbk</a>
Notices	<a href="http://www.fsa.usda.gov/FSA/notices?area=home&amp;subject=lare&amp;topic=not&amp;setflag=FROMURL&amp;getData=NONE">http://www.fsa.usda.gov/FSA/notices?area=home&amp;subject=lare&amp;topic=not&amp;setflag=FROMURL&amp;getData=NONE</a>
Peanut Marketing Guidelines	<a href="http://www.fsa.usda.gov/Internet/FSA_File/2014peanut_marketing_activity.pdf">http://www.fsa.usda.gov/Internet/FSA_File/2014peanut_marketing_activity.pdf</a>

### 3 Responsibilities

#### A Program Administration

The peanut program is administered under the general supervision of DAFP through PSD. FSA has the primary responsibility, through STC's and COC's, for administering the peanut program.

#### B PSD Responsibilities

PSD shall provide:

- guidelines and procedures for marketing farmer stock peanuts to peanut handlers and/or shellers and buying points
- guidelines for obtaining MAL or eLDP
- overall program integration.

#### C ITSD Responsibilities

ITSD shall do the following.

Step	Action
1	Operate PMP-DC.
2	Receive, process, and distribute FSA-1007 transmission files.
3	Provide technical support on issues about FSA-1007 transmissions. <b>Note:</b> This does <b>not</b> include support of the buying point automation software.
4	Generate FSA-1007 transmission reports.
5	Monitor transmission activities to PMP-DC.
6	Provide shellers support to PMP-DC.
7	Provide sign-up procedures for e-Authentication to access profiles.

FMS, FSC, Payment Reporting and Financing Group shall:

- provide automation support to maintain data in State and County Offices
- accumulate transmitted data reflecting MAL and LDP activities for report purposes
- update and maintain PMP-DC.

3 Responsibilities (Continued)

**D State Office Responsibilities**

State Offices shall do the following.

Step	Action
1	Inform buying points and handlers and/or shellers that technical questions about FSA-1007 processing and transmissions shall be handled by handlers and/or shellers representatives.
2	Contact PSD for questions about buying point automation procedures and peanut MAL's and eLDP's.
3	Refer questions on peanut inspection and grading to the AMS, Federal-State Inspection Service.  <b>Note:</b> See Exhibit 5 for Federal-State Inspection Service, AMS contact information.
4	Inform County Offices, peanut CMA's, and DMA's of the contents of this handbook.
5	Determine Statewide policies and guidelines according to this handbook.

**E County Office Responsibilities**

County Offices shall do the following.

Step	Action
1	Inform producers that: <ul style="list-style-type: none"> <li>• they will be responsible for tracking their peanut production and maintaining beneficial interest</li> <li>• the final loan availability date is January 31 of the year following the harvest</li> <li>• loans mature no later than the last day of the ninth calendar month following the month in which CCC-677 or CCC-678 was approved.</li> </ul>
2	Inform peanut producers that they will be responsible for keeping track of individual producer shares for each load of peanuts delivered for commercial sale, warehouse-stored MAL, or eLDP.

3 Responsibilities (Continued)

E County Office Responsibilities (Continued)

Step	Action
3	Inform peanut producers and handlers and/or shellers to contact Federal-State Inspection Service, AMS for questions associated with peanut inspection and grading.  <b>Note:</b> See Exhibit 5 for Federal-State Inspection Service, AMS contact information.
4	Instruct buying points and handlers and/or shellers to contact the handlers and/or shellers designated representative for technical questions about FSA-1007 processing and transmissions.
5	Instruct peanut producers to contact the warehouse operator for questions about the contents of the warehouse receipt for peanuts.
6	Inform peanut producers that warehouse-stored MAL's will be based on the warehouse receipt for peanuts.
7	Remind peanut producers, handlers and/or shellers, and warehouse operators that County Offices, CMA's, and DMA's <b>shall not:</b> <ul style="list-style-type: none"> <li>• receive FSA-1007 transmissions</li> <li>• handle corrections to FSA-1007's and warehouse receipts for peanuts.</li> </ul>
8	Inform peanut producers, buying points, handlers and/or shellers, warehouse operators, and other entities associated with the peanut industry of the contents of this handbook.
9	Determine policy and guidelines according to this handbook.

F Peanut Handlers and/or Shellers Responsibilities

Peanut handlers and/or shellers shall do the following.

Step	Action
1	Continue to use the assigned handler number and buying point number.  <b>Note:</b> New peanut handler and/or sheller <b>must</b> contact PSD for handler number assignment. New buying points <b>must</b> continue to be registered with Federal-State Inspection Service, AMS.
2	Provide affiliated peanut buying points with software and hardware to process and transmit <b>all</b> FSA-1007 records to PMP-DC following the requirements established by FSA.
3	Instruct affiliated buying points on the continued use of FSA-1007 to reflect official results of farmer's stock inspection. Use FSA-1007's following the guidelines issued by FSA.
4	Designate a handler and/or sheller technical representative who will provide technical support and training to affiliated buying points.

## 3 Responsibilities (Continued)

## F Peanut Handler and/or Sheller Responsibilities (Continued)

Step	Action
5	Contact the FSA National Help Desk for questions about transmissions to PMP-DC. See subparagraph N for FSA National Help Desk information.
6	Contact Cecile Wynne at 202-720-8413 before sending test transmissions to PMP-DC.
7	Ensure that <b>all</b> FSA-1007 records processed by all affiliated buying points are transmitted daily to PMP-DC following the guidelines issued by FSA.
8	Contact Cecile Wynne at 202-720-8413 to request a new transmission ID and password to transmit to PMP-DC.
9	Inform peanut producers that warehouse-stored MAL's will be processed based on the warehouse receipt for peanuts.
10	<p>Instruct affiliated buying points that corrections to peanut grading and inspection data will be handled by Federal-State Inspection Service, AMS. Transmitted records with errors in FSA-1007, Section I will be superseded upon approval by the Federal-State Inspection Service, AMS inspector.</p> <p><b>Note:</b> There is no need to notify the County Office of superseded or corrected FSA-1007's.</p>
11	Submit end-of-season reconciliation file ( <b>Recon.dat</b> ) to ITSD after completing all marketing activities for the crop year according to the specific crop year's Peanut Marketing Guidelines, Exhibit 1.1 that is available on the PSD web site.
12	Complete the online peanut handlers and/or shellers and buying point profile survey at <a href="https://arcticocean.sc.egov.usda.gov/pmp-web/splash.do">https://arcticocean.sc.egov.usda.gov/pmp-web/splash.do</a> .
13	Print the buying point number where the peanuts were inspected on the warehouse receipt for peanuts. If using EWR, complete the "Buying Point Number" field as identified in the file layout when creating the receipt.
14	Follow Guidelines for Peanut Marketing Activity issued by PSD for applicable crop year that is available on the PSD web site, which is listed in subparagraph 2 B.
15	If using EWR, follow the requirements issued by the provider and Part 6, Section 11.

### 3 Responsibilities (Continued)

#### G Buying Point Responsibilities

Buying points shall do the following.

Step	Action
1	Install peanut buying point hardware and software following the instructions provided by the affiliated peanut handlers and/or shellers.
2	Continue to use the assigned buying point number and handler number.  <b>Note:</b> New buying point numbers will be assigned by AMS. See Exhibit 5 for Federal-State Inspection Service, AMS contact information.
3	Follow the instructions issued by the handler and/or sheller about FSA-1007 processing and transmissions.
4	Contact the affiliated handler and/or sheller representative for technical software support.
5	Inform peanut producers that warehouse-stored MAL's will be processed based on the warehouse receipt for peanuts.
6	Contact Federal-State Inspection Service, AMS for questions about peanut grading, inspection, and FV-95 authentication code signatures.
7	Direct peanut producers to their local County Office for questions about warehouse-stored MAL's and eLDP's.
8	Create a backup of all FSA-1007 transmissions and keep the backup until all marketings for the crop year have been reconciled.
9	Print the buying point number on the warehouse receipts for peanuts if issuing receipts from this location.
10	Follow Guidelines for Peanut Marketing Activity issued by PSD for applicable crop year that is available on the PSD web site.

#### H Federal-State Inspection Service, AMS Responsibilities

Federal-State Inspection Service, AMS shall do the following.

Step	Action
1	Continue to assign buying point numbers and notify ITSD and PSD of newly assigned numbers.
2	Sign and date FSA-1007, Section I.
3	Approve superseded FSA-1007 to correct errors in a transmitted FSA-1007, Section I.
4	Handle questions about grading, inspection, and FV-95 authentication code signatures.
5	Issue official FSA-1007 serial numbers provided by PSD.

3 Responsibilities (Continued)

I DACO Responsibilities

DACO shall do the following.

Step	Action
1	Handle questions about peanut warehouses storing farmer stock peanuts offered as collateral for warehouse-stored MAL's.
2	Handle issues about rates for storage, receiving, and loadout for warehouse-stored loan collateral and forfeited peanuts, when applicable.
3	Handle questions about peanut storage agreements and warehouse receipts for peanuts.
4	Handle warehouse receipt corrections for peanuts, as applicable.
5	Maintain a current list of approved peanut warehouses. A list is available at <a href="http://www.fsa.usda.gov/FSA/webapp?area=home&amp;subject=prsu&amp;topic=col-nl-pp">http://www.fsa.usda.gov/FSA/webapp?area=home&amp;subject=prsu&amp;topic=col-nl-pp</a> .  Under "I Want To...", CLICK "Locate Approved PSA Warehouses".
6	Maintain custody of warehouse receipts and other documents representing commodities owned by CCC.
7	Assist County Offices with identifying potential buyers for local sales, if necessary.

J EWR Provider Responsibilities

The provider shall do the following.

Step	Action
1	Provide assistance and information to handler and/or sheller interested in using EWR's at their warehouse locations.
2	Store and maintain CFS of all EWR's in a secure manner.
3	Provide County Offices with warehouse receipt data to process loans in APSS and eLDP's.

K CED Responsibilities

CED's shall:

- carry out the day-to-day operations of the peanut program according to COC determinations and this handbook
- contact the State Office for peanut program assistance.

### 3 Responsibilities (Continued)

#### L Nondiscrimination Responsibilities

STC or COC shall **not**, on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, political beliefs, genetic information, reprisal, bar any producer from participating in, or otherwise subject any producer to discrimination with respect to any benefits result from STC or COC approval to participate in a loan or LDP program.

#### M Outreach Responsibilities

STC and COC shall ensure that peanut program information and awareness is communicated to underrepresented individuals, groups, and communities. Underrepresented individuals, groups, and communities may include, but are **not** limited to, minority, women, small producers, and new producers.

#### N FSA National Help Desk Contact Information

Designated handler and/or sheller representatives may call the FSA National Help Desk at **800-456-3642**, for technical support relating to PMP-DC and FSA-1007 transmissions, as follows:

- for eAuthentication account credentials and password reset, select “1”
- for PMP-DC questions, select “2” (Applications and Programs) and do the following:
  - tell Service Desk that assistance is required for PMP-DC (Peanut Marketplace Program - Data Collection)
  - ask Service Desk representative to assign the incident to the **FSA Service Desk**
- for secure FTP account reset, call **800-255-2434**, select “2” and provide user ID.

FSA National Help Desk calls will be answered directly Monday through Friday from 8 a.m. until 5:30 p.m. c.t.

**Note:** Calls received after work hours will be recorded by voicemail and returned the next workday morning.

#### 4, 5 (Reserved)

Section 1 General Provisions

**6 Loan Maturity and Loan and LDP Availability**

**A Maturity Date**

Loans mature on demand, but no later than the last day of the ninth calendar month after the month in which CCC-677 and/or CCC-678 are approved. See subparagraph 19 D for repledged loans.

**Note:** If the maturity date falls on a nonworkday, the loan maturity date shall be extended until the next workday.

**B Availability Date**

Loans and LDP's are available from August 1 through January 31 of the year after the calendar year in which the crop is normally harvested.

**Note:** If the final loan availability date falls on a nonworkday, the producer's option to request a loan or LDP shall be extended until the next workday.

## 7 Spot Checks and Production Evidence

### A Spot Checking Loans and LDP's

Farm-stored loans and LDP's are subject to spot check during and after the loan availability period. See 8-LP, Part 3, Sections 1 and 2 for the following:

- spot check policy
- spot check procedure.

Handle all program violations, including incorrect certifications, unauthorized removal, and unauthorized dispositions, according to 8-LP, Part 4.

### B Production Evidence

[7 CFR 1421.12] Production evidence is **required** for any farm-stored loan quantity on which a market gain is received or LDP **selected for spot check** according to 2-CP.

Production evidence is **not** required to be submitted for any producer's loan or LDP that is **not** selected for spot check.

Outstanding farm-stored loans repaid under CCC-681-1 provisions are **not** subject to spot check if delivery or production evidence was submitted at time of repayment.

LDP's are **not** subject to spot check if production evidence was submitted at time of request for LDP.

### C FSA-1007

FSA-1007 may be considered acceptable production evidence only if a producer has filed completed CCC-633 EZ, pages 1 and 2, and peanuts are immediately sold on delivery. The date peanuts are sold will be the date:

- printed on FSA-1007, under columns R, S, and T, in the "Date Delivered for Immediate Sale" field
- used when determining when beneficial interest is lost.

This date should **not** exceed 72 hours from "Date Inspected" field in FSA-1007, Section I.

FSA-1007 is computer-generated. County Offices will **not** be responsible for completing FSA-1007.

**7 Spot Checks and Production Evidence (Continued)****D Acceptable Production Evidence**

Acceptable types of production evidence are:

- evidence of sales
- delivery evidence
- load summaries from warehouse, processor, or buyer
- warehouse receipts
- paid measurement service
- spot check measurements with paid measurement service
- cleaning ticket for seed
- scale tickets, if **not** issued by the producer for the producer's own production
- maximum eligible quantity determined according to 8-LP, Part 10, Section 2 for commodities harvested as other than grain
- FSA-1007 according to subparagraph C.

**Note:** Production evidence may be handwritten, but is **not** acceptable for any type of production evidence submitted by the producer for the producer's own production.

**7 Spot Checks and Production Evidence (Continued)****E Requirements**

All production evidence submitted, including scale tickets, **except** for maximum eligible quantity determined, is **required** to show the following:

- producer's name
- crop year, may be certified or provided by the producer
- commodity
- net weight
- type of peanuts
- date of sale, if commodity was sold
- proof of payment from buyer, if commodity was sold.

**Note:** Proof of payment can be settled records or copy of the check.

**F Production Evidence for Fed Quantities**

Production evidence for fed quantities is any of the following:

- paid measurement service
- spot-checked production and measurement service performed until the spot-checked quantity is paid
- maximum quantity eligible determined according to 8-LP, paragraph 336.

## 7 Spot Checks and Production Evidence (Continued)

### G Unacceptable Production Evidence

Unacceptable production evidence may be documentation that:

- indicates someone other than the producer is applying for benefits
- does **not** meet the acceptable production evidence requirements.

If the producer submits production evidence with a different person and/or entity name, COC shall review the evidence thoroughly to verify whether the production is eligible. Different names on the production evidence should be reviewed to:

- determine relationship to producer and other farming interests
- ensure that beneficial interest has been maintained.

These different person and/or entity names are, but are **not** limited to, the following:

- spouse
- minor children
- church organizations
- other charitable entities
- owners.

### H Production Evidence Voluntarily Submitted

County Offices shall accept production evidence when producers voluntarily provide production evidence and were **not** selected for spot check.

See 8-LP, Part 4 for determining possible violations.

7 **Spot Checks and Production Evidence (Continued)**

**I Production Evidence Not Required**

Production evidence is **not** required to be submitted for any loan or LDP that is **not** selected for spot check.

Outstanding loans repaid under CCC-681-1 provisions are **not** subject to spot check if delivery or production evidence was submitted at time of repayment.

LDP's are **not** subject to spot check if production evidence was submitted at time of request for LDP.

8 **Measuring Standards**

**A Units of Expression**

The following table lists units of expression, as they relate to peanuts.

<b>IF expressing...</b>	<b>THEN express it in...</b>
farm acreage	acres and hundredths of an acre.
actual yields per acre	whole pounds.
farm yields	
peanuts produced	tons.
loan quantity	<b>Note:</b> 1 ton equals 2,000 pounds.
loan rate	
	dollars and cents per ton.

9-15 (Reserved)

## Section 2 Eligibility

## 16 Eligible Peanut Producers

## A Definition of Eligible Producer

Eligible producer means a person or legal entity that:

- has complied with annual program requirements including:
  - reporting acreage for all cropland on the farm according to 2-CP and 8-LP, subparagraph 200 A
  - completing AD-1026 according to 6-CP for producer and all affiliated persons
  - completing CCC-941 according to 5-PL for 2014 through 2018 crop years for producer and all affiliated persons

**Note:** CCC-941 is **not** needed on file at loan disbursement, but is required if MLG is applicable or applying for LDP.

- completing applicable CCC-902 if repaying a loan with a market gain or requesting LDP according to according to 5-PL, paragraph 41

**Note:** COC **must** make the following determinations, if repaying a loan with a market gain or requesting LDP:

- actively engaged in farming
  - cash rent tenant
  - member contribution.
- has a beneficial interest in the eligible commodity for which a loan or LDP is requested
  - shares in the risk of producing the applicable commodity.

The person or legal entity may be any of the following:

- landlord or waterlord
- landowner
- sharecropper
- tenant.

Legal entity means the entity either:

- owns land or an agricultural commodity, product, or livestock
- produces an agricultural commodity, product, or livestock.

**16 Eligible Peanut Producers (Continued)****B Company or Other Legal Entity**

An eligible producer may be an irrigation company or other legal entity that provides **all or part** of the following that are necessary to produce and harvest a crop:

- equipment
- labor
- land
- water.

**C Estates and Trusts**

An eligible producer may be an estate or trust, including any of the following:

- receiver of an insolvent debtor's estate
- executor or administrator of a decedent's estate
- guardian of any of the following:
  - a ward
  - an estate
  - an incompetent person
- trustees of a trust estate, if their representative authority is legally valid (1-CM).

**D Minors**

A minor may be an eligible producer; however, signature requirements in 1-CM **must** be met.

**16 Eligible Peanut Producers (Continued)****E Heirs of Deceased Producer**

An eligible producer may be an heir of a deceased producer, whether succession-of-interest occurs before or after harvest, when **all** of the following apply:

- succeeds to the beneficial interest of the deceased in the commodity, including purchase from other heirs
- assumes the decedent's obligation under a loan if a loan has already been obtained
- for farm-stored loans, ensures that safe storage continues
- completes CCC-686, according to 8-LP, paragraph 205, when the heirs want to obtain or assume a loan and either of the following applies:
  - there will be no administration or probate of the estate
  - administration or probate of the estate is closed.

**F Hybrid Seed Contract Producer Eligibility**

When determining if a producer under a hybrid seed contract is eligible for MAL or LDP, County Offices shall **not** take into consideration existing hybrid seed contracts when determining beneficial interest eligibility. However, all other MAL and LDP program requirements are applicable.

**Note:** The contract **must**:

- specify that it is a hybrid seed contract
- be for an eligible loan commodity.

## 17 Ineligible Producers

### A Ineligibility

Ineligible producers are producers who:

- have **not** reported acreage for all cropland on the farms requesting MAL and/or LDP for the current crop year according to 2-CP

**Note:** Acreage reports must be obtained for the specific commodity on the farm **before** MAL disbursements and LDP benefits are received for that specific commodity. Report acreage, according to 2-CP, for all cropland on the farm on which the crop pledged as collateral or LDP was produced. Failure to report all cropland on a farm shall be considered noncompliance with program requirements and considered a violation according to 2-CP, Part 2.

- violate WC and HELC provisions according to 6-CP
- have **not** complied with applicable program requirements
- are convicted under Federal or State law of a controlled substance violation according to 1-CM
- have a delinquent nontax debt to the Federal Government according to paragraph 202
- violate FCIC provisions as determined by FCIC.

**18 Producers Obtaining Loans or LDP's Through CMA's and DMA's**

**A CMA and DMA Eligibility**

CMA's and DMA's approved by CCC to participate in loan and LDP programs may obtain loans or LDP's on eligible peanuts for CMA or DMA members who are eligible to receive price support.

An approved:

- CMA is considered an eligible producer
- DMA is considered to be an eligible entity.

**Note:** See 1-CMA, Exhibit 6 for approved peanut CMA's and DMA's.

**B Determining Member Eligibility**

Member eligibility is determined according to 1-CMA, Part 7.

**C Farm-Stored Loans and LDP's**

Contact PSD through State and County Offices to determine eligibility, based on the approved CMA or DMA agreement, each year for the first loan or LDP CMA requests for farm-stored peanuts.

**D Approved Peanut CMA's and DMA's**

See 1-CMA, Exhibit 6 for a list of approved CMA's and DMA's.

## 19 Eligible Peanuts

### A Definitions

[7 CFR 996.13] Farmer stock peanuts mean picked and threshed peanuts that have **not** been shelled, crushed, cleaned, or otherwise changed (**except** for removal of foreign material, LSK's, and excess moisture) from the form in which customarily marketed by producers.

Seg. 1 peanuts mean farmer stock peanuts with **not** more than 2.49 percent damaged kernels or more than 1.00 percent concealed damage caused by RMD and which are free from visible *Aspergillus flavus*.

Seg. 2 peanuts mean farmer stock peanuts with more than 2.49 percent damaged kernels or more than 1.00 percent concealed damage caused by RMD and which are free from visible *Aspergillus flavus*.

Seg. 3 peanuts mean farmer stock peanuts with visible *Aspergillus flavus*.

### B Basic Eligibility Requirements

To be eligible for 2014 through 2018 crop year loans and LDP's peanuts **must**:

- have been produced by an eligible producer
- be in existence and in storable condition
- be merchantable, and **must not** contain:
  - toxin-producing molds
  - other substances poisonous to humans or animals
- meet the definition of peanuts in 7 CFR Part 996

**19 Eligible Peanuts (Continued)****B Basic Eligibility Requirements (Continued)**

- meet the specific commodity eligibility requirements for nonrecourse loan
- **not** have been any of the following:
  - cleaned
  - crushed
  - shelled
  - otherwise changed

**Exceptions:** Peanuts will be discounted for:

- damaged kernels
  - excess foreign material
  - excess moisture.
- **not** be contaminated by birds, insects, rodents, or other vermin.

**C Eligible Types of Peanuts**

Eligible types of peanuts are:

- “RUN”
- “SPE”
- “SPW”
- “VAL”
- “VIR”.

**D Repledged**

Peanuts previously pledged as collateral for a loan that was redeemed with cash, at principal plus interest, may be repledged for loan during the applicable loan availability period (subparagraph 76 D).

**Note:** The maturity date of repledged loans shall be the same as the original loan maturity date.

**19 Eligible Peanuts (Continued)****E Handling Seg. 1 Peanuts**

Eligible producers who produce and harvest Seg. 1 peanuts are eligible for a farm- or warehouse-stored nonrecourse loan for any production produced on the farm.

To be eligible for loan:

- farm-stored peanuts **must** be stored in approved farm storage structures (subparagraph 26 B)
- warehouse-stored peanuts **must** be stored in CCC-approved warehouses.

**Note:** Storage requirements do **not** apply to LDP's.

Seg. 1 peanuts are subject to premiums and discounts based on grade factors shown on the warehouse receipt.

**F Handling Seg. 2 and 3 Peanuts**

Seg. 2 and 3 peanuts are eligible for nonrecourse MAL's or eLDP's. The quantity of Seg. 2 and 3 peanuts eligible for loan or eLDP shall be the net weight, **excluding** foreign material and excess moisture and including LSK pounds or tons. Seg. 2 and 3 peanuts are repaid at principal plus interest.

Seg. 2 and 3 peanuts pledged for collateral for loan will:

- be discounted to 35 percent of NLR for the applicable type
- **not** be subject to any other premiums and discounts.

Farmer stock peanuts graded Seg. 3 may be reconditioned at the buying point to remove foreign material and LSK's. When a load of peanuts is presented for regrade, a copy of FV-95 **must** be presented to the inspector to identify the load.

**G Other Uses**

Peanuts harvested other than for nut, including hay, are eligible for LDP's. Green peanuts are peanuts that before drying, or removing moisture from the peanuts either by natural or artificial means, are marketed by the producer for consumption exclusively as boiled peanuts.

**Note:** County Offices **must** determine the maximum eligible quantity according to 8-LP, paragraph 336.

**20-25 (Reserved)**

## Section 3 Quantity and Quality Determinations

## 26 Quantity Eligible for Loan or LDP

## A Eligible Quantity

Any 2014 through 2018 peanut crop produced by a producer on a farm is considered eligible, **except** as provided in paragraph 27.

For loan eligibility, peanuts:

- **must not** contain less than 2.49 percent or more than 10.49 percent moisture
- that contain more than 4.0 percent foreign material will be discounted according to the peanut discounts table in Exhibit 8.

Eligible quantities for MAL's on warehouse-stored Seg. 1, 2, and 3 peanuts shall be in "Total Tons", that is the sum of "Net Tons" and Net LSK Tons", from the warehouse receipt for peanuts.

## B Approved Storage

Peanuts stored in approved farm-storage structures are eligible for farm-stored loans. Eligible farm-storage structures **must**:

- be located on or off the farm, excluding public warehouses
- provide safe storage for the peanuts through the loan maturity date
- be measurable.

Peanuts can be stored in bags, if all of the conditions in 8-LP, paragraph 522 are met for storing commodities in bags. Peanut wagons **are** considered eligible storage structures for farm-stored loans.

Warehouse-stored loans are available only on peanuts actually stored in CCC-approved warehouse operating under an approved Peanut Storage Agreement at the time either of the following occurs:

- warehouse-stored loan is requested
- farm-stored loan collateral is transferred to warehouse-storage.

## C Farm-Stored Peanuts

Farm-stored loans and LDP's will be limited to 100 percent of the eligible certified or measured quantity for initial loan disbursements and LDP's made during the loan availability period.

**26 Quantity Eligible for Loan or LDP (Continued)****D Warehouse-Stored Peanuts**

For warehouse-stored peanuts, price support will be limited to 100 percent of the eligible net quantity, including LSK's, recorded on warehouse receipts submitted during the loan availability period.

**Note:** If the quantity on the receipt represents eligible and ineligible quantities, require the producer to obtain a receipt representing **only** the eligible quantity. Any cost for replacement receipts shall be paid by the producer.

**E Individual Loans or LDP's**

Any eligible peanuts **not** delivered to an approved CMA shall be eligible for individual loans or LDP's, according to subparagraph A.

**F CMA Loans or LDP's**

Approved CMA's shall be eligible for farm- and warehouse-stored loans or LDP's on the eligible quantity that CMA members deliver to CMA for which requests are filed according to subparagraph A.

**Note:** See paragraph 18 for additional eligibility requirements for CMA's requesting farm-stored loans or LDP's.

**G DMA Loans or LDP's**

Approved DMA's shall be eligible for farm- and warehouse-stored loans or LDP's on the eligible quantity that producers deliver to DMA for which requests are filed according to subparagraph A.

**Note:** Use PS directives to determine the approximate quantity eligible for loan or LDP.

**H LDP Quantity Requested and Denied**

Peanuts requested for LDP and denied because of AGI provisions or because payment limitation has been met are **only** eligible for nonrecourse loan and has to be repaid at principal plus interest.

**27 Quantity Ineligible for Loan or LDP****A Loans**

Quantities of peanuts are **not** eligible for loan if:

- previously placed under loan and redeemed with cash using an NPP repayment rate
- LDP has been requested and made on that quantity, **except** for subparagraph 26 H.

If ineligible peanuts are inadvertently placed under loan, call the loan according to 8-LP, paragraph 411. The producer is required to repay the principal plus interest.

**B LDP's**

Quantities of peanuts are **not** eligible for LDP if:

- previously placed under loan and repaid with cash at a rate less than principal plus interest
- LDP has been made on that quantity.

28 **Maintaining Quality and Quantity**

**A Damaged Peanuts**

County Offices shall remind producers requesting farm-stored loans that damaged peanuts may deteriorate more quickly than peanuts that are in good condition, and that:

- CCC will **not** assume any loss in quality or quantity
- settlement will be based on the quality and quantity of the peanuts delivered.

**B Cautioning Producers**

County Offices shall caution producers that liquidated damages and administrative actions apply according to 8-LP, Part 4 if either of the following is determined for:

- loans, incorrect certification, unauthorized removal, or unauthorized disposition
- LDP's, incorrect certification.

**C Quality on Farm-Stored Loans**

Quality determinations will **not** be made for farm-stored loans at loanmaking. The quality of the peanuts will have to be determined if delivered to CCC at settlement.

**D Quality on Warehouse-Stored Loans**

Federal-State Inspection Services will provide the official grade determination and the grading factors shall be shown on the warehouse receipt.

29 Beneficial Interest

**A Beneficial Interest Provisions**

To obtain MAL or eLDP, producers **must** have beneficial interest in the peanuts at the time of the request, and beneficial interest **must** be maintained through repayment for MAL’s. CCC has determined that if a producer has control of the commodity, it is assumed that the producer has risk of loss of the commodity; therefore, the risk of loss component is removed when determining whether a producer has beneficial interest in the commodity. Beneficial interest consists of the producer maintaining control of the commodity and title to the commodity. If either of these conditions is **not** true, the producer does **not** have beneficial interest in the peanuts.

**B Reviewing Contracts**

The National Office will review and make the final beneficial interest determination for all peanut contracts that have **not** been approved to date. Steps in the following table **must** be followed **before** submitting contracts to the National Office. Annually, a list of approved peanut contracts will be provided to States.

Step	Action
1	County Offices shall, <b>before</b> approving a loan or LDP request: <ul style="list-style-type: none"> <li>• require a copy of the contract</li> <li>• review the contract to ensure that beneficial interest remains with the producer until marketing</li> <li>• send a preliminary determination to the State Office for concurrence.</li> </ul>
2	State Offices shall: <ul style="list-style-type: none"> <li>• review the contract and preliminary determination</li> <li>• agree or disagree with determination</li> <li>• forward determination to the National Office for a final determination.</li> </ul>
3	National Office shall: <ul style="list-style-type: none"> <li>• review the contract and preliminary determination</li> <li>• agree or disagree with determination</li> <li>• send the final determination to all peanut States.</li> </ul>

**29 Beneficial Interest (Continued)****C Approved Contracts**

Any contract that has been reviewed and approved by FSA for determining the loss of beneficial interest is **not** interchangeable or replaceable unless the contract is amended, revised, or canceled before the earlier of the date:

- peanuts are harvested
- beneficial interest is lost.

**D Amendments, Side Agreements, and Revisions**

Any written and/or verbal agreement, or revision to the approved contract, with or without the producer's awareness, may cause the producer to lose beneficial interest and could result in refund of unearned benefits to CCC.

**E Certification of No Contract**

Producers **must** certify to no contract on CCC-491, according to 8-LP, subparagraph 228 B, if both of the following are true:

- the producer does **not** have a written contract
- there is reason to believe the producer may have lost beneficial interest in the commodity.

**30-35 (Reserved)**

**Section 4 Warehouse Receipt Requirements****36 General Warehouse Receipt Requirements****A Basic Requirements**

All warehouse receipts **must**:

- represent eligible peanuts actually stored in a CCC-approved warehouse with CCC-25
- be negotiable, if paper receipt, or loanable, if EWR
- be issued to the producer, or in the case of loans made to approved CMA's, be issued to CMA
- be endorsed on the back by the producer, if using paper receipts to vest title in the holder
- for EWR's, CCC **must** be made the current holder
- show ownership if peanuts are owned by the warehouse operator solely, jointly, or in common with others
- contain a statement that the peanuts are insured
- meet requirements for peanut EWR, if using electronic receipts.

**B Required Entries**

Each warehouse receipt **must** show:

- amount of prepaid load-in or load-out charges, if any
- commingled peanuts, if applicable
- date warehouse receipt was issued
- grading factors, moisture, and damage
- name and address of producer
- name and address of storing warehouse
- net weight, including weight of LSK's
- Seg.
- signature of warehouse operator or authorized agent
- State where the peanuts were inspected
- storage date
- type (only 1 type of peanuts is permitted for each loan or LDP)
- warehouse code assigned by CCC
- warehouse receipt number.

## 36 General Warehouse Receipt Requirements (Continued)

**C Certificates Supersede Warehouse Receipt Entries**

Supplemental certificates that are fastened to a warehouse receipt **supersede** entries on the warehouse receipt.

**D Authorized Offsets**

Offsets from the loan proceeds may be made for amounts contained on a separate statement of unpaid charges or a separate bill for unpaid charges. Unpaid charges **must** be associated with the handling of the commodity represented by the warehouse receipt and the marketing of the commodity pledged as loan collateral. County Offices are authorized to offset charges associated with cleaning, drying, custom harvesting, seed accounts, and storing peanuts from the producer's loan proceeds. These charges are **not** considered a lien and **must** be included in CCC-679, block 5 (c), if an offset will be made for cleaning and drying charges. Storage charges can be offset only if the warehouse receipt indicates storage has been paid or provided for, as applicable.

**Note:** If statement of approved charges is submitted by the sheller, the producer **must** sign the statement of charges. CCC-679 **must** be completed according to this subparagraph. However, if **no** lien exists, then at the bottom of CCC-679 write, "**No liens found.**" A signature is **not** required on CCC-679 when no liens are found.

State and County Offices and DMA's **must** request written DAFP concurrence for any charges, except for cleaning, drying, custom harvesting, seed accounts, and storage costs associated with the handling of peanuts that will be offset from a producer's loan proceeds.

**E Excess Moisture**

To be eligible for loan, warehouse receipts showing moisture that exceeds 10.49 percent **must not** be accepted.

The supplemental certificate **must** show the grade, grading factors, and quantity after drying.

If sheller and/or handler and producers agree to use the high moisture grading process, the high moisture content grade percentages should be reflected on FSA-1007 and the warehouse receipt.

37-45 (Reserved)

**Section 5 (Reserved)**

46-75 (Reserved)

## Part 2 Making Loans

## Section 1 General Loanmaking Provisions

## 76 Obtaining Peanut Loans

## A General Information

[7 CFR 1421.14] Peanut loans to individual producers may be obtained through:

- CCC-approved CMA
- CCC-approved DMA
- County Offices.

## B Individual Producers

Eligible producers may obtain loans according to 8-LP and this handbook by placing peanuts in approved:

- farm-storage and all of the following:
  - certifying the quantity on CCC-666, complete FSA-409, CCC-666, and CCC-677-1 to request measurement service
  - obtaining a loan on up to 100 percent of the certified or measured quantity
- warehouse-storage and all of the following:
  - obtaining loans on 100 percent of the quantity, including LSK's, shown on the warehouse receipt
  - certifying the quantity on CCC-666, **unless** the State Office determines that using CCC-666 is an unnecessary burden on the producer.

**Note:** County Offices shall record all applicable dates for loan on CCC-666.

**76 Obtaining Peanut Loans (Continued)****C Approved CMA's and DMA's**

Approved CMA's and DMA's may:

- obtain farm-stored loans on peanuts stored on farms in approved storage structures, if other eligibility requirements are met
- obtain warehouse-stored loans on peanuts stored in CCC-approved warehouses
- obtain a loan on peanuts that members previously placed under individual-producer loans and eventually delivered to CMA, **only** if the loan was repaid as principal plus interest
- **not** pledge peanuts as collateral for loan, if previously received LDP benefits.

**Note:** See 1-CMA, Exhibit 6 for a list of approved CMA's and DMA's.

**D Repledging Loans**

Producers and approved CMA's may repledge a quantity of eligible peanuts that were previously mortgaged to CCC as collateral for a loan and the loan was repaid at principal plus interest.

**Note:** The maturity date of repledged loans shall be the same as the original loan maturity date.

Peanuts may **not** be repledged for loan if the original loan was either of the following:

- called because of incorrect certification, unauthorized removal, and/or unauthorized disposition
- repaid with cash, using an NPP repayment rate.

**77-85 (Reserved)**

## Section 2 Initial Loanmaking

## 86 Basic Loanmaking

## A Basic Loan Rates for Peanuts

Loan rates for peanuts for peanuts are announced annually. The current crop year loan rates per peanut type can be found in <http://www.fsa.usda.gov/FSA/webapp?area=home&subject=prsu&topic=col-nl-pp>.

Warehouse-stored loans on Seg. 1 peanuts are subject to premiums and discounts based on the grade factors shown on the warehouse receipt.

Seg. 2 and 3 peanuts pledged as collateral for loan will:

- be discounted to 35 percent of NLR for the applicable type
- **not** be subject to additional discounts.

See Exhibit 11 for peanut loan rates and premiums.

Seg. 3 peanuts may be reconditioned at the buying point to remove foreign materials and LSK. When a load of peanuts are presented for regrade, a copy of FV-95 **must** be presented to the inspector to identify the load.

## B Recording Loan Rates in APSS

The APSS software update automatically downloads the loan rates for each peanut type for the applicable crop year. After installing the software update for the crop year, verify the loan rate by accessing the county-maintained tables according to 12-PS, Part 3, then selecting the Commodity Loan Rate Table for peanuts.

The rates per percent of SMK's for each peanut type are hardcoded in APSS.

## C CCC-676's

APSS will assign a loan number sequentially with loan numbers for each crop year.

**Note:** If a manual loan is prepared, for entry into APSS at a later date, assign a 90000 series number sequentially with the 90000 series loan numbers obtained from CCC-676 for the applicable crop year.

**86 Basic Loanmaking (Continued)****D Lien Searches and Financing Statements**

Follow applicable procedure in 8-LP, paragraphs 504, 505, and 521 for:

- performing lien searches
- obtaining CCC-679's
- filing UCC-1's or UCC-1F's, for farm-stored loans.

**E Peanut Promotion, Research, and Assessment Fees**

7 CFR Part 1405 provides CCC the authority to collect commodity assessments from the proceeds of MAL's when the proceeds from MAL's are disbursed. 7 CFR Part 1216 requires peanut producers to pay a 1 percent assessment on all peanuts sold to first handlers.

Research and promotion fees are processed in Kansas City and disbursed to the applicable State Board, Commission, or Association monthly.

The amount deducted from the loan amount will be printed on CCC-677's and CCC-678's as the following:

- marketing assessments for the National Research and Promotion fee
- assessment for all authorized State commodity assessment fees.

Peanut DMA's and CMA's shall be responsible for collecting the research and promotion fee from the producer and remitting that amount to NPB and all approved applicable State entities. CMA and DMA service County Offices **must** enter zero in the "Marketing Assessment" and "Assessment" fields.

The assessment rate for NPB assessment shall be 1 percent of the full amount of the loan.

**86 Basic Loanmaking (Continued)****F Seg. 1 Warehouse-Stored Premiums and Discounts**

Warehouse-stored loans for Seg. 1 peanuts will be adjusted for premiums and discounts at loanmaking according to Exhibits 8 and 11.

**Note:** Premiums and discounts do **not** apply to farm-stored loan or Seg. 2 or 3 peanut disbursements.

**G Verifying Eligible Quantity**

COC shall verify that the quantity of peanuts a producer pledges as collateral for loan does **not** exceed the producer's share of the quantity that could reasonably have been produced on the farm. COC shall establish a yield considering crop conditions within the county according to 8-LP, subparagraph 230 E.

**H Establishing Yield Estimates**

COC shall:

- annually determine reasonable yield estimates for each commodity based on crop and weather conditions in the county
- document determinations in COC minutes
- review questionable applications.

**I Eligible Quantity**

County Offices shall:

- use PS directives to determine and track a producer's reasonable production
- provide a running account total, by producer, for remaining loan and LDP eligible quantities.

**87 Loanmaking for Farm-Stored Loans****A Requesting Farm-Stored Loans**

[7 CFR 1421.105] When requesting farm-stored loans, producers shall:

- for certified loans, certify the quantity in farm storage on CCC-666 according to 8-LP, paragraph 524
- for measured loans:
  - complete CCC-409, CCC-666, and CCC-677-1 according to paragraph 524
  - request measurement service according to 8-LP, paragraph 525 and 8-LP, Exhibit 15.

**Notes:** UCC-1's **must** be filed according to 8-LP, paragraph 521.

For farm-stored loans, STC shall **not** require that a loan be measured or obtain an official grade inspection from AMS before or after disbursement. Loans are available on the quantity of eligible peanuts certified by the producer.

**B Record of Measurement**

Complete and maintain CCC-677-1 according to 8-LP, paragraph 525 for measured loans and spot checks.

## 88 Loanmaking for Warehouse-Stored Loans

### A Acceptable Receipts

Producers shall present acceptable warehouse receipts with their loan request.

Acceptable warehouse receipt may either be a paper receipt or EWR recorded in CFS maintained in 1 or more locations that are approved by FSA to operate such system.

**Notes:** Currently, peanut warehouses issue EWR's through a single provider (EWR, Inc.).

See Part 6, Section 10, for information on EWR's.

If any information on the warehouse receipts is incorrect or otherwise unacceptable for recording the loan in APSS, County Offices shall:

- **not** approve the loan
- require the producer to do the following **before** approving the loan:
  - submit acceptable warehouse receipts
  - obtain CCC-679, if applicable
  - sign CCC-678.

### B Warehouse Storage Charges

The Agricultural Act of 2014 requires CCC to pay storage, handling, and other associated costs for peanuts that are forfeited. As a result, the warehouse-stored loan rate shall **not** be reduced if the warehouse receipt issued by the warehouse has **not** been paid through the loan maturity date.

For peanuts that are placed under the warehouse-stored MAL that are subsequently forfeited to CCC, CCC will pay storage from the date the documents are received to loan maturity, handling, and associated costs.

**Note:** Producers are responsible for storage from the date the commodity is deposited to the day before the documents are received.

### C In-Handling Charges

The Agricultural Act of 2014 requires CCC to pay handling and other associated costs other than storage, when peanuts are placed in the MAL Program for the 2014 through 2018 crop years. The Commodity Operations Division will continue to be responsible for setting these rates for the 2014 through 2018 crop years.

88 Loanmaking for Warehouse-Stored Loans (Continued)

C In-Handling Charges (Continued)

In-handling charges shall be:

- paid to the storing warehouse at the time the loan is disbursed
- repaid when MAL is redeemed.

Rates of Warehouse Charges for Peanuts				
State	In-Handling Rate Per Ton		All States	
	2013 Crop Year	2014 Crop Year	Load-Out Rate:	Storage Rate:
Alabama	\$37.20	\$37.20	\$8 per ton.	\$2.71 per ton per month.
Arkansas	\$37.50	\$37.50		
Florida	\$36.90	\$35.70		
Georgia	\$35.20	\$35.20		
Mississippi	\$37.50	\$37.50		
New Mexico	\$36.00	\$36.00		
North Carolina	\$36.25	\$36.25		
Oklahoma	\$38.10	\$38.10		
South Carolina	\$37.50	\$37.50		
Texas	\$37.10	\$37.10		
Virginia	\$37.95	\$37.95		

D Statement of Charges

8-LP, paragraph 547 provides policies for authorizing offsets of amounts, contained on a separate statement of unpaid charges or a separate bill for unpaid charges, from the loan proceeds. These charges **must** be associated with the:

- handling of the commodity represented by the warehouse receipt
- marketing of the commodity pledged for loan collateral.

For peanuts, County Offices are authorized to **only** offset charges associated with cleaning, drying, custom harvesting, seed accounts, and storing peanuts from the producer’s loan proceeds. These charges are **not** considered a lien, but **must** be included on CCC-679, item 5 (c), if an offset will be made for these charges. Storage charges can be offset only if the warehouse receipt indicates storage has been paid or provided for, as applicable.

State and County Offices and DMA’s **must** request written DAFP concurrence for any charges, except for cleaning, drying, custom harvesting, seed accounts, and storage costs associated with the handling of peanuts that will be offset from a producer’s loan proceeds.

89-99 (Reserved)

Section 3 (Reserved)

100-119 (Reserved)

**Part 3 Repayments, Releases, and Loan Maturity**

**Section 1 General Provisions**

**120 Loan Repayment Provisions**

**A Marketing Loan Repayments**

Marketing loan repayments are intended to:

- minimize potential loan forfeitures
- minimize the accumulation of peanut stocks by the Federal Government
- minimize the cost incurred by the Federal Government in storing peanuts
- allow peanuts produced in the United States to be marketed freely and competitively, both domestically and internationally.

**B Repayment Types**

After the date of disbursement, farm-stored and warehouse-stored loans may be repaid at any time during the loan period.

The following types of repayments are available:

- principal plus interest
- market price repayment at NPP repayment rate, under the marketing loan provisions, according to paragraph 277.

**120 Loan Repayment Provisions (Continued)****C When to Require Principal Plus Interest**

Loan repayments **must include principal plus interest** on farm-stored quantities delivered under CCC-681-1 and either of the following applies:

- repayment is made after the end of the grace period for CCC-681-1
- repayment is for the quantity delivered after loan maturity, even if repayment is made by the end of the grace period
- repayment is for Seg. 2 and 3 peanut loans.

**Note:** When recording repayments in APSS, on Screens PPD11200 or PPD61000, County Office shall enter “Y” to the question, “**Was this loan disbursed entirely by direct deposit (Y/N)?**” This indicator will allow APSS to give 2-days interest credit on the MAL being repaid.

See 8-LP, Part 7, Section 3 for interest calculation procedures.

**D When Market Prices Are Announced**

NPP for peanuts will be announced, to the extent practicable, at 3 p.m. e.t. each Tuesday and will be effective Wednesday at 12:01 a.m. e.t.

**Exception:** If Tuesday is a nonworkday, the announcement will be made on or after the next workday.

NPP rates used to determine the market price repayment rate based (CCC-determined value) or LDP rate can be found at

**<http://www.fsa.usda.gov/FSA/webapp?area=home&subject=prsu&topic=col-nl-pp>**. Under “I Want To...”, CLICK “**View the weekly Peanut LDP rates**”.

**E Locking-In Repayment Rates**

Producers may lock in a repayment rate for peanuts by completing CCC-697 according to 8-LP, paragraph 716.

**120 Loan Repayment Provisions (Continued)****F Denied Market Gains**

Part or all of a producer's calculated market gain may be denied if **any** of the following apply:

- actively engaged provisions are **not** met according to 5-PL
- AGI exceeds \$900,000.
- payment limitation is reached
- percent of cropland factor is less than 1.000
- permitted entity share is less than 100 percent.

The person or entity is eligible for MAL, but the loan **must** be repaid at principal plus interest.

If there is a market gain for a commodity, the denied gain should be equal to the share of the producer who is determined to have the denied gain according to the following example.

**Example:** Operation AB consists of 2 members. Member A has a 50 percent share and is compliant with AGI. Member B also has a 50 percent share, but is ineligible because of AGI. They received MAL that would have been eligible for a \$10,000 market gain, if both members were eligible. The principal amount liquidated is \$20,000. Operation AB will instead receive a market gain of \$5,000 because of the 50 percent ineligible share because of AGI.

For crop year 2014 MAL's, follow the user guide titled, "Interim Process for Attributing Market Gain and Loan Deficiency Payments to Check Eligibility and Control Payment Limitation" that is available on the PSD web site.

**120 Loan Repayment Provisions (Continued)****G Market Gain Reported to IRS**

Market gain means the difference between the loan principal amount and CCC-determined value.

The amount of market gain is reported to IRS for Federal income tax purposes and shall be included on CCC-1099. See 62-FI for additional information.

**H Repayment of Warehouse-Stored Loan In-Handling Charges**

In-handling charges paid to the storing warehouse, when the loan was disbursed, will be added to the total repayment amount due on the loan quantity being redeemed. The amount of handling charges due shall be calculated by multiplying the loan quantity being redeemed times the CCC-approved handling charges applicable to the loan.

The calculated amount shall be:

- displayed on Repayment Summary Screen PPD13800 or PPD64400
- printed in CCC-500, "Remarks" section
- added to the amount due at repayment.

**I Acceptable Forms of Payment**

County Offices shall accept the following forms of payment from producers or buyers as repayment for loans:

- cash
- certified or cashier's checks
- money orders
- wire transfer (subparagraph S)
- checks issued, at the producer's request payable solely to CCC or the applicable County Office
- to CCC and other applicable lienholders
- solely to CCC or the applicable County Office

**120 Loan Repayment Provisions (Continued)**

**I Acceptable Forms of Payment (Continued)**

- that include the producer’s name as 1 of the payees
- personal checks from producers or buyers.

**Exception:** See subparagraph J for guaranteed remittances.

**J Guaranteed Remittances**

To protect CCC’s interest, STC, CCC, or CED may require guaranteed remittances for **all** repayments on a:

- countywide basis
- Statewide basis, by STC **only**
- individual basis.

If COC determines to require guaranteed remittances, the County Office shall:

- request authority from STC for a countywide policy
- if approved, apply the policy to **all** repayments
- continue to follow 3-FI for dishonored checks.

**K Repayment Date**

The repayment date shall be the date the repayment is received in the County Office that disbursed the loan.

For EFT’s the repayment date is the date remittance is received at FRB.

**120 Loan Repayment Provisions (Continued)****L Recording Payments**

Record repayments in APSS according to 12-PS.

Before recording market loan repayments on warehouse-stored loans, make additional disbursements, if applicable, according to 8-LP, paragraph 511.

CCC-500 will be generated by APSS. County Offices shall:

- sign and date CCC-500
- give the producer the original CCC-500 as a receipt for the repayment
- keep a copy in the loan folder.

**Note:** Do **not** send CCC-500 to FRB.

Prepare and deposit collections according to 3-FI and 64-FI to record the collection in NRRS.

**Note:** If the amount of payment received is more than the amount due, issue a refund to the producer according to subparagraph R.

**M Repaying Matured Loans**

Producers may repay matured loans at the outstanding loan principal plus interest:

- **before** CCC acquires the commodity
- for farm-stored loans, **after** issued CCC-691, **but** before settlement is completed in APSS.

**N Repaying Loans During Appeal Process**

A producer may repay a loan, at NPP under the marketing loan provisions, for which an appeal process is in effect.

**120 Loan Repayment Provisions (Continued)****O Receipt of Uncertified Checks**

If an uncertified personal or corporate check is offered for release of loan collateral and repayment of the loan, CED or designee shall use prudent judgment in releasing loan collateral.

**P Restrictions**

County Offices shall **not** accept any checks that:

- are post-dated
- do **not** conform to proper business practice
- contain restrictive endorsements on the back of the check
- contain restrictive inscriptions on the front of the check.

**Note:** Handle checks with restrictive endorsements according to 3-FI.

**Q Action When Notified of Dishonored Checks**

After receiving notification from FSC or the bank that a check has been dishonored, County Offices shall immediately:

- notify the State Office Price Support Section
- take appropriate action according to 3-FI and 8-LP, Exhibit 11, subparagraph A for the following:
  - “dishonored check fee”
  - “amount due for dishonored check”
- spot check the farm-stored commodity, as follows:
  - charge the producer for the expense of the spot check
  - to determine whether the commodity has been removed.

120 Loan Repayment Provisions (Continued)

**R Processing Refunds for Loan Overpayments**

If a producer provides a check larger than the loan repayment amount, and a check has been received that is issued directly to CCC, or jointly to CCC and the producer, issue the refund according to the following.

Step	Action
1	Enter the repayment in APSS to determine the actual amount due.
2	In NRRS, create a receivable using the program code, "XXCOMMLNMR", using the amount due in APSS according to 64-FI, subparagraph 65 K.
3	<p>Apply the entire amount received from the producer to the new receivable. To issue the refund immediately, select "Remittance Type", "<b>Cashier's Check</b>".</p> <p><b>Note:</b> If the check received from a merchant or authorized agent is <b>not</b> a cashier's check, it is at the discretion of the County Office to use that option to issue the refund immediately. If the repayment is from the producer's personal account and <b>not</b> a cashier's check, this option shall <b>not</b> be selected.</p> <p>Ensure that user selects "Existing Receivable" from the "Collection Type" drop-down list. If a merchant or third party has repaid the loan on behalf of the producer, to ensure that the refund is sent to the appropriate person, on the Allocate Receipt Screen in NRRS, CLICK "Y" in the "Alternate Payee" block. This will ensure that the payment is sent to Manual Handling in NPS so the appropriate other payee can be entered.</p>
4	When the collection is applied to the receivable, the refund, coded as "REFREP", will be created and passed to NPS in 8 workdays, unless the repayment was a cashier's check. If "Cashier's Check" is entered, the refund should appear in NPS in 3 workdays.
5	In NPS, certify and sign the payment.

120 Loan Repayment Provisions (Continued)

**S Wire Transfer Repayments**

Wire transfer repayments are available through APSS. Producers or buyers may wire transfer repayments directly to CCC’s account at the U.S. Department of Treasury.

CCC-258 is provided to producers or buyers by County Offices to cross-reference loans redeemed by CCC-258.

County Offices can use their manual log of wire transfer numbers, maintained according to 3-FI, paragraph 39, to enter the loan numbers to which the wire transfer will apply.

Process loan redemptions made by wire transfer according to the following.

Step	Action
1	Upon request from a buyer or producer for a loan redemption by wire transfer, provide (by FAX, if requested) CCC-258 according to subparagraph C.
2	Advise the buyer or producer that the completed CCC-258 is to be: <ul style="list-style-type: none"> <li>• transmitted to the bank providing the wire transfer</li> <li>• FAXed by the bank or the buyer to the County Office <b>on the day of the wire transfer</b> with the bank’s receipt of the wire transfer.</li> </ul>
3	Accept the wire transfer receipt from the bank as confirmation of receipt of funds and record the repayment through APSS. The system will generate CCC-500 as a receipt for the wire transfer. See 3-FI for additional information on how to record remittance. The date the wire transfer funds are received in CCC’s account is the date of repayment. Use NPP in effect on the date the receipt of the wire transfer funds are received in CCC’s account.  CCC-258 states that if funds are transferred to CCC’s account after the date in block 3, additional interest may be due.

120 Loan Repayment Provisions (Continued)

T Completing CCC-258

County Offices shall complete CCC-258 according to the following and 1-FI.

Item	Instructions
1	Completed at the option of the bank and is <b>not</b> required by CCC.
2	No entry necessary. Notifies the payer that interest is calculated to the date entered in item 3.
3	Enter repayment date requested by the payer. The wire transfer of funds <b>must</b> occur no later than the requested repayment date for the transfer of funds to be sufficient to repay the loan. If the date is <b>not</b> specified by the payer, County Office will enter the date corresponding to the amount entered in item 8.
4	Preprinted. Bank’s routing number for the FSA account.
5	Completed at the option of the bank for informational purposes. Not required by CCC.
6	Completed by the bank.
7	Completed by the bank.
8	County Office shall compute the repayment amount to the date entered in item 3 and enter the estimated payment amount required from the payer. Although this amount may be used for the transfer of funds, the final loan repayment amount applied is the amount determined by CCC.
9	Completed by the bank.
10	Preprinted.
11	<p>Contains a preprinted alpha/numeric code. County Offices shall enter the following:</p> <ul style="list-style-type: none"> <li>• “1” to show the type of payment, followed by “/”</li> <li>• State and county code and check digit, followed by “/”</li> </ul> <p><b>Note:</b> County Offices shall contact their State Office for assistance, if needed.</p> <ul style="list-style-type: none"> <li>• “SCH#” and the 4-digit log number between “9001” and “9998” that is from the county log of wire transfer numbers maintained according to 3-FI, subparagraph 39 B, followed by “/”.</li> </ul> <p><b>Example:</b> BNF = /AC -4994 OBI = CCC/1/SSCCCX/SCH#XXXX/.</p>

**120 Loan Repayment Provisions (Continued)**

**T Completing CCC-258 (Continued)**

Item	Instructions
12	Optional. County Office may manually enter name of the buyer or producer and the loan number or numbers for which payment will be wired.
13	Optional. County Office may manually enter, "Fax receipt of the bank wire transfer to the County Office on the date of the wire transfer to the FAX number entered in item 14B", as additional instructions to the bank.
14	Enter County Office telephone and FAX number. This is the FAX number to which the wire transfer receipt shall be FAXed.
15	Signature of County Office representative.

**121-139 (Reserved)**



## Section 2 Types of Repayments

### 140 Types of Loan Repayments

#### A Principal Plus Interest Repayments

Producers are required to repay loans at principal plus interest for the following reasons:

- when the principal plus interest is less than NPP
- after the 15th calendar day after CCC-681-1 expires for farm-stored quantities delivered
- loans disbursed as recourse loans
- incorrect certification determination
- loan has been called
- any quantity delivered for farm-stored loans on CCC-681-1 after maturity
- Seg. 2 and 3 peanut loans.

See 8-LP for the repayment of quantities removed or disposed of without prior written authorization.

**Note:** Producers who do **not** meet AGI provisions or exceed the payment limitation of \$125,000, **must** repay the loan at loan principal plus interest.

**Exception:** Public schools (Entity Type “13”) payment limitation is unlimited in 1 State, \$500,000 for other States.

#### B NPP Repayment

Market loan repayments with cash are at the **lesser** of the following:

- principal plus interest
- CCC-determined value.

The CCC-determined value (NPP repayment), in some cases, may be higher than the loan rate, but less than the loan principal plus interest.

**140 Types of Loan Repayments (Continued)**

**C Commodity Exchanges**

Beginning with the 2010 crop year, the “Commodity Certificate Repayment” option is **no** longer available.

**D Determining NPP**

NPP value for the day the repayment is received in the County Office that disbursed the loan shall be used in determining the repayment rate.

Calculate NPP repayment rate using prices posted for the applicable type of peanuts on the PSD web site at [http://www.fsa.usda.gov/Internet/FSA\\_File/peanut.xls](http://www.fsa.usda.gov/Internet/FSA_File/peanut.xls).

**141-155 (Reserved)**

## Section 3 Designated Agents

## 156 CCC-605P, Designation of Agent

## A Producer Responsibility

Producers may designate an agent to redeem all or a portion of the farmer stock peanuts pledged as collateral for MAL.

Designation of an agent does **not** relieve the producer from the terms and conditions of the note and security agreement.

Agents:

- designated by producers may transfer the designation to a subsequent agent by endorsement on CCC-605P
- subsequently designated on CCC-605P, may further transfer the designation to other subsequent agents on CCC-605P-2 by endorsement.

**Note:** Original CCC-605P **must** be submitted to the County Office at the time of loan redemption, as applicable.

## B Basic Information

County Offices shall make CCC-605P, CCC-605P-1, and CCC-605P-2 available to the public. Producers should be advised that a separate CCC-605P is required for each loan.

CCC-605P, CCC-605P-1, and CCC-605P-2 **shall be prepared by producers and designated agents only.**

When a valid CCC-605P or CCC-605P-2 and the supporting CCC-605P-1, as applicable, are presented at the County Office, the last agent designated may redeem the peanut tonnage covered by CCC-605P or CCC-605P-2.

**Before** designated agent redemption can be processed, the agent **must** present **all** of the following:

- CCC-605P
- list of tons
- sufficient funds.

**Note:** If a designated agent redeems MAL, any market gain will be attributed to the producer's payment limit.

**156 CCC-605P, Designation of Agent (Continued)****C Using CCC-605P**

Peanut producers will use CCC-605P to designate an agent to redeem all or a portion of their peanut production pledged as collateral for MAL.

The original CCC-605P is the property of the producer or the designated agent. County Offices shall **not** file or maintain the original document.

Complete CCC-605P for each loan.

Producer's designated agent is **not** obligated to exercise the option provided under the terms of CCC-605P.

**D Filing Designation of Agent Forms**

Only peanut producers or producer's designated agent may file CCC-605P, CCC-605P-1, and CCC-605P-2.

If a designated agent is redeeming part of the peanuts covered by CCC-605P, County Office shall file in the loan folder, a photocopy of the CCC-605P, CCC-605P-1, or CCC-605P-2 supporting the redemption and return the originals to the agent.

**E Canceling CCC-605P**

Producers may:

- cancel CCC-605P, **before** the redemption, by providing a written request to the County Office with the following information
  - name of agent
  - loan number
  - applicable tons or warehouse receipts
- redeem the loan collateral themselves, effectively canceling CCC-605P, or by request of producer's designated agent, by providing the required repayment funds
- forfeit the loan collateral to CCC unless redeemed by the producer's agent.

The producer **must** sign and date the request.

## 156 CCC-605P, Designation of Agent (Continued)

**F Instructions for Completing CCC-605P**

Complete CCC-605P according to the following table.

<b>Item</b>	<b>Entry</b>
1	Name and address of the County Office.
2	Name and address of the producer filing CCC-605P.
3	Name and address of the agent being designated to redeem the peanuts.
4	Name of County Office where the loan documents are being held.
5	Maturity date for the loan in which the peanuts are currently pledged.
6	Loan number.
7	Crop year in which the pledged peanuts were produced.
8	<p>If:</p> <ul style="list-style-type: none"> <li>• total loan quantity is being designated by the producer, CHECK (✓) “<b>ALL</b>”</li> <li>• partial loan quantity is being designated by the producer, agent, or subsequent agent, CHECK (✓) “<b>See attached Form CCC-605P-1 or other list</b>”.</li> </ul> <p><b>Note:</b> An alternate list other than CCC-605P-1 is acceptable. The list <b>must</b> have the same information that is required on CCC-605P.</p>
9	Total tons and/or pounds.
10A through 10D	All producers who are a party to the loan agreement <b>must</b> sign and date, including the producer identified in item 2.
11	Any remarks or comments that may be pertinent to CCC-605P.
12A	Designated agent or its representative <b>must</b> sign CCC-605P.
12B	Designated agent signing in item 12A <b>must</b> enter the date CCC-605P is signed.
13	Each time a new agent is designated to act on behalf of the identified producer, the subsequent and transferring agent <b>must</b> sign item 13.

156 CCC-605P, Designation of Agent (Continued)

G Example CCC-605P

The following is an example CCC-605P.

<p><b>This form is available electronically.</b>  <b>CCC-605P</b> U.S. DEPARTMENT OF AGRICULTURE          (05-23-13) Commodity Credit Corporation</p>		<p>1. COUNTY OFFICE NAME AND ADDRESS (Include Zip Code)          Betlock County FSA          413 Cotton Lane          Lubbock, TX 23187-1234          TELEPHONE NUMBER (Include Area Code): 917-345-6789</p>	
<p><b>DESIGNATION OF AGENT – PEANUT</b></p>			
<p><b>INSTRUCTIONS: ITEMS 2 - 10 MUST BE COMPLETED BY THE PRODUCER.</b></p>			
<p><b>PART A – LOAN AND AGENT DATA</b></p>			
<p>2. PRODUCER'S NAME AND ADDRESS (Include Zip Code)          Mary Brown          14 Sparkle Lane          South Lubbock, TX 59456-1111</p>		<p>3. AGENT'S NAME AND ADDRESS (Include Zip Code)          Fortune Peanut, Inc.          25 Greenback Lane          South Lubbock, TX 59457-2222</p>	
<p>5. MATURITY DATE (MM-DD-YYYY)          05-31-20XX</p>		<p>6. LOAN NUMBER          267894</p>	
		<p>7. CROP YEAR          20XX</p>	
<p><b>PART B - DESIGNATION OF AGENT FOR LOAN REDEMPTION</b></p>			
<p><i>THE UNDERSIGNED PRODUCER(S) ("PRODUCER") hereby authorizes the agent identified in Item 3 or, if applicable, the subsequent agent identified by endorsement on Page 2 of this form or the execution of a Form CCC-605P-2, to redeem all or a portion of the peanuts pledged as collateral for the loan identified in Part A. The Producer agrees that no other Form CCC-605P has been or will be executed with respect to such peanuts. If this form covers all the warehouse receipts pledged as security for the loan as described in Part A, mark "all" in Item 8. If this form is for only some of the warehouse receipts pledged as security for the loan, mark "see attached Form CCC-605P-1, or other list" and enter the receipt number(s) in numerical order on Form CCC-605P-1 or other list properly dated and signed by the producer. Attach CCC-605P-1 or other list to this form.</i></p>			
<p>8. LOAN QUANTITY APPLICABLE TO THIS AGREEMENT:          ALL <input checked="" type="checkbox"/> See attached Form CCC-605P-1 or other list <input type="checkbox"/></p>		<p>9. NUMBER OF TONS/POUNDS</p>	
<p>Title to the peanuts shall, without a sale thereof, immediately vest in CCC upon maturity of the loan. CCC shall have no obligation to pay for any market value which the peanuts may have in excess of the amount of the loan. CCC may sell, transfer and deliver the peanuts or documents evidencing title thereto at such time, in such manner, and upon such terms and conditions as CCC may determine, without demand, advertisement, or notice of the time and place of sale. CCC does not guarantee that the peanuts subject to this agreement will be permitted to be redeemed at a level lower than the original loan level if the producer has exceeded statutory Adjusted Gross Income amounts. In addition, CCC does not guarantee that the peanuts subject to this agreement will not be redeemed by anyone other than the designated agent or that the warehouse receipts representing the peanuts will not be released to anyone other than the designated agent.</p>			
<p>10A. SIGNATURE OF PRODUCER (BY)</p>		<p>10B. TITLE/RELATIONSHIP OF THE INDIVIDUAL SIGNING IN THE REPRESENTATIVE CAPACITY</p>	
<p>11A. SIGNATURE OF PRODUCER (BY)</p>		<p>11B. TITLE/RELATIONSHIP OF THE INDIVIDUAL SIGNING IN THE REPRESENTATIVE CAPACITY</p>	
<p>12A. SIGNATURE OF PRODUCER (BY)</p>		<p>12B. TITLE/RELATIONSHIP OF THE INDIVIDUAL SIGNING IN THE REPRESENTATIVE CAPACITY</p>	
<p>13A. SIGNATURE OF PRODUCER (BY)</p>		<p>13B. TITLE/RELATIONSHIP OF THE INDIVIDUAL SIGNING IN THE REPRESENTATIVE CAPACITY</p>	
<p>13C. DATE (MM-DD-YYYY)</p>		<p>13C. DATE (MM-DD-YYYY)</p>	
<p>14. REMARKS</p>			
<p><b>NOTE:</b> The following statement is made in accordance with the Privacy Act of 1974 (5 USC 552a - as amended). The authority for requesting the information identified on this form is the Commodity Credit Corporation Charter Act (15 U.S.C. 714 et seq.) and the Food, Conservation, and Energy Act of 2008 (Pub. L. 110-246). The information will be used by the peanut producer to designate an agent to redeem all or a portion of peanut production pledged as collateral for a specified loan. The information collected on this form may be disclosed to other Federal, State, Local government agencies, Tribal agencies, and nongovernmental entities that have been authorized access to the information by statute or regulation and/or as described in applicable Routine Uses identified in the System of Records Notice for USDA/FSA-14, Applicant/Borrower. Providing the requested information is voluntary. However, failure to furnish the requested information will result in a determination of ineligibility for the peanut producer to designate an agent to redeem all or a portion of peanut production pledged as collateral for a specified loan.</p> <p>This information collection is exempted from the Paperwork Reduction Act, as it is required for administration of the Food, Conservation, and Energy Act of 2008 (see Pub. L. 110-246, Title I, Subtitle F - Administration).</p> <p>The provisions of appropriate criminal and civil fraud, privacy, and other statutes may be applicable to the information provided. <b>RETURN THIS COMPLETED FORM TO YOUR COUNTY FSA OFFICE.</b></p> <p>The U.S. Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.) Persons with disabilities, who wish to file a program complaint, write to the address below or if you require alternative means of communication for program information (e.g., Braille, large print, audiotape, etc.) please contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). Individuals who are deaf, hard of hearing, or have speech disabilities and wish to file either an EEO or program complaint, please contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (in Spanish).</p> <p>If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at <a href="http://www.ascr.usda.gov/complaint_filing_cust.html">http://www.ascr.usda.gov/complaint_filing_cust.html</a>, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter by mail to U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at <a href="mailto:program.intake@usda.gov">program.intake@usda.gov</a>. USDA is an equal opportunity provider and employer.</p>			



**157 Required Signatures for CCC-605P and CCC-605P-2****A Signatures Required for Valid CCC-605P**

A copy of CCC-605P is acceptable if the signatures follow the guidelines in 1-CM for:

- producers
- producers' agents.

**Note:** See 1-CM, paragraph 730 for information on agents for peanuts.

Each sheller and/or handler or entity **must** provide a list of authorized agents and/or representatives with sample signatures for designated agents from their company to PSD and the State Office. The State Office will provide a copy of all authorized agents' signatures to each peanut County Office in their State.

**B Signature Required for Valid CCC-605P-2**

For CCC-605P-2 to be considered valid, the agent **must** present:

- properly completed CCC-605P-2
- copy of the original CCC-605P that was properly completed and signed by the producer
- copy of all CCC-605P-2's transferring designation for the presented CCC-605P-2.

**C Forms Availability**

CCC-605P, CCC-605P-1, and CCC-605P-2 are available at either of the following:

- USDA's Service Center Agencies eForms Web Site at <http://forms.sc.egov.usda.gov/eForms/searchAction.do>
- FFAS Employee Forms/Publications Site through FSA's Intranet site at <http://intranet.fsa.usda.gov/fsa>.

158 CCC-605P-1, Continuation Sheet for CCC-605P

**A Using CCC-605P-1**

Peanut producers will use CCC-605P-1 to list applicable warehouse receipt numbers for peanuts that have been designated to an agent for handling.

CCC-605P-1 is the original property of the producer or the designated agent. County Offices shall **not** file or maintain the original document.

**Note:** An alternate list other than CCC-605P-1 is acceptable. This list **must** have the same information that is required on CCC-605P-1.

**B Completing CCC-605P-1**

Complete CCC-605P-1 according to the following table.

Item	Entry
1	Name and address of the producer filing CCC-605P-1.
2	Name and address of the agent being designated to redeem the peanuts.
3	Name of County Office where the loan documents are being held.
4	Maturity date for the loan in which the peanuts are currently pledged.
5	Loan number.
6	Crop year in which the pledged peanuts were produced.
7	List, in numerical order, the numbers as indicated on the warehouse receipts.
8	Producer identified in item 1 or any producer listed on CCC-605P, item 10, <b>must</b> sign and date CCC-605P-1.

158 CCC-605P-1, Continuation Sheet for CCC-605P (Continued)

C Example CCC-605P-1

The following is an example CCC-605P-1.

<b>CCC-605P-1</b> (05-23-13)		<b>U.S. DEPARTMENT OF AGRICULTURE</b> Commodity Credit Corporation					
<b>DESIGNATION OF AGENT - PEANUTS</b> <b>(CONTINUATION SHEET TO FORM CCC-605P)</b>							
<p><b>NOTE:</b> <i>The following statement is made in accordance with the Privacy Act of 1974 (5 USC 552a - as amended). The authority for requesting the information identified on this form is the Commodity Credit Corporation Charter Act (15 U.S.C. 714 et seq.) and the Food, Conservation, and Energy Act of 2008 (Pub. L. 110-246). The information will be used by the peanut producer to designate an agent to redeem all or a portion of peanut production pledged as collateral for a specified loan. The information collected on this form may be disclosed to other Federal, State, Local government agencies, Tribal agencies, and nongovernmental entities that have been authorized access to the information by statute or regulation and/or as described in applicable Routine Uses identified in the System of Records Notice for USDA/FSA-14, Applicant/Borrower. Providing the requested information is voluntary. However, failure to furnish the requested information will result in a determination of ineligibility for the peanut producer to designate an agent to redeem all or a portion of peanut production pledged as collateral for a specified loan.</i></p> <p><i>This information collection is exempted from the Paperwork Reduction Act, as it is required for administration of the Food, Conservation, and Energy Act of 2008 (see Pub. L. 110-246, Title I, Subtitle F - Administration).</i></p> <p><i>The provisions of appropriate criminal and civil fraud, privacy, and other statutes may be applicable to the information provided. RETURN THIS COMPLETED FORM TO YOUR COUNTY FSA OFFICE.</i></p>							
1. PRODUCER'S NAME AND ADDRESS			2. AGENT'S NAME AND ADDRESS			3. COUNTY OFFICE HOLDING WAREHOUSE RECEIPTS	
4. MATURITY DATE (MM-DD-YYYY)			5. LOAN NUMBER			6. CROP YEAR	
7. List warehouse receipt numbers in numerical order.							
WHSE. RECEIPT NO.		WHSE. RECEIPT NO.		WHSE. RECEIPT NO.		WHSE. RECEIPT NO.	
1.	21.	41.	61.				
2.	22.	42.	62.				
3.	23.	43.	63.				
4.	24.	44.	64.				
5.	25.	45.	65.				
6.	26.	46.	66.				
7.	27.	47.	67.				
8.	28.	48.	68.				
9.	29.	49.	69.				
10.	30.	50.	70.				
11.	31.	51.	71.				
12.	32.	52.	72.				
13.	33.	53.	73.				
14.	34.	54.	74.				
15.	35.	55.	75.				
16.	36.	56.	76.				
17.	37.	57.	77.				
18.	38.	58.	78.				
19.	39.	59.	79.				
20.	40.	60.	80.				
8A. SIGNATURE OF PRODUCER				8B. TITLE/RELATIONSHIP OF THE INDIVIDUAL SIGNING IN THE REPRESENTATIVE CAPACITY			8C. DATE (MM-DD-YYYY)
<p><small>The U.S. Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.) Persons with disabilities, who wish to file a program complaint, write to the address below or if you require alternative means of communication for program information (e.g., Braille, large print, audiotape, etc.) please contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). Individuals who are deaf, hard of hearing, or have speech disabilities and wish to file either an EEO or program complaint, please contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (in Spanish).</small></p> <p><small>If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at <a href="http://www.ascr.usda.gov/complaint_filing_cust.html">http://www.ascr.usda.gov/complaint_filing_cust.html</a>, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter by mail to U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at <a href="mailto:program.intake@usda.gov">program.intake@usda.gov</a>. USDA is an equal opportunity provider and employer.</small></p>							

159 CCC-605P-2, Designation of Subsequent Agent - Peanuts

**A Using CCC-605P-2**

CCC-605P-2:

- will be used by peanut producers, designated agents, or subsequent designated agents if less than the loan quantity is designated
- **must** be attached to CCC-605P or CCC-605P-1 before being accepted
- is also used to list warehouse receipt numbers that the designated agent will be responsible for handling
- original is the property of the producer or the designated agent. County Offices shall **not** file or maintain the original document.

**Notes:** An alternate list other than CCC-605P-2 is acceptable. The list **must** have the same information that is required on CCC-605P-2.

Original CCC-605P-2 **must** be submitted to the County Office at time of loan redemption, as applicable.

**B Completing CCC-605P-2**

Complete CCC-605P-2 according to the following table.

Item	Entry
1	Name and address of the current agent before subsequent designation was made.
2	Name and address of the subsequent agent being designated to redeem the peanuts.
3	Name of County Office where the loan documents are being held.
4	Maturity date for the loan in which the peanuts are currently pledged.
5	Loan number.
6	Total number of pounds the subsequent agent will be responsible for redeeming.  <b>Note:</b> 1 ton equals 2,000 pounds.
7	Crop year in which the pledged peanuts were produced.
8	Producer identified in item 1 or any producer listed on CCC-605P, item 10, <b>must</b> sign and date CCC-605P-2.
9	Any remarks that are pertinent to CCC-605P-2, but could <b>not</b> be entered under any of the provided fields.
10	If CCC-605P-2 is to designate a subsequent agent other than agent identified in item 2, the subsequent agent <b>must</b> complete items 10 A through F, if applicable.

159 CCC-605P-2, Designation of Subsequent Agent - Peanuts (Continued)

C Example CCC-605P-2

The following is an example CCC-605P-2.

This form is available electronically.

**CCC-605P-2**  
(05-23-13)

U.S. DEPARTMENT OF AGRICULTURE  
Commodity Credit Corporation

**DESIGNATION OF SUBSEQUENT AGENT – PEANUTS**

**NOTE:** *The following statement is made in accordance with the Privacy Act of 1974 (5 USC 552a - as amended). The authority for requesting the information identified on this form is the Commodity Credit Corporation Charter Act (15 U.S.C. 714 et seq.) and the Food, Conservation, and Energy Act of 2008 (Pub. L. 110-246). The information will be used by the agent to authorize a subsequent agent to act on behalf of the peanut producer or another subsequent agent to redeem a portion of peanut production pledged as collateral for a specified loan. The information collected on this form may be disclosed to other Federal, State, Local government agencies, Tribal agencies, and nongovernmental entities that have been authorized access to the information by statute or regulation and/or as described in applicable Routine Uses identified in the System of Records Notice for USDA/FSA-14, Applicant/Borrower. Providing the requested information is voluntary. However, failure to furnish the requested information will result in a determination of ineligibility for the agent to authorize a subsequent agent to act on behalf of the peanut producer or another subsequent agent to redeem a portion of peanut production pledged as collateral for a specified loan.*

*This information collection is exempted from the Paperwork Reduction Act, as it is required for administration of the Food, Conservation, and Energy Act of 2008 (see Pub. L. 110-246, Title I, Subtitle F – Administration).*

*The provisions of appropriate criminal and civil fraud, privacy, and other statutes may be applicable to the information provided. RETURN THIS COMPLETED FORM TO YOUR COUNTY FSA OFFICE.*

**INSTRUCTIONS: Items 1 - 8 must be completed by Agent.**

**PART A – LOAN AND AGENT DATA**

1. AGENT'S NAME AND ADDRESS  Fortune Peanut, Inc. 25 Greenback Lane South Lubbock, TX 59457	2. SUBSEQUENT AGENT'S NAME AND ADDRESS  John Smith 1 Main Street South Lubbock, TX 59456	3. COUNTY OFFICE HOLDING WAREHOUSE RECEIPTS  Betlack County FSA Texas	
4. MATURITY DATE (MM-DD-YYYY)  05-31-20XX	5. LOAN NUMBER  267894	6. NUMBER OF POUNDS  1 ton/2,000 lbs.	7. CROP YEAR  20XX

**PART B - DESIGNATION OF SUBSEQUENT AGENT FOR LOAN REDEMPTION**

**THE UNDERSIGNED AGENT ("AGENT")** hereby authorizes the subsequent agent identified Item 2 as the agent to act on behalf of the Producer or another subsequent agent as evidenced by endorsement on Page 2 of this form or the execution of a subsequent Form CCC-605P-2, to redeem the peanuts pledged as collateral for the loan identified in Part A which is listed on the attached Form CCC-605P-1 or other list properly dated and signed by the Agency. The Agent agrees that no other Form CCC-605P-2 has been or will be executed with respect to such peanut. A copy of the CCC-605P and any other CCC-605P-2 that provide proof of the Agent's authority to designate a subsequent agent shall be attached.

Title to the peanuts shall, without a sale thereof, immediately vest in CCC upon maturity of the loan. CCC shall have no obligation to pay for any market value which the peanuts may have in excess of the amount of the loan. CCC may sell, transfer and deliver the peanuts or documents evidencing title thereto at such time, in such manner, and upon such terms and conditions as CCC may determine, without demand, advertisement, or notice of the time and place of sale. CCC does not guarantee that the peanuts subject to this agreement will be permitted to be redeemed at a level lower than the original loan level if the producer has exceeded statutory Adjusted Gross Income amounts. In addition, CCC does not guarantee that the peanuts subject to this agreement will not be redeemed by anyone other than the designated agent or the warehouse receipts representing the peanuts are not released to anyone other than the designated agent.

8A. SIGNATURE OF AGENT	8B. Title/Relationship of the Individual Signing in the Representative Capacity	8C. DATE (MM-DD-YYYY)  04-30-20XX
9. REMARKS		

*The U.S. Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.) Persons with disabilities, who wish to file a program complaint, write to the address below or if you require alternative means of communication for program information (e.g., Braille, large print, audiotape, etc.) please contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). Individuals who are deaf, hard of hearing, or have speech disabilities and wish to file either an EEO or program complaint, please contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (in Spanish).*

*If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter by mail to U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov). USDA is an equal opportunity provider and employer.*





**Part 4 Settlements and Forfeitures**

**Section 1 Farm-Stored Settlements**

**171 General Provisions**

**A Preparing Loan Maturity Reports**

Prepare loan maturity reports according to 12-PS, Part 14, Section 5.

**B Sending Maturity Notification Letters**

Prepare and send maturity notification letters to producers with outstanding farm-stored loans, according to 8-LP, paragraph 797 and 8-LP, Exhibit 7, at least 45 calendar days, but **not** more than 60 calendar days, **before** the applicable loan maturity date.

**C Maximum Quantity for Delivery**

The quantity eligible for delivery to CCC under a farm-stored loan settlement is limited to 110 percent of the outstanding loan quantity.

**Note:** If the maximum quantity is exceeded, see 8-LP, paragraph 820 for additional instructions.

**D Preparing for Deliveries**

Handle the deliveries of nonrecourse farm-stored loans according to 8-LP, Part 8, Section 1.

**E Sale of Farm-Stored Loan Deliveries**

CCC has authorized the sale of farm-stored nonrecourse loans delivered to warehouse operators accepting peanut deliveries. Handle sales according to 8-LP, Part 8, Section 3.

**172 Determining Loan Settlement Values**

**A Basic Rule**

Settlements shall be based on the quantity, limited according to 8-LP, Part 8 and quality of peanuts delivered in the settlement of the loan based on the official inspection by Federal-State Inspection Service.

**B Settlement Rate Based on Net Weight**

Settlement rates, like loan rates for warehouse-stored loans, are based on net weight, including LSK, of peanuts times NLR for the types of peanuts delivered, then adjusted for premiums and discounts.

**C Discounts**

For the applicable discounts, see Exhibit 8.

**D Settlement Value of Zero**

If discounts applied during settlement result in the peanuts having a value of zero or less than zero, use zero as the settlement value.

**173 Handling Settlements**

**A Preparing CCC-691**

Schedule deliveries and prepare CCC-691 according to 8-LP, Part 8, Section 2. If local sale is applicable, conduct sale and issue CCC-691 according to 8-LP, Part 8, Section 3.

**B CCC-692**

Process the settlement in APSS according to 12-PS to generate CCC-692. If the settlement results in an amount due:

- the payable amount for the producer shall be transferred to NPS for payment by EFT or Treasury check
- CCC, send the producer a notification letter for the amount due, or collecting any deficiency, according to 8-LP, paragraph 823 and 8-LP, Exhibit 11, subparagraph A.

County Offices shall distribute CCC-692's as follows:

- place the original in the producer's loan folder
- attach a copy to KCCO copy of CCC-691
- provide a copy to the producer.

**C Submitting Documents to KCCO**

County Offices shall submit the following documents to KCCO according to 8-LP, paragraph 826:

- copy of CCC-691
- copy of CCC-692
- supplemental certificates, if applicable
- warehouse receipt, if applicable
- any additional documents necessary to support the settlement.

173 Handling Settlements (Continued)

**D Releasing CCC-677 After Settlement**

**After** the commodity has been delivered, settlement completed, and documents transmitted to KCCO, County Offices shall:

- mark the original CCC-677, “**DELIVERED**”
- return CCC-677 to the producer.

If **either** of the following apply, do **not** release CCC-677 to the producer:

- loan deficiency exists and has **not** been satisfied
- loan amount has been transferred to claims and has **not** been paid.

174-184 (Reserved)

**Section 2 Peanut Loan Forfeitures****185 Warehouse-Stored Peanut MAL Forfeitures****A Peanut Forfeitures**

Peanut warehouse-stored loan forfeitures should be processed in APSS the next workday after loan maturity. There is **no** waiting period after the loan maturity date.

**B Warehouse Charges on Peanuts Forfeited to CCC**

The Agricultural Act of 2014 authorizes CCC to pay storage, handling, and other associated costs for all peanuts pledged as collateral for MAL during the 2014 through 2018 crop years that are subsequently forfeited to CCC.

If a warehouse-stored MAL is forfeited. The producer is responsible for storage charges from the “Storage Start Date” (Exhibit 2) through the day before the “Date Document Received” date (Exhibit 2). A receivable for the storage costs, from the “Storage Start Date” to the day before the “Date Document Received” date, will be created at forfeiture.

**C Handling Charges**

Handling charges paid when the loan was disbursed are **not** required to be repaid.

185 Warehouse-Stored Peanut MAL Forfeitures (Continued)

**D Storage Charges**

Producers are responsible for paying warehouse storage charges for forfeited peanuts from the “Storage Start Date” through the “Date Document Received” date.

If MAL is **not** repaid within the 9-month period and peanuts are subsequently forfeited to CCC, storage charges will be handled as follows.

<b>IF storage charges were...</b>	<b>THEN CCC will pay storage charges to the...</b>
paid through loan maturity	<b>producer</b> will be refunded the storage paid through maturity.
<b>not</b> fully paid	storing warehouse from either of the following, as applicable: <ul style="list-style-type: none"> <li>• starting the day after loan maturity through final disposition</li> <li>• later of the “Date Storage Paid Through” or “Date Document Received” through final disposition, when applicable.</li> </ul>

**Note:** The producer will be billed for storage charges incurred from the “Storage Start Date” through the day before the “Date Document Received” date, if applicable. CCC will use “Date Storage Paid Through” on the receipt to determine to whom and when storage will be refunded.

**E Releasing CCC-678 After Forfeiture**

After warehouse receipts have been forfeited:

- mark the original CCC-678, “**FORFEITED**”
- return CCC-678 to the producer
- file a copy in the loan folder
- if using EWR, release EWR using Reason Code “9 - Forfeiture” according to paragraph 371.

186-189 (Reserved)

## Part 5 LDP's

## 190 Basic LDP Provisions

## A Definition of LDP

LDP means payments made to producers who, although eligible to obtain MAL, agree to forgo the loan in return for a payment on eligible peanuts.

The amount of LDP is the difference between the loan rate based on the national average for the applicable peanuts and NPP, times the quantity.

## B General Provisions

LDP's:

- shall **not** be combined for more than 1 class of peanuts
- will be processed through eLDP web site by County Office or producer

**Note:** LDP can be processed through APSS only with authorization from PSD.  
See 15-PS for eLDP instructions.

- will be issued by EFT or check, as applicable, subject to assignment
- shall be subject to AGI and payment limitation requirements
- are subject to:
  - administrative offset according to 58-FI
  - spot check according to 8-LP, Part 3
- **must** be requested on or before the final loan availability date

**190 Basic LDP Provisions (Continued)****B General Provisions (Continued)**

- **cannot** be:
    - canceled or repledged once a request has been made or disapproved
    - repaid to obtain a loan or LDP
- Note:** LDP requests disapproved because the requested quantity exceeded the maximum eligible commodity may be approved if the producer provides acceptable production evidence.
- repaid to request a subsequent loan or LDP on the same quantity
  - are **not** subject to commodity assessments
  - exceeding \$100,000 requires the applicant to comply with lobbying disclosure requirements according to 8-LP, paragraph 28
  - are **not** subject to State assessments
  - will be paid when approved.

Lien searches and lien waivers are **not** required.

**C Producer Eligibility Requirements**

Producers applying for LDP **must**:

- meet eligibility requirements in Part 1, Section 2
- agree to forgo obtaining a loan for the quantity on which LDP is requested.

**D CMA and DMA Eligibility Requirements**

CMA's applying for LDP for their members, and DMA's requesting LDP's for their producers, **must**:

- meet eligibility requirements in paragraph 16
- agree to forgo obtaining a loan for the quantity on which LDP is requested.

See Part 7 for additional information.

**190 Basic LDP Provisions (Continued)****E AGI Requirements**

See 8-LP, paragraph 34 for applicable AGI requirements.

**F Denied LDP Amounts**

Part or all of a producers calculated LDP amount may be denied if **any** of the following apply:

- AGI requirements are **not** met
- eligibility requirements are **not** met
- payment limitation has been reached.

**Note:** If LDP benefits are denied because of AGI requirements, actively engaged, or payment limitation, producers shall have the opportunity to request a nonrecourse loan by the final availability date.

**G LDP Amount Reported to IRS**

The amount of LDP is:

- the LDP rate, times the quantity
- reported to IRS.

**Note:** CMA's and DMA's are responsible for reporting the amount of LDP's for their producers to IRS.

**H Commodity Eligibility Requirements**

To be eligible for LDP, the peanuts **must**:

- **not** have been previously pledged as collateral for a price support loan
- meet the eligibility requirements in paragraph 19.

**I Waiver of Storage Requirements**

Approved storage requirements are waived when CCC-633 EZ is approved.

**190 Basic LDP Provisions (Continued)**

**J Filing LDP's**

LDP's shall be maintained in 1 of the following:

- a separate LDP file for each request received
- 1 LDP file for each producer
- 1 LDP file for each producer by commodity class.

See 8-LP, subparagraph 1000 H for an example of a County Office checklist for determining eligibility and processing an LDP request.

**K Requesting Payment**

When quantities have been delivered, producers may request payment by:

- certifying to the quantity delivered and date of delivery
- providing production evidence.

Producers are subject to spot check for any certified:

- quantity
- delivery date.

**L Low Quality Peanuts**

Seg. 2 and 3 peanuts are eligible for LDP's.

The quantity of Seg. 2 and 3 peanuts eligible for LDP shall be the net weight that includes LSK pounds or tons.

**M Suggested County Office Checklist for LDP's**

County Office can use the example in 8-LP, subparagraph 1000 H, when completing LDP approvals and issuing payments.

## 191 Requests for LDP's Documented on CCC-633 EZ

### A Requesting LDP's

LDP requests are complete when a County Office receives completed and signed CCC-633 EZ, pages 1 and 2, according to 8-LP, Part 10.

LDP's **must** be requested:

- **before** beneficial interest is lost according to 8-LP, Part 2

**Note:** CCC-633 EZ, page 1 **must** be filed **before** beneficial interest is lost.

- on or before the final availability date for the crop year of the commodity
- from a CMA and/or DMA service County Office for CMA's or DMA's according to 1-CMA.

CCC-633 EZ's:

- allow producers to enter into an agreement with CCC to indicate intention to receive LDP benefits for all eligible commodities for the applicable crop year
- incorporate all types of LDP requests into a single 2-part application consisting page 1 (LDP agreement) and page 2 (LDP benefit requests)
- ensure that LDP benefits for eligible producers on all eligible commodities when page 1 is filed **before** loss of beneficial interest, and pages 2 is received **before** the final loan or LDP availability date
- cover production sold before CCC-633 EZ, page 2 is submitted, as long as the producer filed CCC-633 EZ, page 1 **before** loss of beneficial interest
- can be used to request LDP's for hay and green peanuts
- cover all quantities the producer has beneficial interest in on the date page 1 is completed and received in the applicable County Office
- page 1 only needs to be filed in 1 County Office for all counties in which the producer or entity has an interest in the peanuts

**Note:** County Offices **must** FAX a copy of the completed CCC-633 EZ to all counties in which the producer has an interest according to subparagraph C.

**191 Requests for LDP's Documented on CCC-633 EZ (Continued)****A Requesting LDP's (Continued)**

- do **not** negate the producer's ability to obtain MAL

**Note:** If the producer submits CCC-633 EZ, page 2, requesting payment of LDP benefits, then the specific quantity in which the LDP benefit was requested becomes ineligible for MAL.

- apply to CMA's and DMA's who apply to Service County Offices for LDP's according to 1-CMA.

By completing and agreeing to the terms and conditions provided on CCC-633 EZ, page 1 **before** losing beneficial interest, producers may be eligible to receive LDP benefits based on the earlier of:

- date beneficial interest is lost according to acceptable production evidence
- the date of request for payment, if beneficial interest is retained
- date of delivery, if beneficial interest is retained.

Producers **must** submit CCC-633 EZ, pages 1 and 2 **before** the applicable final loan availability date for peanuts to be eligible for the LDP benefit.

**B Submitting CCC-633 EZ's**

CCC-633 EZ, page 1 can be submitted to any County Office in which the producer has an interest. CCC-633 EZ, page 2 **must** be requested at the County Office where the farm records are kept for the farm on which the peanuts were produced. Requests **must** be submitted by any of the following:

- in person
- by mail
- by FAX
- through eForms.

Following submission and approval of CCC-633 EZ, page 1, eLDP requests can be submitted by eligible producers who have:

- a customer profile
- level 2 eAuthentication account access.

**Note:** See 15-PS for additional information.

**191 Requests for LDP's Documented on CCC-633 EZ (Continued)****C Multi-County Producers**

If the producer farms in more than 1 county, the County Office first contacted shall:

- accept the LDP request on CCC-633 EZ, page 2
- contact the other County Offices when either of the following applies:
  - the request covers eligible production from more than 1 farm and the farm program records are kept in more than 1 County Office
  - LDP's were received from more than 1 County Office
- FAX LDP requests to the applicable administrative County Office for completion.

If a single CCC-633 EZ, page 2 includes production from multiple farms that are located in a different county, the County Office that accepts the LDP request **must** indicate in item 32 that "multiple LDP's will be issued to cover the requested quantity according to this LDP request".

**Note:** The applicable administrative County Office **must**:

- verify the COC-established maximum yield for the eligible production in the applicable county
- document in item 32 where the verification of information was obtained.

**D Contracts**

Review contracts or require certification of no contract, if applicable, and make beneficial interest determinations according to paragraph 29 **before** approving LDP's only in situations when there is reason to believe the producer may have lost beneficial interest in the peanuts.

**191 Requests for LDP's Documented on CCC-633 EZ (Continued)****E Approvals and Payments**

LDP requests **must** be:

- approved when all eligibility requirements are met
- date-stamped when CCC-633 EZ, pages 1 and 2 are received in the County Office to indicate the intention and the request date.

**Note:** If the FAX machine preprints the correct date and time, when any CCC-633 EZ pages are received in the County Office, or if the date is printed on an eForms submission, then the date stamp is **not** required.

Issue payments when:

- CCC-633 EZ, page 1 has been filed and page 2 has been approved
- all required production evidence, such as delivery documentation, has been received for LDP's on which beneficial interest has been lost
- second party review has been completed according to 8-LP

**Note:** Reviewer should initial and date CCC-633 EZ, page 2

- CCC-770 LDP/eLDP has been completed and signed, if applicable.

**F Revising CCC-633 EZ**

CCC-633 EZ can be revised **before** the commodity is harvested.

If a producer wants to revise CCC-633 EZ during harvest, **not** to include any future quantity harvested for production units specified on CCC-633 EZ, require the producer to:

- line through the applicable quantity to be revised
- enter the revised quantity already harvested as applicable, initial, and date.

All producers who signed CCC-633 EZ **must** initial and date **all** revisions.

**191 Requests for LDP's Documented on CCC-633 EZ (Continued)**

**G Terminating CCC-633 EZ**

CCC-633 EZ can be terminated if the producer has **not** harvested **any** of the commodity covered by CCC-633 EZ. Once harvest has begun, producers **cannot** terminate CCC-633 EZ.

**H Canceling CCC-633 EZ's, Page 2**

CCC-633 EZ, page 2 **cannot** be canceled at any time. After producers sign CCC-633 EZ, page 2, LDP is obligated to be paid by CCC to the producer.

**I Prompt Payment**

See 8-LP for prompt payment due dates.

**J Deferred Payments**

Payments **cannot** be deferred or delayed at any time. All payments **must** be made as soon as possible after the date of request.

## 192 CCC-633 EZ's

## A Page 1

The purpose of CCC-633 EZ, page 1 is to:

- allow producers to indicate their intention to receive LDP benefits
- be completed 1 time per crop year to include the quantity of peanuts in which the producer maintains beneficial interest on the date page 1 is received in the applicable County Office
- cover all counties in which the producer or legal entity does business.

CCC-633 EZ, page 1:

- **must** be received in the County Office on or **before** subsequent CCC-633 EZ, page 2 is submitted for payment

**Note:** DMA's and LSA's will obtain CCC-633 EZ from their customers.

- is crop year specific and does **not** apply for subsequent crop years
- may be submitted by the producer for the upcoming crop year, beginning **October 1** of the preceding crop year, through the final peanut loan availability date, as long as the producer still has beneficial interest in the commodity.

County Offices shall encourage producers to submit CCC-633 EZ, page 1 each crop year whether or **not** the producer plans to subsequently request a loan or LDP.

Because CCC-633 EZ, page 1 serves as the producer's **intention** to request and receive LDP benefits, the producer still maintains the ability to pledge the eligible commodity for MAL. The eligible commodity becomes ineligible for MAL, when page 2 has been submitted for payment of LDP benefits.

**192 CCC-633 EZ's (Continued)****A Page 1 (Continued)**

The County Office receiving the initial filing of CCC-633 EZ, page 1 will:

- complete Part D
- FAX or mail a copy to all County Offices, identified in item 5, in which the producer or entity has a farming interest.

**Note:** If there are additional counties that the producer neglected to include in item 5, LDP benefits are **not** denied because that County Office did **not** receive CCC-633 EZ, page 1. FAX or mail omitted County Offices a copy of CCC-633 EZ, page 1 when identified.

**B Page 2**

CCC-633 EZ, page 2 is for all harvested commodities, including peanuts.

Complete CCC-633 EZ, page 2 to request LDP for peanuts including peanuts harvested as green peanuts and as hay.

Producers may submit:

- multiple requests using the applicable CCC-633 EZ, page 2 to cover all eligible quantities
- one CCC-633 EZ, page 2 to cover multiple commodities if the quantities are requested on the same day.

**Example:** Producer can submit CCC-633 EZ, page 2 on January 21, 2015, for corn and peanuts. Only one CCC-633 EZ, page 2 is necessary, but the County Office will process 2 separate LDP's.

**Note:** After CCC-633 EZ, page 2 is submitted and approved for payment, **no** other changes can be made to the original CCC-633 EZ.

**C Pages 3 and 4**

CCC-633 EZ, pages 3 and 4 are **not** applicable to peanuts.

192 CCC-633 EZ's (Continued)

**D Page 5**

CCC-633 EZ, page 5 is a continuation sheet for additional signatures.

**E Completing CCC-633 EZ Page 2**

To receive LDP benefits, producers **must** complete and submit CCC-633 EZ, page 2 to DMA or County Office where the farm records are maintained for the farm on whose production LDP is requested. Producers who submit CCC-633 EZ, page 2:

- and retain beneficial interest in the requested quantity, will receive LDP based on the LDP rate in effect on the date a completed page 2 is received in that DMA or County Office
- after beneficial interest is lost in the requested quantity, will receive LDP based on the LDP rate in effect on the date before beneficial interest was lost

**Note:** CCC has the sole discretion for determining when beneficial interest is lost in the commodity as provided in 8-LP, subparagraph 227 G. Acceptable production evidence **must** be provided with page 2 if the producer no longer retains beneficial interest in the requested quantity.

- based on the date of delivery, will receive LDP based on the LDP rate in effect on the date of delivery.

When production evidence is provided with page 2, LDP will **not** be subject to spot check.

<b>IF the source of the LDP quantity (item 21) is...</b>	<b>THEN the...</b>
certified	commodity is subject to random spot check and producers are required to submit acceptable production evidence according to 8-LP, subparagraph 335 C.
measurement service	County Office would initiate measurement service with FSA-409. The quantity indicated on CCC-633 EZ, page 2 would receive LDP rate in effect on the date page 2 is completed and submitted, but would <b>not</b> be paid until verified by measurement service. The applicant <b>must</b> enter a specific quantity or "All" in CCC-633 EZ, page 2, item 20 for the payment request to be complete. This prevents the producer from leaving CCC-633 EZ, page 2, item 20 blank and then altering the request after the measurement service is completed because of a change in LDP rate.
production evidence	producers are required to submit acceptable production evidence according to 8-LP, subparagraph 335 C with page 2.

**193 FAXed CCC-633 EZ's**

**A Acceptable FAXed CCC-633 EZ's**

FAXed CCC-633 EZ's are considered complete when both of the following are met:

- County Office has received CCC-633 EZ, page 1 **before** the producer loses beneficial interest
- producer correctly completes CCC-633 EZ, page 2, including all producer signatures.

**B Unacceptable FAXed LDP Applications**

Unacceptable FAXed LDP applications are:

- applications submitted on any form other than CCC-633 EZ
- CCC-633 EZ's missing information that is absolutely necessary to determine LDP.

Provide the producer with written notification that:

- CCC-633 EZ did **not** contain adequate information
- a new LDP rate will be established based on the date a new acceptable CCC-633 EZ, page 2 is received in the County Office.

**193 FAXed CCC-633 EZ's (Continued)**

**C Signatures**

Followup original copies and signatures are **not** required for FAXed CCC-633 EZ's.

**D CCC-633 EZ's Requested, But Not Received**

If a producer inquires about a FAXed CCC-633 EZ that was **not** received, County Offices shall:

- require producer to submit documentation to verify the date and time of the CCC-633 EZ FAX transmission
- accept producer's completed CCC-633 EZ
- document the date CCC-633 EZ was FAXed and the reason the FAX was **not** received
- **not** accept or approve producer's CCC-633 EZ unless the producer can provide actual FAXed date verification.

**Note:** Incomplete transmissions are **not** considered to be valid CCC-633 EZ's.

**194 LDP Rates****A Effective LDP Rate**

LDP rate means the rate in effect on the date based on the following:

- of request, if beneficial interest is maintained on date of request
- beneficial interest is lost according to acceptable production evidence
- of delivery, if the producer requests the date of delivery option on the applicable CCC-633 EZ, page 2 **before** delivering the requested quantity.

The date beneficial interest is lost is the date the producer loses control of the commodity through sale, feeding to livestock, or delivery to an unauthorized warehouse, livestock feeder or processor.

**B Determining LDP Rates**

LDP rates are determined by the amount the applicable commodity loan rate exceeds NPP when beneficial interest is lost in the requested commodity.

NPP for peanuts:

- will be announced each Tuesday at 3 p.m. e.t. for each of the 4 types of peanuts
- become effective on Wednesday, at 12:01 a.m. e.t.
- can be obtained at [www.fsa.usda.gov/Internet/FSA\\_File/peanut.xls](http://www.fsa.usda.gov/Internet/FSA_File/peanut.xls).

Use LDP rate in effect until the next posting of the repayment and/or rates.

**194 LDP Rates (Continued)****C LDP Rate for Multiple Deliveries**

The LDP rate for multiple deliveries of production covered under CCC-633 EZ is based on the first consecutive quantity delivered, unless otherwise designated on CCC-633 EZ.

Selecting a specific delivery date to obtain LDP rate for all quantity delivered is **not** permitted.

If multiple deliveries occur for production delivered under CCC-633 EZ and:

- multiple LDP's will be made, LDP rate is based on the date of delivery for the quantity being paid under LDP, as applicable
- a single LDP will be made, the weighted average LDP rate for the total quantity will be determined based on the eligible LDP rate for the dates eligible quantity was delivered.

**D Determining LDP Amounts**

LDP amounts are calculated by multiplying the applicable LDP rate times the LDP quantity requested.

**E LDP Rate for FAXed CCC-633 EZ, Page 2**

For FAXed CCC-633 EZ, page 2, the LDP rate is the applicable rate in effect as follows:

- when CCC-633 EZ, page 2 is received in the County Office, if LDP request is completed according to this paragraph and beneficial interest was maintained
- on the date of delivery, if beneficial interest was lost on date of delivery, which is listed on FSA-1007.

**Example:** If the rate is effective at 12:01 a.m. e.t. and the FAXed CCC-633 EZ is received at 5 a.m. e.t., LDP rate is the rate in effect on the current workday.

**195 Eligible Quantity****A Commodity Eligibility Requirements**

To be eligible for LDP, the quantity of peanuts **must**:

- meet eligibility requirements in paragraph 19
- have been produced by an eligible producer
- **not** have been previously pledged as collateral for a loan and repaid with cash at a rate less than the principal plus interest
- **not** have been previously requested or paid for LDP.

**Note:** Producers **must** submit a valid CCC-633 EZ, page 1 **before** losing beneficial interest.

The following are eligible for LDP:

- a quantity of peanuts eligible to be repledged for a nonrecourse loan
- hay derived from loan eligible peanuts
- green peanuts.

**Note:** Green peanuts and hay are **not** eligible for MAL.

Seg. 2 and 3 peanuts are eligible for eLDP. Eligible quantity will be based on net quantity according to the acceptable production evidence.

For LDP's on contaminated commodities, see 8-LP, Part 4.

**B Quantity Requested**

Eligible producers may request LDP quantities by:

- certifying the quantity
- requesting measurement service
- certifying date of delivery
- providing delivery evidence.

**195 Eligible Quantity (Continued)****C Certified Quantity**

Producers may request LDP by certifying the quantity. A reasonableness check using yields established by COC, according to 8-LP, paragraph 230, **must** be completed to ensure that the commodity was produced by the producer. All certified LDP's are subject to spot check according to 8-LP, Part 3.

COC-set yield does **not** ensure that the commodity was produced; however, it establishes a guide for production reasonableness.

If producers later request measurement service and indicate on CCC-677-1 to use the quantity determined for production evidence:

- place CCC-677-1 in the producer's file
- use the measurement if LDP is later selected for spot check
- no further action is necessary.

**D Measured Quantity**

Eligible producers may request measurement service to obtain LDP.

If measurement service is requested on FSA-409, complete CCC-677-1, according to 8-LP, Exhibit 15, in addition to CCC-633 EZ, page 2.

LDP's requested by measurement service are **not** subject to spot check.

**E Quantity Supported by Production Evidence**

If producers do **not** want to certify to the quantity or date delivered, requests can be completed by providing production evidence according to 8-LP, Part 3, Section 3.

If production evidence is provided at time of payment request, LDP will **not** be subject to spot check.

196 Basic LDP's

**A Types of Basic LDP's**

LDP's are requested for any stored quantity the producer maintains beneficial interest in on date of request and can be either:

- farm-stored quantities
- warehouse-stored quantities.

**B Rate for Type of LDP**

This table provides guidance for determining LDP rate based on LDP type provided CCC-633 EZ, page 1 is on file.

<b>LDP Type</b>	<b>LDP Rate</b>
Beneficial interest maintained.	Rate on date of request.
Beneficial interest lost.	Rate in effect on date sold or date delivered to a non-authorized warehouse according to acceptable sales evidence.
Delivery date.  <b>Note:</b> Beneficial interest maintained, but before delivery the producer requests to use rate in effect on date of delivery.	Rate in effect on date delivered from the field.

197 Completing CCC-633 EZ's

A Page 1

Complete CCC-633 EZ, page 1 according to the following.

Item	Instructions
1	Enter name and address of the producer (individual, joint operation, or legal entity) for which benefits may be requested.
2	Enter phone number, including area code, of the producer.
3	Enter last 4 digits of TIN for the producer in item 1.
4	Enter crop year for the commodities covered by CCC-633 EZ.
5	<p>Enter States and the counties where the producer has an interest for the designated crop year.</p> <p><b>Note:</b> CCC-633 EZ covers interests in all eligible LDP commodities of the producer in item 1. The County Office that first receives page 1, shall forward to other County Offices, as applicable, by FAX or mail.</p>
<b>Part A - Terms and Conditions</b>	
All producers requesting LDP shall review and understand the terms and conditions of this agreement.	
<b>Part B - Methods of Payment Request</b>	
All producers requesting LDP shall review and understand the methods by which a payment request may be initiated under this agreement.	
<b>Note:</b> Page 2 <b>must</b> be received in the County Office <b>before</b> the final loan availability date for peanuts.	

197 Completing CCC-633 EZ's (Continued)

A Page 1 (Continued)

Item	Instructions
<b>Part C - Producer Signature and Certification</b>	
<p>6 and 7</p>	<p>After reading the certification statement, the producer needs to sign and date in items 6 and 7. The signatures indicate the producer has reviewed and agrees to the conditions listed. There will be one CCC-633 EZ, page 1 per producer. Multiple signature lines are provided for cases where multiple signatures are required to act for an operation or legal entity. If additional signature lines are needed, the producer shall use page 5, Part C.</p> <p>In item 6B, "Title/Relationship", the signatory shall enter their relationship authorizing them to sign on behalf of the producer; for example, power of attorney, position in the company, spouse, etc.</p> <p><b>Example:</b> Treasurer of Smith Bros., Inc.</p> <p>If the applicant is <b>not</b> signing in the representative capacity, leave field 6B blank. If "<b>SELF</b>" is written to indicate the producer is signing on behalf of their own self, it is acceptable; however, <b>not</b> necessary.</p> <p><b>Note:</b> Generally, there will be one CCC-633 EZ, page 1 per producer. Multiple signature lines are provided for cases where multiple signatures are required to act for the operation or legal entity. If additional signature lines are needed, the producer shall use page 5, Part C.</p>
<b>Part D - CCC Agreement (FSA Use Only)</b>	
8	Enter signature of authorized CCC representative.
9	Enter title of authorized CCC representative.
10	Enter date of CCC representative's signature.
11	Enter additional information pertinent to the approval or disapproval of agreement.
12	Enter name and address of the County FSA Office, LSA, or DMA receiving and signing the original page 1. The County Office may enter their assigned State and county code in place of their name and address.

**Note:** Page 2 **must** accompany all requests for payment. If additional information is needed to determine eligible producer, net quantity, and payment rate, then the request will **not** be paid until evidence is provided.

## 197 Completing CCC-633 EZ's (Continued)

## B Page 2

Complete CCC-633 EZ, page 2 according to the following.

Item	Instructions
<b>Part E - Request for LDP</b>	
13A	Enter producer's name, address, and phone number, including area code.  <b>Note:</b> This should be the same as in item 1.
13B	Enter last 4 digits of TIN of the producer in item 13A.
14	Enter alternate phone number, including area code, of producer in item 13A (optional).
15	Enter crop year for which LDP is requested.
16	Enter State and county where the farm records are maintained.
17	Check (✓) either "Yes" or "No" to the question, "Are you or any co-applicant delinquent on any Federal Non-tax debt?" If "Yes" is checked, explain in item 32.
18	<b>For FSA use only.</b> Enter processing system-assigned LDP number.
19	Enter the peanut type for which LDP is requested. Indicate if LDP is for green peanuts or hay.
20	Enter net quantity, in tons, requested for this payment.  <b>Note:</b> User may enter "All" if the producer selects the "date of delivery" option or a measured LDP.  For commodities harvested as other than grain, the quantity may be certified as tons.

197 Completing CCC-633 EZ's (Continued)

B Page 2 (Continued)

Item	Instructions
<b>Part E - Request for LDP (Continued)</b>	
21	<p>Check (✓) the block from the following that corresponds with the source of the quantity in item 20:</p> <ul style="list-style-type: none"> <li>• “A”, “Certified”, if no acceptable production and/or sales evidence is provided at the time of payment request</li> </ul> <p><b>Note:</b> Certified quantities are subject to spot check and CCC may require production evidence to support the certification.</p> <ul style="list-style-type: none"> <li>• “B”, “Measurement Service”, if measurement service is requested to determine quantity</li> </ul> <p><b>Note:</b> The servicing County Office will initiate a measurement service at the location described in item 22. By requesting measurement service, the applicant agrees the quantity determined by measurement service will be the maximum quantity eligible for LDP and the request for payment is irrevocable.</p> <ul style="list-style-type: none"> <li>• “C”, “Production Evidence”, if request for payment is accompanied by production and/or sales evidence.</li> </ul> <p><b>Note:</b> When acceptable production and/or sales evidence is provided at the time of payment request, no additional documentation will be required.</p>
22	<p>Enter:</p> <ul style="list-style-type: none"> <li>• State, if necessary, and county where the quantity in item 20 is stored</li> <li>• location within the same county where the commodity is stored.</li> </ul> <p><b>Example:</b> Bin number, legal description, and/or land description; enter the warehouse name if commodity is warehouse-stored.</p> <p>A separate LDP request <b>must</b> be completed for quantities stored in a different county.</p>
23A and 23B	<p>Enter date of this request, date beneficial interest was lost, or the date of delivery. If a request has multiple dates (such as date of feeding or sale) and production evidence, schedule, and/or ledger that is provided shows when beneficial interest is lost, this item can be left blank. <b>If</b> page 2 is filed before delivery and the producer wants to use the “date of delivery” option, Box “B” <b>must</b> be checked.</p>

197 Completing CCC-633 EZ's (Continued)

B Page 2 (Continued)

Item	Instructions
<b>Part E - Request for LDP (Continued)</b>	
24	<b>For FSA use only.</b> Enter LDP rate in effect according to the applicable date as provided in item 23. For multiple dates of delivery, ENTER “ <b>See Attached Production Evidence</b> ”.
<b>Part F - Producer Certification</b>	
25 through 27	<p>After reading the certification statement, the producer <b>must</b> sign, enter share percentage of the LDP quantity, and date in items 25A, 26, and 27. The signatures indicate the producer has reviewed and agrees to the conditions listed. There will be one CCC-633 EZ per producer. Multiple signature lines are provided for cases where multiple signatures are required to act for an operation or entity. If additional signature lines are needed, the producer shall use page 5, Part F. The approval date will be the date all required signatures are in the County Office.</p> <p>In item 25B, “Title/Relationship”, the signatory shall enter their relationship authorizing them to sign on behalf of the producer; for example, power of attorney, position in the company, spouse, etc.</p> <p><b>Example:</b> Treasurer of Smith Bros., Inc.</p> <p>If the applicant is <b>not</b> signing in the representative capacity, leave field 25B blank. If “<b>SELF</b>” is written to indicate the producer is signing on behalf of their own self, it is acceptable; however, <b>not</b> necessary.</p> <p>If beneficial interest has <b>not</b> been lost, the effective LDP rate will be based on the time and date a properly completed request for payment is received in the FSA County Office.</p>
<b>Part G - CCC Approval</b>	
28	Enter signature of authorized CCC representative.
29	Enter title of authorized CCC representative.
30	Enter date of CCC representative’s approval.
31	FSA office will check (✓) either “Approved” or “Disapproved”.
32	Enter any additional information pertinent to the approval or disapproval of this payment request. Second party review initials are <b>required</b> .

197 Completing CCC-633 EZ's (Continued)

C Page 5

CCC-633 EZ, page 5 is a continuation sheet for additional signatures, if required. Complete CCC-633 EZ, page 5 according to the following.

Item	Instructions
Title Block	Under the title, ENTER the page (1 or 2) on the solid line that this page shall be attached.
<b>Part C - Producer Certification</b>	
	If this is a continuation page for CCC-633 EZ, page 1, check (✓) box in front of Part C.
6 and 7	<p>After reading the certification statement on page 1, Part C, the additional producers on this agreement shall sign and date.</p> <p>In item 6B, "Title/Relationship", enter the relationship authorized for you to sign on behalf of the producer; for example, power of attorney, position in the company, spouse, etc.</p> <p><b>Example:</b> Treasurer of Smith Bros., Inc.</p>
<b>Part F, J, and P - Producer Certification (complete as applicable)</b>	
	If this is a continuation page for page 2, check (✓) box in front of Part F, J, or P, as applicable.
<p>25 through 27,</p> <p>43 through 45,</p> <p><b>or</b></p> <p>79 through 81</p>	<p>After reading the certification, the producer signs, enters the share percentage of the LDP quantity, and dates.</p> <p>In "Title/Relationship", the signatory shall enter their relationship authorizing them to sign on behalf of the producer; for example, power of attorney, position in the company, spouse, etc.</p> <p><b>Example:</b> Treasurer of Smith Bros., Inc.</p> <p>If the applicant is <b>not</b> signing in the representative capacity, leave "Title/Relationship" field blank. If "<b>SELF</b>" is written to indicate the producer is signing on behalf of their own self, it is acceptable; however, <b>not</b> necessary.</p> <p>If beneficial interest has <b>not</b> been lost, the effective LDP rate will be based upon the time and date a properly completed request for payment is received in the FSA County Office.</p>

197 Completing CCC-633 EZ's (Continued)

D Example of CCC-633 EZ

The following is an example of CCC-633 EZ, page 1.

<p><b>This form is available electronically.</b>                  CCC-633 EZ (03-28-14) U.S. DEPARTMENT OF AGRICULTURE                  Commodity Credit Corporation</p>							<p>1. Name and Address of Producer (Include ZIP Code) (Please Print)                  William Green                  510 Hwy 123                  Anywhere, ST 00001</p>													
<p><b>LOAN DEFICIENCY PAYMENT (LDP) AGREEMENT AND REQUEST</b></p>							<p>2. Telephone or Cell Number (Include Area Code): (999) 555-5544</p>													
<p>All eligible producers entering into this agreement MUST meet marketing assistance loan eligibility and have beneficial interest in the quantities covered by this agreement for the applicable crop year when signing this form. A producer is considered to have beneficial interest in the specified quantities if the producer has ALL of the following:</p> <ul style="list-style-type: none"> <li>• title to the commodity</li> <li>• control of the commodity</li> </ul>							<p>3. ID Number (Last 4 Digits): XXXX</p>													
<p>File this form BEFORE loss of beneficial interest (title and control) to indicate your intentions to receive Loan Deficiency Payment (LDP) benefits for this crop year for all counties and all eligible harvested, sheared, or slaughtered commodities for the individual, joint operation, or entity identified in Item 1. The CCC-633 EZ - LDP Request (Page 2), Cotton LDP Request (Page 3), or Request for Wool, Mohair, or Unshorn Peit LDP (Page 4) must be completed BEFORE the final loan/LDP availability date to receive LDP benefits.</p>							<p>4. Crop Year: 20XX</p>													
<p>5. State(s) and County(s)                  State, Jones County</p>																				
<p><b>PART A - TERMS AND CONDITIONS</b></p> <ul style="list-style-type: none"> <li>• The LDP rate will be based on the earlier of: a) the date beneficial interest is lost as applicable to specific commodity provisions, or b) the LDP request date as submitted on the CCC-633 EZ (Page 2) Part E, or CCC-633 EZ (Page 4) for wool, mohair, and unshorn pelts. For cotton LDP's requested on CCC-633 EZ Cotton (Page 3), the LDP rate will be based on the information provided on Page 3.</li> <li>• Quantities covered by this agreement were produced by the producer and not purchased or acquired directly or indirectly from any other source or committed under a marketing agreement to a Cooperative Marketing Association (CMA).</li> <li>• As a condition of receiving an LDP, a producer (or members of a CMA) must first resolve delinquent federal non-tax debt(s). The debt(s) must be resolved before the final loan/LDP availability date.</li> <li>• CCC may request copies of contracts and supplemental documentation to determine eligible quantity and when beneficial interest was lost.</li> <li>• If a Marketing Assistance Loan (MAL) is disbursed for a quantity covered by this agreement and the MAL is repaid at a price less than principal and interest, this agreement becomes null and void for that specific quantity.</li> </ul>																				
<p><b>PART B - METHODS OF PAYMENT REQUEST (Request must be submitted by final loan/LDP availability date.)</b></p> <ul style="list-style-type: none"> <li>• All producers with an interest in the quantity covered by this agreement must sign a CCC-633 EZ Part C, to obtain LDP benefits.</li> <li>• For quantities represented by verifiable production evidence under this agreement, submission of evidence in combination with Part E, Part N, or Part O of this form as applicable shall be considered a request for payment. Evidence must include sufficient data to determine producer and commodity eligibility and LDP rate.</li> <li>• For quantities for which verifiable evidence is unavailable (i.e., certified quantities, fed quantities, quantities used for seed, silage, etc.), the request for payment shall be initiated by recording a certification of quantity on Part E, Part N, or Part O of this form as applicable. Additional information may be requested by CCC to determine producer and commodity eligibility and LDP rate.</li> <li>• Submission of an eLDP shall be a request for payment. The CCC-633 EZ Part E is not required for that specific quantity.</li> <li>• For Cotton Producers Only: Producer agrees: a) any request for a module lock-in or post-ginning LDP is irrevocable and cannot be cancelled or revised unless the LDP is denied due to AGI; b) any request for a gin-direct LDP is irrevocable on or after the date of ginning; c) entry of information on Page 3 of this application constitutes an irrevocable application for the Adjusted World Price (AWP) to be locked in on the date an accurately completed application is submitted for an LDP based on gin-provided documentation identifying the bales produced from the module/storage unit for which the AWP lock-in applies.</li> </ul>																				
<p><b>PART C - PRODUCER SIGNATURE AND CERTIFICATION (For additional signatures, complete CCC-633 EZ Continuation, Part C)</b></p> <p>I/we certify all information entered on this form is true and correct. By certifying to the terms and conditions in Part A, the producer(s) hereby enters into this agreement with CCC for all eligible commodities. The producer(s) agrees: 1) any false claim or false statement may lead to civil liability or criminal prosecution; 2) LDP's may be selected for spot-check and the producer will be required to provide supplemental documents to determine program eligibility; 3) to forego a commodity loan on the quantity requested for LDP unless a quantity is denied LDP due to payment limitations; 4) not to refund any LDP amount in order to obtain a commodity loan; 5) this agreement and subsequent payment request is subject to CCC determination of producer and commodity eligibility subject to 7 CFR Parts 1421, 1425, 1427 and 1434; 6) that CCC shall require refund of LDP, plus interest, from the date of payment if producer(s) and/or commodity is later determined ineligible by CCC; 7) CCC shall assess administrative penalties and/or liquidated damages in accordance with 7 CFR Parts 1421, 1425, 1427 or 1434, as applicable, if producer(s) misrepresented the eligible quantity and/or commodity covered by this agreement; 8) the maximum eligible quantity and yield determinations must equal the quantity and yield determinations for disaster or crop insurance indemnity payments, when and if applicable; and 9) to submit the applicable CCC-633 EZ, Page 2, Page 3, Page 4 or an eLDP online request before obtaining LDP amounts.</p>																				
<p>6A. Producer's Signature (BY)                  /s/ William Green</p>			<p>6B. Title/Relationship (Individual Signing in a representative capacity)</p>			<p>7. Date (MM-DD-YYYY)                  08-01-20XX</p>			<p>6A. Producer's Signature (BY)</p>			<p>6B. Title/Relationship (Individual Signing in a representative capacity)</p>			<p>7. Date (MM-DD-YYYY)</p>					
<p><b>PART D - CCC AGREEMENT (FOR CCC USE ONLY)</b></p>																				
<p>8. Signature of CCC Representative                  /s/ John Dee</p>							<p>10. Date (MM-DD-YYYY)                  08-01-20XX</p>							<p>11. Additional Information</p>						
<p>9. Title of CCC Representative                  CED</p>							<p>12. Name and Address of County FSA Office or LSA or DMA                  Jones County FSA Office                  1521 Main Street                  Anywhere, ST 00001</p>													
<p><b>NOTE:</b> The following statement is made in accordance with the Privacy Act of 1974 (5 USC 552a - as amended). The authority for requesting the information identified on this form is 7 CFR Part 1421, 7 CFR Part 1425, 7 CFR Part 1427, 7 CFR Part 1434, the Commodity Credit Corporation Charter Act (15 U.S.C. 714 et seq.), the Food, Conservation, and Energy Act of 2008 (Pub. L. 110-246) as amended by the American Taxpayer Relief Act of 2012, and the Agricultural Act of 2014 (Pub. L. 113-79). The information will be used to determine eligibility for loan deficiency payment program benefits. The information collected on this form may be disclosed to other Federal, State, Local government agencies, Tribal agencies, and nongovernmental entities that have been authorized access to the information by statute or regulation and/or as described in applicable Routine Uses identified in the System of Records Notice for USDA/SA-2, Farm Records File (Automated). Providing the requested information is voluntary. However, failure to furnish the requested information will result in a determination of ineligibility for loan deficiency payment program benefits. This information collection is exempted from the Paperwork Reduction Act as specified in the Agricultural Act of 2014 (Pub. L. 113-79, Title I, Subtitle F - Administration). The provisions of criminal and civil fraud, privacy and other statutes may be applicable to the information provided. RETURN THIS COMPLETED FORM TO YOUR COUNTY FSA OFFICE.</p> <p>The U.S. Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the basis of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited basis will apply to all programs and/or employment activities.) Persons with disabilities, who wish to file a program complaint, write to the address below or if you require alternative means of communication for program information (e.g., Braille, large print, audiotape, etc.) please contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). Individuals who are deaf, hard of hearing, or have speech disabilities and wish to file either an EEO or program complaint, please contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (in Spanish).</p> <p>If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at <a href="http://www.ascr.usda.gov/complaint_filing_cust.html">http://www.ascr.usda.gov/complaint_filing_cust.html</a>, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter by mail to U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at <a href="mailto:program.intake@usda.gov">program.intake@usda.gov</a>. USDA is an equal opportunity provider and employer.</p>																				
<p>Page 1</p>																				

197 Completing CCC-633 EZ's (Continued)

D Example of CCC-633 EZ (Continued)

The following is an example of CCC-633 EZ, page 2.

CCC-633 EZ (03-28-14)									
PART E - REQUEST FOR LDP									
13A. Contact Name and Address of Producer (Include Zip Code) <i>(Please Print)</i> William Green 510 Hwy 123 Anywhere, ST 00001			13B. ID Number (Last 4 digits) XXXX		14. Telephone or Cell Number (Include Area Code) (Optional) (999) 555-5544		15. Crop Year 20XX	17. Are you or any co-applicant delinquent on any federal non-tax debt? If "YES", explain in Item 32. <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
16. State and County where Farm Records are Maintained State, Jones County									
A completed CCC-633 EZ, Page 1 must be on file before beneficial interest (title and control) is lost in the requested quantity for this to be considered a valid request for payment. This request for payment, with acceptable production evidence (if applicable), must be submitted to the County FSA office that administers the farm records for the requested commodity and quantity.									
Complete Items 19 through 23 and sign/date below. Indicate in Item 21 if this is a certified LDP, request for measurement service, or indicate production evidence is attached, as applicable. When beneficial interest has been lost, indicate date of sale, fed, used for seed, etc, as applicable, in Item 23. If additional entries are needed, provide data on an additional CCC-633 EZ, Page 2.									
18. LDP No. (CCC Use Only)	19. Commodity Class, Variety, Type	20. Net Quantity Requested and Unit of Measure (bu., tons, cwt., lbs., etc.)	21. Source of Quantity (Check one of the following)			22. Stored or Delivery Location, if applicable (State, County, Warehouse, or Bin Site)  <b>Examples:</b> Warehouse-Stored: Ohio, Athens Co., ABC Warehouse Farm-Stored: Texas, Webb Co., 30' Butler Bin, North of House	23. Effective Date of LDP Rate (MM-DD-YYYY)		24. LDP Rate (CCC Use Only)
			A. Certified	*B. Measurement Service	C. Production Evidence		A. Date of LDP Request or Date Beneficial Interest Was Lost	B. Check to Request Date of Delivery	
99052	Peanut-Run	100 Tons	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Farm Stored: State, Jones Co., 36 steel bin, west of barn	10-14-20XX	<input type="checkbox"/>	Non-Acre .67
99053	Peanut-VIR	5,000 Tons	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Peanut Warehouse No. 072999	10-14-20XX	<input type="checkbox"/>	Non-Acre .67
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	
* If measurement service is requested, I agree to pay the required fee(s) and agree this request is irrevocable. The quantity determined by measurement service will be the maximum quantity eligible at the time of this request. Producer must enter in Item 20, a specific quantity or "ALL" for this LDP application to be valid.									
PART F - PRODUCER CERTIFICATION (For additional signatures, complete CCC-633 EZ Continuation, Part F)									
I certify all information entered on this form is true and correct. By completing Part E and signing and dating this form, I hereby make a request for payment from the Commodity Credit Corporation (CCC) for the commodity described above under the terms and conditions as provided on the CCC-633 EZ, Loan Deficiency Payment (LDP) Agreement and Request. I also understand that a CCC-633 EZ, Page 1 MUST be on file at the FSA County Office for this LDP request to be considered complete.									
25A. Producer's Signature (By)	25B. Title/Relationship (Individual Signing in a Representative Capacity)	26. Share %	27. Date (MM-DD-YYYY)	25A. Producer's Signature (By)	25B. Title/Relationship (Individual Signing in a Representative Capacity)	26. Share %	27. Date (MM-DD-YYYY)		
PART G - CCC APPROVAL (FOR CCC USE ONLY)									
28. Signature of CCC Representative  /s/ John Dee		29. Title of CCC Representative		30. Date (MM-DD-YYYY)		31. Action: <input checked="" type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED		32. Additional Information/Second Party Review	

197 Completing CCC-633 EZ's (Continued)

D Example of CCC-633 EZ (Continued)

The following is an example of CCC-633 EZ, page 5.

CCC-633 EZ Continuation (03-28-14)		U.S. DEPARTMENT OF AGRICULTURE Commodity Credit Corporation					
<b>CONTINUATION SHEET FOR LOAN DEFICIENCY (LDP) PAYMENT AGREEMENT AND REQUEST</b> (Use with CCC-633 EZ Pages 1, 2, 3, or 4)							
Attach to Form CCC-633 EZ, Page _____							
Enter a Check by the Appropriate Part to Indicate which Section this Form Applies.							
<input type="checkbox"/> <b>PART C - PRODUCER CERTIFICATION (CCC-633 EZ Page 1) (Continuation)</b>							
6A. Producer's Signature (By)	6B. Title/Relationship (Individual Signing in a representative capacity)	7. Date (MM-DD-YYYY)	6A. Producer's Signature (By)	6B. Title/Relationship (Individual Signing in a representative capacity)	7. Date (MM-DD-YYYY)		
<input type="checkbox"/> <b>PART F - PRODUCER CERTIFICATION (CCC-633 EZ Page 2) (Continuation for LDP Request)</b>							
25A. Producer's Signature (By)	25B. Title/Relationship (Individual Signing in a representative capacity)	26. Share %	27. Date (MM-DD-YYYY)	25A. Producer's Signature (By)	25B. Title/Relationship (Individual Signing in a representative capacity)	26. Share %	27. Date (MM-DD-YYYY)
<input type="checkbox"/> <b>PART J - PRODUCER CERTIFICATION (CCC-633 EZ Page 3) (Continuation for Cotton LDP Request)</b>							
43A. Producer's Signature (By)	43B. Title/Relationship (Individual Signing in a representative capacity)	44. Share %	45. Date (MM-DD-YYYY)	43A. Producer's Signature (By)	43B. Title/Relationship (Individual Signing in a representative capacity)	44. Share %	45. Date (MM-DD-YYYY)
<input type="checkbox"/> <b>PART P - PRODUCER CERTIFICATION (CCC-633 EZ Page 4) (Continuation for Wool, Mohair, or Unshorn Pelt LDP Request)</b>							
79A. Producer's Signature (By)	79B. Title/Relationship (Individual Signing in a representative capacity)	80. Share %	81. Date (MM-DD-YYYY)	79A. Producer's Signature (By)	79B. Title/Relationship (Individual Signing in a representative capacity)	80. Share %	81. Date (MM-DD-YYYY)

**198 Completing CCC-633 EZ for Measured Quantities****A Measurement Service Requested**

When CCC-633 EZ is submitted and measurement service is requested to determine LDP measured quantity, producers shall:

- file FSA-409 according to 2-CP
- file CCC-677-1 according to 8-LP, Exhibit 15
- complete CCC-633 EZ according to this paragraph
- indicate a quantity in CCC-633 EZ, page 2, item 20 B.

**Note:** This can be a specific amount or “**All**”, **not** to exceed the measured quantity. This item **cannot** be left blank.

See 8-LP, paragraph 525 for additional information on measurement service. County Offices shall use LDP rate in effect on the date CCC-633 EZ is requested.

When measurement service has been completed, County Offices shall:

- obtain producer verification of measurements according to 8-LP, paragraph 525
- issue LDP for the requested quantity, **not** to exceed measured quantity
- notify the producer that if a subsequent LDP or nonrecourse loan is requested on a remaining quantity previously measured, the new request shall be processed as a certified application (loan or LDP) up to the final loan availability date if all eligibility requirements have been met.

**Note:** These requests may be subject to spot checks.

LDP's for a specific quantity **must** be requested **before** the final loan availability date.

198 Completing CCC-633 EZ for Measured Quantities (Continued)

**B Entire Measured Quantity Used for LDP**

Follow this table when measurement service is completed and the producer wants to use the **entire** measured quantity for LDP.

Step	Action
1	Use LDP rate in effect on the date CCC-633 EZ, page 2 is requested.
2	Issue LDP for the <b>entire</b> measured quantity when CCC-633 EZ, page 2 is approved for CCC.  <b>Note:</b> On CCC-633 EZ, item 20, producers <b>must</b> ENTER “All”.
3	Attach a copy of FSA-409 to CCC-633 EZ and CCC-677-1.

Producers who request to use **only** a specific quantity **must** request LDP’s for the specific quantity **not** to exceed the measured quantity.

**C Less Than Entire Measured Quantity Used for LDP**

Follow this table when measurement service is completed and the producer wants to use a **specific quantity** for LDP requests.

Step	Action
1	Use applicable LDP rate in effect on the date CCC-633 EZ, page 2 is requested.
2	Issue LDP for the <b>requested</b> quantity <b>not</b> to exceed the original measured quantity when CCC-633 EZ, page 2 is approved for CCC.
3	If the producer obtains multiple LDP’s or loans on the remaining quantity, <b>not</b> to exceed the measured quantity, inform the producer that spot checks may be performed by the County Office until all of the measured quantity has been issued for LDP or loan.
4	Cross-reference all LDP and loan requests with the initial LDP or loan made on the measured quantity.  Verify that the total of all LDP’s and loans do <b>not</b> exceed measured quantity.

**199 FSA-1007, Inspection Certificate and Calculation Worksheet**

**A Purpose**

FSA-1007:

- may be considered acceptable production evidence **only** if a producer filed a completed CCC-633 EZ and the peanuts are immediately sold on delivery

**Note:** The date the peanuts are sold will be printed on FSA-1007 and is the date used when the beneficial interest is lost.

- is **not** a warehouse receipt and will **not** be acceptable evidence for obtaining a warehouse-stored loan
- will be considered acceptable production evidence for LDP's or loans that are randomly selected for spot check.

**B County Office Action**

FSA-1007 is a computer-generated document. County Offices will **not** be responsible for completing FSA-1007.

**200 Notification of Denied LDP Benefits**

**A Denied LDP Notification**

When the producer is denied LDP benefits, County Offices shall:

- immediately notify the producer in writing
- use the applicable letter in 8-LP, Exhibit 11, subparagraph K or L about denial of loan or LDP benefits and include the following:
  - reason for denying LDP
  - appeal rights according to 1-APP.

**Notes:** Rewrite the letter to reflect the reason for LDP denial, as applicable.

See 8-LP, Exhibit 11, subparagraph A, “Miscellaneous Notification Letters for Loans and LDP’s”.

If LDP benefits are denied because of AGI, actively engaged or payment limitation, producers are afforded the opportunity to request a nonrecourse loan by the final availability date if all other eligibility requirements are met.

**B County Office Action**

County Offices shall use the net weight, including LSK’s, as the basis for determining the quantity eligible for LDP.

**201 Eligibility for LDP**

**A Peanuts Harvested as Other Than Nuts and Green Peanuts**

Peanuts harvested as other than nuts, including green peanuts and hay, are eligible for LDP's; however, they are **not** eligible for MAL.

Green peanuts that are, before drying and removing of moisture from peanuts either by natural or artificial means, marketed by the producer for consumption exclusively as boiled peanuts are eligible for LDP.

County Office **must** determine the maximum eligible quantity according to 8-LP, paragraph 336.

**B Eligibility**

Eligible peanut harvested as other than nuts are any peanuts produced on a farm that are:

- harvested as hay
- mechanically harvested
- roasted
- processed immediately on harvest or later processed, as applicable.

**Notes:** Grazing is **not** considered harvested and is **not** eligible for LDP.

eLDP, other than nuts category, green and hay **only**.

**201 Eligibility for LDP (Continued)**

**C Maximum Eligible Quantities**

To process LDP on peanuts harvested as other than nuts, determine the maximum eligible production according to paragraph 202.

CCC-633 EZ may be certified to establish the LDP rate and should be certified in tons or acres, as applicable.

When the maximum eligible quantity is determined, according to paragraph 202, CCC-633 EZ can be approved and payment made.

**D Using NAP Crop Planting Periods**

To ensure that producers receive eLDP program benefits for the applicable crop year's production, County Offices shall use NAP crop planting periods to establish final planting and harvest dates for green peanuts, because there is a wide range of planting and harvest dates in some States.

## 202 Determining Maximum Eligible Quantity

### A Actual Production

LDP's for peanuts harvested as other than hay will be made on actual production.

Maximum eligible quantity is considered production evidence for peanuts harvested as other than hay according to 8-LP, Part 10, Section 2.

**Note:** Complete CCC-633EW according to subparagraph F, as applicable.

### B LDP Quantity

Producers may request LDP, **not** to exceed maximum eligible quantity, on:

- all peanuts harvested as hay
- number of acres harvested as hay
- percentage of production harvested as hay.

### C STC and COC Responsibilities

STC and COC have a major role and responsibility in determining, reviewing, and approving certain determinations that affect many producers, such as determining nut yields for producers who harvest crops as hay.

STC's should play an active role in providing guidance to COC's to ensure that responsible and equitable determinations are made. In turn, COC's have been given greater responsibility to ensure that:

- the actual production determination fairly reflects what a producer's anticipated yield would have been, if the crop had been harvested as farmer stock peanuts

**Example:** If the peanut is affected by any disaster, such as drought, hail, etc., the yield shall be adjusted to accurately reflect the actual yield, if the crop was allowed to be harvested farmers stock legume.

- the yield is adjusted to accurately reflect the actual yield if the crop was allowed to be harvested as nuts
- these determinations are **not** made in an unrealistic manner, but are well documented and can be supported when reviewed by auditors; thereby protecting program integrity.

**202 Maximum Eligible Quantity (Continued)****C STC and COC Responsibilities (Continued)**

STC's and COC's are in the best position to know what production levels or practices are reasonable for their area. This responsibility is being entrusted to STC's and COC's to deliver the program in the most feasible, reasonable, and reliable manner possible. Adjoining County Offices that are divided by State boundaries are encouraged to work with both STC's when determining acceptable production levels and practices for applicable counties.

**D Determining Maximum Eligible Quantity**

The maximum eligible quantity determinations **must**:

- be equivalent to the whole grain yield for that crop
- reflect disaster conditions, as applicable.

Determine the maximum eligible quantity according to 8-LP, paragraph 336.

COC shall exercise judgment and rely on their knowledge of practices and growing conditions when:

- determining the maximum eligible quantity from any method
- adjusting the results of any method according to STC guidelines, as applicable.

**Notes:** Except for the conversion factor method, calculate maximum eligible quantity for peanuts harvested as hay by multiplying acres harvested times the yield.

COC **must** approve all maximum eligible quantity determinations and document accordingly, including notifying the producer of the yield determination and providing appeal rights, as applicable.

Comparing 3 similar farms is **not** permitted.

202 Maximum Eligible Quantity (Continued)

**E Using CCC-633EW's**

CCC-633EW is a:

- worksheet for determining maximum eligible quantity for all producers of a specific commodity per farm
- a ledger to account for each loan or LDP quantity.

**Note:** Producers who request a loan at the reduced loan rate or LDP on a commodity harvested as other than grain **cannot** request a quantity that exceeds the maximum eligible quantity according to CCC-633EW.

County Offices shall complete one CCC-633EW if all of the following apply:

- there are multiple farms
- producer is the same for all farms
- production is commingled.

**Note:** Eligible acres of peanut production obtained from FSA-578 **must** include all totals from all farms. The yield will be the same for the commodity from all farms regardless of which farm the commodity was actually produced.

**F Completing CCC-633EW's**

Complete CCC-633EW for **each** request when maximum eligible quantity **must** be determined. See 8-LP, paragraph 336.

Item	Instructions
1-5	Self-explanatory.
6	<b>Complete item 6 to determine a peanut yield, if farmer stock peanuts have been harvested.</b>
6 A	Enter farm number if different from item 5.
6 B	Enter the eligible acres of peanut production from FSA-578.
6 C	Enter actual peanut production. Actual production <b>must</b> be verifiable or supported by acceptable production evidence.
6 D	Divide item C by item B to determine the actual peanut yield.
7-8	<b>Complete items 7 and 8 to determine a reasonable production yield based on COC's judgment and knowledge of practice, if method 1 or 2 is not applicable.</b>

## 202 Maximum Eligible Quantity (Continued)

## F Completing CCC-633EW's (Continued)

Item	Instructions
9	<b>Complete item 9 to determine a COC-established yield, crop appraisal yield, or production determined by using conversion factors, as applicable.</b>
9 A	Enter COC-established yield or other yields or production, as applicable.
9 B	Record COC justification when determining COC yield or other yields or production, as applicable.
10	Enter yield from item 6 D, 7 F, or 9 A, as applicable.
11	<p>Determine maximum eligible quantity and maintain the ledger of the maximum quantity available as follows, in item 11:</p> <ul style="list-style-type: none"> <li>• A, enter LDP or loan number</li> <li>• B, enter applicable acreage from FSA-578 (acres should include harvested as farmers stock and other than peanuts)</li> <li>• C, leave blank</li> <li>• D, leave blank</li> <li>• E, enter calculated yield from item 6 D, 7 F, or 10</li> <li>• F, multiply item B times item E</li> <li>• G, maintain a balance of the maximum quantity available.</li> </ul> <p>Apply the loan or LDP quantity against the maximum eligible quantity. Do <b>not</b> allow the producer to receive loan or LDP on quantities in excess of the maximum eligible quantity.</p> <p>If individual producers from joint operations apply on separate loan or LDP applications, create a separate ledger showing their share of the maximum quantity available.</p>

202 Maximum Eligible Quantity (Continued)

F Completing CCC-633EW's (Continued)

After item 11 has been completed, to determine the maximum quantity available, then complete item 11, according to the following, to maintain the balance of maximum quantity available.

Item	Instructions	
11 A	Enter LDP or loan number, as applicable.	
11 B	Enter acreage applicable to the quantity certified on CCC-633 EZ.	
11 C	Enter share of the producer, as applicable.	
11 D	Enter name of the producer, as applicable.	
11 E	No further action is necessary.	
11 F	No further action is necessary.	
11 G	Step	Action
	1	Enter result of item B times item E in the left column. If multiple producers share the farm, determine the share, as applicable, by multiplying item B times item C, and enter the amount in the left column.  Enter quantity, as applicable, on CCC-633 EZ.
	2	Subtract amount entered in item 11 G, step 1, to determine the balance of maximum quantity available.



**203 Dates for Submitting Evidence****A Final Dates to Submit Evidence**

Producers **must** submit production evidence for:

- sold quantities within 15 calendar days from date of request
- peanuts stored on the farm, the earlier of the following:
  - 15 calendar days of when the commodity has been sold
  - the last day of the 9th calendar month after the month in which LDP was disbursed.

**B Production Evidence Not Submitted**

If producers have **not** submitted production evidence by the final date to submit evidence, County Offices shall notify applicable producers in writing that:

- production evidence **must** be submitted within 30 calendar days
- LDP's, plus interest, **must** be refunded to CCC if production evidence is **not** received in the County Office within 30 calendar days from the date of notification.

COC may accept production evidence after the deadline and rescind the demand for refund if it is determined the delay in submitting production evidence resulted from circumstances beyond the producer's control.

See 8-LP, Exhibit 11, subparagraph M for the applicable letter.

**204-209 (Reserved)**



**Part 6 APSS Automation Functions****Section 1 Basic Automation Procedures in APSS****210 General Information****A References**

See:

- 1-FI for processing payments initiated through NPS
- 58-FI for managing FSA and CCC debts and claims
- 64-FI for establishing and reporting receipts and receivables in NRRS.

**B Price Support Functions**

Automated price support functions can be access from the Price Support Main Menu PCA005.

**211 Pre-Loan Processing Procedures in APSS****A Entering Warehouse Name and Address**

**Before** processing a warehouse-stored loan, verify that the warehouse information in SCIMS. New warehouses **must** be entered in Customer Relationship Management-Business Partner and replicated in SCIMS.

The list of CCC-approved warehouses can be found at [https://saltlake.sc.egov.usda.gov/approved\\_whses/peanuts/approved\\_peanut\\_whses.asp](https://saltlake.sc.egov.usda.gov/approved_whses/peanuts/approved_peanut_whses.asp).

Warehouses **must** submit a completed SF-3881 to PSD when:

- there is a change to the data in SF-1199A previously submitted to PSD
- the warehouse participates in the peanut MAL and/or LDP program for the first time.

SF-3881 can be found in <http://forms.sc.egov.usda.gov/eForms/welcomeAction.do>.

211 Pre-Loan Processing Procedures in APSS (Continued)

**B County-Maintained Tables for Peanuts**

County Offices shall maintain and update the files in APSS **before** recording peanut price support activities in APSS according to the following table.

<b>Table File</b>	<b>Action</b>	<b>Explanation</b>
Monthly Interest Rate	Verify Monthly	See subparagraph D.
Commodity Loan Rate	Verify Yearly	Loan rate by peanut type is announced annually before the start of the marketing season.
Offer Shipping Rate	Update Yearly	Applicable for each peanut warehouse, including: <ul style="list-style-type: none"> <li>• load-in charges</li> <li>• load-out charges</li> <li>• storage rate.</li> </ul> <p><b>Note:</b> Not a required entry for peanuts.</p>

**C Accessing the County-Maintained Tables**

Access the county-maintained tables according to the following table.

<b>Step</b>	<b>Action</b>	<b>Result</b>
1	On Price Support Menu PCA005, ENTER “9” and PRESS “ENTER”.	Menu PAA010 will be displayed.
2	On Menu PAA010, ENTER “3” and PRESS “Enter”.	Menu PAA015 will be displayed.
3	On Menu PAA015, ENTER “1” and PRESS “Enter.”	Menu PAA020 will be displayed.

**D Verifying the Monthly Interest Rate**

Verify the monthly interest rate by accessing the County Maintained Table according to subparagraph C. From Menu PAA020, enter “1” or “7”, as applicable, and PRESS “Enter”.

**Note:** APSS will automatically add 1 percent to the entered rate when calculating interest amount.

211 Pre-Loan Processing Procedures in APSS (Continued)

**E Verifying and Updating Commodity Loan Rates**

Peanut loan rates are automatically downloaded to APSS at the beginning of the crop year. Verify the peanut loan rate for each peanut type for the applicable crop year by accessing the County Maintained Table according to subparagraph C and the following table.

Step	Action	Result
1	On Menu PAA020, ENTER “2” and PRESS “Enter”.	Menu PAA7800 will be displayed.
2	On Screen PAA7800: <ul style="list-style-type: none"> <li>• enter the:                             <ul style="list-style-type: none"> <li>• State code</li> <li>• county code</li> <li>• crop year</li> </ul> </li> <li>• ENTER “U” to answer the question, “Do you want to Update or Delete?”</li> <li>• PRESS “Enter”.</li> </ul>	A series of Commodity Loan Rate Table screens will be displayed.  Go through the screens until Screen PAA78010 is displayed.
3	On Screen PAA78010: <ul style="list-style-type: none"> <li>• verify the loan rate for each type of peanut</li> </ul> <p style="margin-left: 40px;"><b>Note:</b> “Spanish SE” refers to Spanish peanuts grown in the Southeast and “SP, SW” refers to Spanish peanuts grown in the Southwest.</p> <ul style="list-style-type: none"> <li>• PRESS “Enter”.</li> </ul>	Menu PAA020 will be redisplayed.

Complete the second party review requirements according to 8-LP, subparagraph 506 B.

211 Pre-Loan Processing Procedures in APSS (Continued)

**F Verifying and Updating Offer Shipping Rates**

Verify and update the offer shipping rate to ensure that it reflects the warehouse rates for the storing warehouse, for the applicable crop year, by accessing the County Maintained Table according to subparagraph C and the following table.

Step	Action	Result	
1	On Menu PAA020, ENTER “3” and PRESS “Enter”.	Menu PAA79000 will be displayed.	
2	On Screen PAA79000: <ul style="list-style-type: none"> <li>• in the “Enter Option Number” field, ENTER “6”</li> <li>• ENTER “U” to answer the question, “Do you want to Update or Delete?”</li> </ul> PRESS “Enter”.	Screen PAA79000 will be redisplayed.	
3	On redisplayed Screen PAA79000, complete the following additional fields, as applicable.	Screen PAA79035 will be displayed.	
	<b>Field</b>		<b>Entry</b>
	Enter Warehouse Code		Warehouse code assigned to the storing warehouse.
	Enter Effective Date		Date in MMDDYY format.  <b>Note:</b> Enter 08/01/XX, where “XX” is the crop year beginning August 1.
	Is this a merged warehouse?		“Y” or “N”, as applicable.
	State Code		State code to update or delete.
	County Code		County code to update or delete.
	PRESS “Enter”.		
4	On Screen PAA79035, complete the following fields using the rates applicable to the storing warehouse.	Screen PAA79000 will be redisplayed.	
	<b>Field</b>		<b>Entry</b>
	“Load In” Charges		Applicable load-in charge.  <b>Note:</b> The load-in rate for the applicable crop year hardcoded in APSS.
	“Load Out” Charges		Applicable load-out charge.
	Storage Rate	Applicable storage rate.	
5	On Screen PAA79000, PRESS “Cmd7”.	Menu PCA005 will be displayed.	

212 Verifying Producers and Accessing the Loanmaking Menu

A Verifying the Producer and Loan

Use the following procedure to correctly identify a producer and loan when performing price support functions in APSS.

Step	Action	Result	
1	On Menu PCA005, enter the applicable option and PRESS <b>“Enter”</b> .	Screen PCA11000 will be displayed to identify the correct producer and loan.	
2	On Screen PCA11000, enter: <ul style="list-style-type: none"> <li>the producer’s last name, first letter of the producer’s last name, or last 4 digits of producer’s TIN</li> <li>crop year</li> <li>“N” for new loan number or actual loan number, as applicable.</li> </ul> PRESS <b>“Enter”</b> .  <b>Note:</b> See Part 2, Section 9 for recording manual loans in APSS.	<b>IF Screen...</b>	<b>THEN go to step...</b>
		MACR04-06 is displayed	3.
		PCA12000 is displayed	4.
3	On Screen MACR04-06: <ul style="list-style-type: none"> <li>enter the number for the desired producer</li> <li>PRESS <b>“Enter”</b>.</li> </ul>	Screen PCA12000 will be displayed.	
4	On Screen PCA12000, ENTER: <ul style="list-style-type: none"> <li>“Y” or “N” to answer the question, “Is this the correct producer?”</li> <li>“Y” or “N” to answer the question, “Is this a recording of a manually made action?”</li> <li>“Y” or “N” to answer the question, “Is this a re-entry of a corrected loan?”</li> </ul> PRESS <b>“Enter”</b> .	<b>IF the producer is...</b>	<b>THEN...</b>
		correct and this is <b>not</b> a re-entry of a corrected loan	Menu PLA000 will be displayed.
		<b>not</b> correct	Screen PCA1000 will be redisplayed, return to step 2.
		correct, but is a re-entry of a corrected loan	Screen PCA12000 will be redisplayed, go to step 5.

212 Verifying Producers and Accessing the Loanmaking Menu (Continued)

A Verifying the Producer and Loan (Continued)

Step	Action	Result
5	On Screen PCA12000: <ul style="list-style-type: none"> <li>• enter the crop year for the loan number of the original loan</li> <li>• PRESS “Enter”.</li> </ul>	Menu PLA000 will be redisplayed.

B Accessing Loanmaking Menu

After completing subparagraph 212 A, Menu PLA000 will be displayed. Select the applicable loanmaking option from Menu PLA000.

The following is an example of Menu PLA000.

```

COMMAND                                PLA000
PRICE SUPPORT - LOAN MAKING MENU
-----
                                     1.  Farm Stored Regular Certified
                                     2.  Farm Stored Regular Measured
* 3.  Farm Stored Reserve
                                     4.  Warehouse Stored Regular
* 5.  Warehouse Stored Reserve
                                     6.  Distress Certified
                                     7.  Distress Measured
                                     8.  Form A Cotton Loans Using Preprocessed Bale Data
                                     9.  Warehouse Peanut Loans Using Preprocessed Data
                                    10.  Warehouse Rice Loans Using Preprocessed Data

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

Cmd3=Previous Menu
    
```

If using peanut EWR to process the warehouse-stored MAL, select option “9”, “Warehouse Peanut Loans Using Preprocessed Data”. See Part 6, Section 10 for additional information on EWR’s.

213-224 (Reserved)

Section 2 Farm-Stored Loan Processing in APSS

225 Regular Certified or Measured Farm-Stored Loans

A Farm-Stored Loan Options

Farm-stored loans for peanuts can be either of the following:

- regular certified
- regular measured.

**Before** processing farm-stored loans in APSS, verify and complete pre-loan processing procedures according to paragraphs 86 and 211.

B Processing Farm-Stored Regular Certified Loans

Process farm-stored regular certified loans according to the following table.

Step	Action	Result	
1	On Menu PCA005, ENTER “2” and PRESS “Enter”.	Screen PCA11000 will be displayed.	
2	Complete the producer loan and ID screens according to subparagraph 212 A.	Menu PLA000 will be displayed.	
3	On Menu PLA000, ENTER “1” and PRESS “Enter”.	Screen PLB10000 will be displayed.	
4	On Screen PLB10000, enter the applicable data in the following fields.	Screen PLB10005 will be displayed.	
	<b>Field</b>		<b>Entry</b>
	Commodity (Alpha-code)		“PNUT”.
	Class/Variety		One of the following: <ul style="list-style-type: none"> <li>• “RUN”</li> <li>• “SPE”</li> <li>• “SPW”</li> <li>• “VAL”</li> <li>• “VIR”.</li> </ul>
	Crop Year		Last 2 digits of the applicable crop year.
	PRESS “Enter”.		

225 Regular Certified or Measured Farm-Stored Loans (Continued)

B Processing Farm-Stored Regular Certified Loans (Continued)

Step	Action		Result				
5	On Screen PLB10005, answer or complete the following items.		Screen PLB10010 will be displayed.				
	<b>Field</b>	<b>Entry</b>					
	Does the loan have multiple producers?	"Y" or "N".					
	Is a spot check required for this loan?						
	Loan Application Date	Date the producer requested the loan using MMDDYY format.					
	Is this a replighted loan?	<b>IF...</b>			<b>THEN...</b>		
		"N"			PRESS "Enter".		
Is this quantity from a farm enrolled in ACRE?		ENTER "N" and PRESS "Enter".					
		<b>Note:</b> The ACRE Program was <b>not</b> authorized in the Agricultural Act of 2014.					
PRESS "Enter".							
6	On Screen PLB10010: <ul style="list-style-type: none"><li>enter the location where the commodity is stored</li><li>PRESS "Enter".</li></ul>		Screen PLA11000 will be displayed.				
7	On Screen PLA11000, enter: <ul style="list-style-type: none"><li>farm numbers where the commodity is produced</li><li>"Y" or "N" to answer the question, "Are there additional Farm Numbers?"</li></ul>		<b>IF...</b>	<b>THEN Screen...</b>			
	PRESS "Enter".		a single producer	PLB11000 will be displayed. Go to step 9.			
			multiple producers as indicated on Screen PLB10005	PLA12000 will be displayed.			

225 Regular Certified or Measured Farm-Stored Loans (Continued)

B Processing Farm-Stored Regular Certified Loans (Continued)

Step	Action		Result	
8	On Screen PLA12000, enter data in the applicable field according to the following.		<b>IF Screen...</b>	<b>THEN go to...</b>
			MACR04-01 is displayed	subparagraph 212 A, step 3.
			PLB11000 is displayed	step 9.
	<b>Field</b>	<b>Entry</b>		
	Last Name	Last name of producer who will share in the loan that was <b>not</b> previously included.		
	ID Number (Numeric)	Applicable producer TIN, if known.		
	Contact Point for Mailing? (Y or N)	“ <b>Y</b> ” or “ <b>N</b> ”. If this producer is <b>not</b> the contact producer, ENTER “ <b>N</b> ”. Only 1 contact producer is allowed.		
	Enter “ <b>Y</b> ” or “ <b>N</b> ” to answer the question, “Are there additional producers?”			
	PRESS “ <b>Enter</b> ”.			

225 Regular Certified or Measured Farm-Stored Loans (Continued)

B Processing Farm-Stored Regular Certified Loans (Continued)

Step	Action		Result	
9	On Screen PLB11000, complete the following items.		Screen PLB11015 will be displayed.	
	<b>Field</b>	<b>Entry</b>		
	Seal Number  <b>Note:</b> Pre-assigned by the system.	<b>IF...</b>		<b>THEN...</b>
		acceptable		go to the next field.
	unacceptable	enter the number manually.		
	Farm Number Where Stored (If Applicable)	Applicable farm number for the farm where the commodity is stored, if available.		
Quantity in Bin (Numeric)	Net-certified quantity (in tons). PRESS <b>“Enter”</b> .			
10	On Screen PLB11015:		Screen PLB13000 will be displayed.  <b>Note:</b> If user enters <b>“Y”</b> to answer the question, <b>“Additional lots?”</b> , Screen PLB11015 will be redisplayed, repeat until there are no more lots to enter and user can enter <b>“N”</b> .	
	<ul style="list-style-type: none"> <li>• the following information will be displayed:                             <ul style="list-style-type: none"> <li>• seal number</li> <li>• certified quantity for loan</li> <li>• maximum percent eligible for loan</li> <li>• maximum loan quantity</li> </ul> </li> </ul>			
	<p><b>Note:</b> These fields <b>cannot</b> be changed. If information is incorrect, PRESS <b>“Cmd3”</b>.</p>			
	<ul style="list-style-type: none"> <li>• reduce the quantity eligible for loan, if applicable, by entering 1 of the following:</li> </ul>			
	<b>Field</b>	<b>Entry</b>		
New percentage	Either a new percentage or loan quantity to reduce the quantity eligible for loan.			
New loan quantity				
	<b>Note:</b> Entry in the <b>“New loan quantity”</b> field is optional.			
Additional Lots?	<b>“Y”</b> or <b>“N”</b> .			
<ul style="list-style-type: none"> <li>• PRESS <b>“Enter”</b>.</li> </ul>				

225 Regular Certified or Measured Farm-Stored Loans (Continued)

B Processing Farm-Stored Regular Certified Loans (Continued)

Step	Action	Result
11	<p>On Screen PLB13000, the following loan summary will be displayed for <b>each</b> seal number entered:</p> <ul style="list-style-type: none"> <li>• seal number</li> <li>• mortgaged quantity</li> <li>• loan quantity</li> <li>• loan rate</li> </ul> <p><b>Note:</b> Verify that the loan rate was <b>not</b> reduced by 30 percent for the ACRE Program.</p> <ul style="list-style-type: none"> <li>• total loan amount.</li> </ul> <p><b>Note:</b> These fields <b>cannot</b> be changed. If the information is incorrect, PRESS “<b>Cmd3</b>”.</p> <p>PRESS “<b>Enter</b>”.</p>	<p>Screen PLB13500 will be displayed.</p> <p><b>Note:</b> If users ENTER “<b>Y</b>” is to answer the question, “Does this loan have multiple producers?”, on Screen PLB10005, Screen PLA12500 will be displayed to enter either of the following:</p> <ul style="list-style-type: none"> <li>• percentage (in whole numbers) share per producer</li> <li>• quantity per producer.</li> </ul>

225 Regular Certified or Measured Farm-Stored Loans (Continued)

B Processing Farm-Stored Regular Certified Loans (Continued)

Step	Action	Result
12	<p>On Screen PLB13500, review the:</p> <ul style="list-style-type: none"> <li>• following summary data for the entire loan:                             <ul style="list-style-type: none"> <li>• mortgaged quantity</li> <li>• loan quantity</li> <li>• loan amount</li> </ul> </li> </ul> <p><b>Note:</b> These fields <b>cannot</b> be changed. If the information is incorrect, PRESS “<b>Cmd3</b>”.</p> <ul style="list-style-type: none"> <li>• research and promotion fee</li> <li>• State assessment, if applicable</li> <li>• amount of service fee</li> <li>• if the amount is:                             <ul style="list-style-type: none"> <li>• incorrect, enter the correct amount</li> <li>• correct, leave as displayed.</li> </ul> </li> </ul> <p><b>Note:</b> Service fees, research and promotion fees, and State marketing assessments shall <b>not</b> be deducted from peanut DMA loans.</p> <p>PRESS “<b>Enter</b>”.</p>	<p>Screen PLB13505 will be displayed.</p>

225 Regular Certified or Measured Farm-Stored Loans (Continued)

B Processing Farm-Stored Regular Certified Loans (Continued)

Step	Action	Result		
13	Screen PLB13505 will be displayed with the same fields as in Screen PLB13500. Verify the data displayed and PRESS <b>“Enter”</b> .	Screen PLB13510 will be displayed.		
14	On Screen PLB13510 , the following summary is displayed: <ul style="list-style-type: none"> <li>• mortgaged quantity</li> <li>• loan quantity</li> <li>• loan amount</li> <li>• disbursement amount.</li> </ul> PRESS <b>“Enter”</b> .	Menu PLA005 will be displayed.		
15	On Menu PLA005, select from the following options.			
	<table border="1" style="width: 100%;"> <tr> <td data-bbox="383 846 761 919"><b>IF the loan will...</b></td> <td data-bbox="761 846 971 919"><b>THEN ENTER...</b></td> </tr> </table>		<b>IF the loan will...</b>	<b>THEN ENTER...</b>
	<b>IF the loan will...</b>		<b>THEN ENTER...</b>	
	be disbursed on the current workday		“1”.	
	<b>not</b> be disbursed on the current workday and loan documents are needed		“2”.	
<b>not</b> be disbursed on the current workday and loan documents are <b>not</b> needed	“4”.			
<b>never</b> be disbursed	“5”.			
		Screen PLD12500 will be displayed. Go to step 16.		
		Screen PLA13005 will be displayed. Go to step 17.		
		Menu PCA005 will be redisplayed. The loan information will be saved.		
		Menu PCA005 will be redisplayed. All loan information will be deleted.		

225 Regular Certified or Measured Farm-Stored Loans (Continued)

B Processing Farm-Stored Regular Certified Loans (Continued)

Step	Action	Result		
16	On Screen PLD12500, allocate the loan disbursements as applicable.			
	<table border="1"> <tr> <td data-bbox="383 394 594 510"><b>IF the loan proceeds are a...</b></td> <td data-bbox="594 394 1276 510"><b>THEN...</b></td> </tr> </table>	<b>IF the loan proceeds are a...</b>	<b>THEN...</b>	Screen PLA13005 will be displayed.
<b>IF the loan proceeds are a...</b>	<b>THEN...</b>			
single payment to 1 producer	<ul style="list-style-type: none"> <li>• verify the payable amount next to “Payable #1”</li> <li>• ENTER “N” in the “Joint Pmt” column.</li> </ul>			
joint payment to producer and other authorized payee	<ul style="list-style-type: none"> <li>• verify the payable amount next to “Payable #”</li> <li>• ENTER “Y” next in the “Joint Pmt” column.</li> </ul>			
payment to producer and separate payment to another authorized payee	<ul style="list-style-type: none"> <li>• enter the disbursement amount due to the producer next to “Payable #1”</li> <li>• ENTER “N” in the “Joint Pmt” column</li> <li>• enter the disbursement amount due to the authorized payee in “Payable #2”</li> <li>• ENTER “Y” in the “Joint Pmt” column.</li> </ul> <p><b>Notes:</b> User may enter up to 20 payable requests, as needed.</p> <p>Manually determine the amount due for each payable and ensure that the “Payment Request Total” at the bottom of screen is equal to the loan disbursement amount, or an error message will be displayed.</p>			
single payment to authorized third party (not an assignment)	<ul style="list-style-type: none"> <li>• verify the total disbursement amount next to “Payable #1”</li> <li>• ENTER “Y” in the “Joint Pmt” column.</li> </ul>			

225 Regular Certified or Measured Farm-Stored Loans (Continued)

B Processing Farm-Stored Regular Certified Loans (Continued)

Step	Action	Result
16 (Cntd)	<p>PRESS <b>“Enter”</b>.</p> <p><b>Important:</b> Print a copy of completed Screen PLD12500 to assist payment processing in NPS.</p> <p>Payables with:</p> <ul style="list-style-type: none"> <li>• “N” in “Joint Pmt” column will be routed to the Certification Worklist in NPS and will be issued directly to the producer</li> <li>• “Y” in “Joint Pmt” column will be routed to Manual Handling Worklist in NPS and checks will be issued for the payment.</li> </ul>	Screen PLA13005 will be displayed.
	<b>IF...</b>	<b>THEN...</b>
	yes	ENTER <b>“Y”</b> and PRESS <b>“Enter”</b> . Screen PCA97000 will be displayed. Go to step 18.
	no	<b>THEN...</b>
	<b>PRESS either of the following...</b> <b>“Cmd3”</b> .	Screen PLD12500, will be redisplayed. Repeat step 16.
	<b>“Cmd7”</b> .	Menu PCA005 will be displayed.

225 Regular Certified or Measured Farm-Stored Loans (Continued)

B Processing Farm-Stored Regular Certified Loans (Continued)

Step	Action	Result
17	<p>On Screen PLA13005, enter:</p> <ul style="list-style-type: none"> <li>• the following:                             <ul style="list-style-type: none"> <li>• UCC-1 or chattel mortgage filing date, if applicable</li> <li>• date of lien search</li> <li>• original loan approval date</li> <li>• the applicable response to DMA question</li> </ul> </li> </ul> <p style="margin-left: 40px;"><b>Note:</b> A warning message will be displayed, if the answer is, “N”.</p> <ul style="list-style-type: none"> <li>• “Y” or “N” to answer the question, “Do you wish to complete this process?”.</li> </ul> <p>PRESS “Enter”.</p> <p><b>Note:</b> A summary of the total disbursement amount will be displayed at the bottom of Screen PLA13005.</p>	Screen PCA97000 will be displayed.

225 Regular Certified or Measured Farm-Stored Loans (Continued)

B Processing Farm-Stored Regular Certified Loans (Continued)

Step	Action	Result	
18	On Screen PCA97000, PRESS “Enter”.	CCC-677 will be printed. Screen PCE52010 will be displayed.	
19	On Screen PCE52010: <ul style="list-style-type: none"> <li>• the message, “CCC-677 should now be printing on QA” will be displayed</li> <li>• answer the question, “Do you want to reprint the form?”.</li> </ul>		
	<b>IF...</b>		<b>THEN...</b>
	“Y”		CCC-677 will be reprinted.
“N”	Screen ABK10001 will be displayed. Data will be passed to accounting.	Screen PCE52010 will be redisplayed. After accounting procedures are complete, Menu PCA005 will be displayed.	
20	See 1-FI for additional instructions on processing payments through NPS.		

225 Regular Certified or Measured Farm-Stored Loans (Continued)

C Processing Farm-Stored Regular Measured Loans

Process farm-stored regular measured loans according to the following table.

Step	Action		Result	
1	On Menu PCA005, ENTER “2” and PRESS “Enter”.		Screen PCA11000 will be displayed.	
2	Complete the producer loan and ID screens according to subparagraph 212 A.		Menu PLA000 will be displayed.	
3	On Menu PLA000, ENTER “2” and PRESS “Enter”.		Screen PLB10000 will be displayed.	
4	On Screen PLB10000, enter the applicable data in the following fields.		On Screen PLB10005 will be displayed.	
	<b>Field</b>	<b>Entry</b>		
	Commodity (Alpha-Code)	Commodity alpha-code.		
	Class/Variety	Class and/or variety.		
	Crop Year	Crop year.		
	PRESS “Enter”.			
5	On Screen PLB10005, answer or complete the following items.		Screen PLB10010 will be displayed.	
	<b>Field</b>	<b>Entry</b>		
	Does the loan have multiple producers?	“Y” or “N”.		
	Is a spot check required for this loan?			
	Loan Application Date	Date the producer requested the loan using MMDDYY format.		
	Is this a replighted loan?	<b>IF...</b>		<b>THEN...</b>
		“N”		PRESS “Enter”.
		“Y”		enter the original crop year and loan number, and PRESS “Enter”.
Is this quantity from a farm enrolled in ACRE?	ENTER “N” and PRESS “Enter”.			
		<b>Note:</b> The ACRE Program was <b>not</b> authorized in the Agricultural Act of 2014.		
PRESS “Enter”.				
6	On Screen PLB10010: <ul style="list-style-type: none"> <li>enter the location where the commodity is stored</li> <li>PRESS “Enter”.</li> </ul>		Screen PLA11000 will be displayed.	

225 Regular Certified or Measured Farm-Stored Loans (Continued)

C Processing Farm-Stored Regular Measured Loans (Continued)

Step	Action	Result																						
7	On Screen PLA11000, enter: <ul style="list-style-type: none"> <li>• farm numbers where the commodity is produced</li> <li>• “Y” or “N” to answer the question, “Are there additional Farm Numbers?”</li> </ul> PRESS “Enter”.	<b>IF...</b> a single producer	<b>THEN Screen...</b> PLB11000 will be displayed. Go to step 9.																					
		multiple producers as indicated on Screen PLB10005	PLA12000 will be displayed.																					
8	On Screen PLB12000, enter the applicable data in the following fields. <table border="1" data-bbox="383 730 1024 1404"> <thead> <tr> <th data-bbox="383 730 688 766">Field</th> <th colspan="2" data-bbox="688 730 1024 766">Entry</th> </tr> </thead> <tbody> <tr> <td data-bbox="383 766 688 995">                             Serial Number   <b>Note:</b> Pre-assigned by the system.                         </td> <td data-bbox="688 766 867 877"> <b>IF...</b>                              acceptable                         </td> <td data-bbox="867 766 1024 877"> <b>THEN...</b>                              go to the next field.                         </td> </tr> <tr> <td></td> <td data-bbox="688 877 867 995">                             unacceptable                         </td> <td data-bbox="867 877 1024 995">                             enter the number manually.                         </td> </tr> <tr> <td data-bbox="383 995 688 1213">                             Farm Where Stored (If Applicable)                         </td> <td colspan="2" data-bbox="688 995 1024 1213">                             Applicable farm number for the farm where the commodity is stored. This entry is for informational purposes and <b>not</b> validated.                         </td> </tr> <tr> <td data-bbox="383 1213 688 1289">                             Measurement Date                         </td> <td colspan="2" data-bbox="688 1213 1024 1289">                             From CCC-677-1, date the bin was measured.                         </td> </tr> <tr> <td data-bbox="383 1289 688 1365">                             Enter Weighed Quantity                         </td> <td colspan="2" data-bbox="688 1289 1024 1365">                             Weighed quantity, in tons.                         </td> </tr> <tr> <td colspan="3" data-bbox="383 1365 1024 1404">                             PRESS “Enter”.                         </td> </tr> </tbody> </table>	Field	Entry		Serial Number  <b>Note:</b> Pre-assigned by the system.	<b>IF...</b> acceptable	<b>THEN...</b> go to the next field.		unacceptable	enter the number manually.	Farm Where Stored (If Applicable)	Applicable farm number for the farm where the commodity is stored. This entry is for informational purposes and <b>not</b> validated.		Measurement Date	From CCC-677-1, date the bin was measured.		Enter Weighed Quantity	Weighed quantity, in tons.		PRESS “Enter”.			Screen PLB12005 will be displayed.	
Field	Entry																							
Serial Number  <b>Note:</b> Pre-assigned by the system.	<b>IF...</b> acceptable	<b>THEN...</b> go to the next field.																						
	unacceptable	enter the number manually.																						
Farm Where Stored (If Applicable)	Applicable farm number for the farm where the commodity is stored. This entry is for informational purposes and <b>not</b> validated.																							
Measurement Date	From CCC-677-1, date the bin was measured.																							
Enter Weighed Quantity	Weighed quantity, in tons.																							
PRESS “Enter”.																								

225 Regular Certified or Measured Farm-Stored Loans (Continued)

C Processing Farm-Stored Regular Measured Loans (Continued)

Step	Action	Result							
9	<p>On Screen PLB12005:</p> <ul style="list-style-type: none"> <li>• the following information will be displayed:                             <ul style="list-style-type: none"> <li>• seal number</li> <li>• measured quantity for loan</li> <li>• maximum percent eligible for loan</li> <li>• maximum loan quantity</li> </ul> </li> </ul> <p><b>Note:</b> These fields <b>cannot</b> be changed. If the information is incorrect, PRESS “<b>Cmd3</b>”.</p> <ul style="list-style-type: none"> <li>• to reduce the quantity eligible for loan, enter 1 of the following:</li> </ul> <table border="1" data-bbox="436 884 1216 1182"> <thead> <tr> <th data-bbox="436 884 748 924">Field</th> <th data-bbox="748 884 1216 924">Entry</th> </tr> </thead> <tbody> <tr> <td data-bbox="436 924 748 963">New Percentage</td> <td data-bbox="748 924 1216 963" rowspan="2">Either a new percentage or loan quantity to reduce the quantity eligible for loan.</td> </tr> <tr> <td data-bbox="436 963 748 1146">New Loan Quantity</td> </tr> <tr> <td data-bbox="436 1146 748 1182">Additional Lots/Bins?</td> <td data-bbox="748 1146 1216 1182"> <p><b>Note:</b> Entry in the “New loan quantity” field is optional.</p> <p>“<b>Y</b>” or “<b>N</b>”, as applicable.</p> </td> </tr> </tbody> </table>	Field	Entry	New Percentage	Either a new percentage or loan quantity to reduce the quantity eligible for loan.	New Loan Quantity	Additional Lots/Bins?	<p><b>Note:</b> Entry in the “New loan quantity” field is optional.</p> <p>“<b>Y</b>” or “<b>N</b>”, as applicable.</p>	Screen PLB13000 will be displayed.
Field	Entry								
New Percentage	Either a new percentage or loan quantity to reduce the quantity eligible for loan.								
New Loan Quantity									
Additional Lots/Bins?	<p><b>Note:</b> Entry in the “New loan quantity” field is optional.</p> <p>“<b>Y</b>” or “<b>N</b>”, as applicable.</p>								

225 Regular Certified or Measured Farm-Stored Loans (Continued)

C Processing Farm-Stored Regular Measured Loans (Continued)

Step	Action	Result
10	<p>On Screen PLB13000, the following loan summary will be displayed for <b>each</b> seal number entered:</p> <ul style="list-style-type: none"> <li>• seal number</li> <li>• mortgaged quantity</li> <li>• loan quantity</li> <li>• loan rate</li> </ul> <p><b>Note:</b> Verify that the loan rate was <b>not</b> reduced by 30 percent for the ACRE Program.</p> <ul style="list-style-type: none"> <li>• total loan amount.</li> </ul> <p><b>Note:</b> These fields <b>cannot</b> be changed. If the information is incorrect, PRESS “<b>Cmd3</b>”.</p> <p>PRESS “<b>Enter</b>”.</p>	<p>Screen PLB13500 will be displayed.</p> <p><b>Note:</b> If users ENTER “<b>Y</b>” is to answer the question, “Does this loan have multiple producers?”, on Screen PLB10005, Screen PLA12500 will be displayed to enter either of the following:</p> <ul style="list-style-type: none"> <li>• percentage (in whole numbers) share per producer</li> <li>• quantity per producer.</li> </ul>

225 Regular Certified or Measured Farm-Stored Loans (Continued)

C Processing Farm-Stored Regular Measured Loans (Continued)

Step	Action	Result
11	<p>On Screen PLB13500, review the:</p> <ul style="list-style-type: none"> <li>• following summary data for the entire loan:                             <ul style="list-style-type: none"> <li>• mortgaged quantity</li> <li>• loan quantity</li> <li>• loan amount</li> </ul> </li> </ul> <p><b>Note:</b> These fields <b>cannot</b> be changed. If the information is incorrect, PRESS “<b>Cmd3</b>”.</p> <ul style="list-style-type: none"> <li>• research and promotion fee</li> <li>• State assessment, if applicable</li> <li>• amount of service fee</li> <li>• if the amount is:                             <ul style="list-style-type: none"> <li>• incorrect, enter the correct amount</li> <li>• correct, leave as displayed.</li> </ul> </li> </ul> <p><b>Note:</b> Service fees, research and promotion fees, and State marketing assessments shall <b>not</b> be deducted from peanut DMA loans.</p> <p>PRESS “<b>Enter</b>”.</p>	<p>Screen PLB13505 will be displayed.</p>

225 Regular Certified or Measured Farm-Stored Loans (Continued)

C Processing Farm-Stored Regular Measured Loans (Continued)

Step	Action	Result		
12	Screen PLB13505 will be displayed with the same fields as in Screen PLB13500. Verify the data displayed and PRESS “ <b>Enter</b> ”.	Screen PLB13510 will be displayed.		
13	<p>On Screen PLB13510 , the following summary is displayed:</p> <ul style="list-style-type: none"> <li>• mortgaged quantity</li> <li>• loan quantity</li> <li>• loan amount</li> <li>• disbursement amount.</li> </ul> <p>PRESS “<b>Enter</b>”.</p>	Menu PLA005 will be displayed.		
14	On Menu PLA005, select from the following options.			
	<table border="1" style="width: 100%;"> <tr> <td data-bbox="383 848 764 924"><b>IF the loan will...</b></td> <td data-bbox="764 848 1016 924"><b>THEN ENTER...</b></td> </tr> </table>		<b>IF the loan will...</b>	<b>THEN ENTER...</b>
	<b>IF the loan will...</b>		<b>THEN ENTER...</b>	
	be disbursed on the current workday		“ <b>1</b> ”.	
	<b>not</b> be disbursed on the current workday and loan documents are needed		“ <b>2</b> ”.	
<b>not</b> be disbursed on the current workday and loan documents are <b>not</b> needed	“ <b>4</b> ”.			
<b>never</b> be disbursed	“ <b>5</b> ”.			
		Screen PLD12500 will be displayed. Go to step 16.		
		Screen PLA13005 will be displayed. Go to step 17.		
		Menu PCA005 will be redisplayed. The loan information will be saved.		
		Menu PCA005 will be redisplayed. All loan information will be deleted.		

225 Regular Certified or Measured Farm-Stored Loans (Continued)

C Processing Farm-Stored Regular Measured Loans (Continued)

Step	Action	Result
15	On Screen PLD12500, allocate the loan disbursements as applicable.	
	<b>IF the loan proceeds are a... THEN...</b>	
	single payment to 1 producer <ul style="list-style-type: none"> <li>• verify the payable amount next to “Payable #1”</li> <li>• ENTER “N” in the “Joint Pmt” column.</li> </ul>	Screen PLA13005 will be displayed
	joint payment to producer and other authorized payee <ul style="list-style-type: none"> <li>• verify the payable amount next to “Payable #”</li> <li>• ENTER “Y” next in the “Joint Pmt” column.</li> </ul>	
	payment to producer and separate payment to another authorized payee <ul style="list-style-type: none"> <li>• enter the disbursement amount due to the producer next to “Payable #1”</li> <li>• ENTER “N” in the “Joint Pmt” column</li> <li>• enter the disbursement amount due to the authorized payee in “Payable #2”</li> <li>• ENTER “Y” in the “Joint Pmt” column.</li> </ul> <p><b>Notes:</b> User may enter up to 20 payable requests, as needed.</p> <p>Manually determine the amount due for each payable and ensure that the “Payment Request Total” at the bottom of screen is equal to the loan disbursement amount, or an error message will be displayed.</p>	

225 Regular Certified or Measured Farm-Stored Loans (Continued)

C Processing Farm-Stored Regular Measured Loans (Continued)

Step	Action	Result
16	On Screen PLA13005, enter: <ul style="list-style-type: none"> <li>• the following:                             <ul style="list-style-type: none"> <li>• UCC-1 or chattel mortgage filing date</li> <li>• date of CCC-679</li> <li>• original loan approval date</li> </ul> </li> <li>• “Y” or “N” to answer the question, “Do you wish to complete this process?”.</li> </ul> PRESS “Enter”.	Screen PCA97000 will be displayed.
17	On Screen PCA97000, PRESS “Enter”.	CCC-677 will be printed. Screen PCE52010 will be displayed.

225 Regular Certified or Measured Farm-Stored Loans (Continued)

C Processing Farm-Stored Regular Measured Loans (Continued)

Step	Action	Result						
18	On Screen PCE52010: <ul style="list-style-type: none"> <li>• the message, “CCC-677 should now be printing on QA” will be displayed</li> <li>• answer the question, “Do you want to reprint the form?”.</li> </ul>							
	<table border="1"> <thead> <tr> <th data-bbox="383 583 472 619">IF...</th> <th data-bbox="472 583 1135 619">THEN...</th> </tr> </thead> <tbody> <tr> <td data-bbox="383 619 472 697">“Y”</td> <td data-bbox="472 619 1135 697">CCC-677 will be reprinted.</td> </tr> <tr> <td data-bbox="383 697 472 846">“N”</td> <td data-bbox="472 697 1135 846">Screen ABK10001 will be displayed. Data will be passed to accounting.</td> </tr> </tbody> </table>	IF...	THEN...	“Y”	CCC-677 will be reprinted.	“N”	Screen ABK10001 will be displayed. Data will be passed to accounting.	Screen PCE52010 will be redisplayed.  After accounting procedures are complete, Menu PCA005 will be displayed.
IF...	THEN...							
“Y”	CCC-677 will be reprinted.							
“N”	Screen ABK10001 will be displayed. Data will be passed to accounting.							

226-234 (Reserved)

**Section 3 Warehouse-Stored Loan Processing in APSS****235 General Information****A Eligibility**

**Before** processing warehouse-stored loans, determine producer and peanut eligibility according to Part 1, Section 2.

**B Loan Application**

To apply for peanut warehouse-stored loan, the producer shall provide:

- acceptable warehouse receipts according to paragraphs 36 and 88
- CCC-679, when applicable, according to 8-LP, paragraphs 504 and 505
- CCC-674 or SF-LLL, if the loan exceeds \$150,000, according to 8-LP, paragraph 28.

**Important:** On Screen PLC10005, enter the date all the documentation was provided for the loan by the producer to the County Office in the “Date Documents/Warehouse Receipts Received” field, according to subparagraph 236 B, step 7.

**C Calculating the Receipt Loan Amount**

The manner of calculating the receipt loan amount for peanuts remains unchanged. APSS shall determine the receipt loan amount of:

- Seg. 1 peanuts using the:
  - crop year loan rates in Exhibit 11
  - premiums and discounts in Exhibits 8 and 11
- Seg. 2 and 3 peanuts as 35 percent of the loan rate in Exhibit 11.

It is strongly recommended to print Screen PLC11000 and file the printout in the loan folder for future reference.

## 235 General Information (Continued)

## C Calculating the Receipt Loan Amount (Continued)

The following is an example of warehouse-stored loan calculations of Seg. 1 for “Run” peanuts using the 2014 calendar year loan rate.

<b>Warehouse-Stored Seg. 1 Peanut</b>		
1	Loan Rate	\$354.86
2	Value Per % Total SMK	\$4.819
<b>Loan Quantity From Receipt:</b>		
3	Net Tons, Excluding LSK	10.00
4	LSK Tons	0.50
5	Loan Quantity - Total Tons (Line 3 + Line 4)	<b>10.50</b>
<b>Grade Factors From Receipt:</b>		
6	Seg.	1
7	Moisture	5.21%
8	FM	4.75%
9	SS	4.60%
10	Total SMK	75.00%
11	OK	4.75%
12	Damaged Kernels (DK)	.06%
13	Hulls	20.32%
14	Total Kernels + Hulls (Total Kernels + Hulls)	100.13%
<b>Calculations</b>		
16	Total SMK (Line 10 X Line 2)	\$361.43
17	Other Kernel (Line 11 x \$1.40)	\$6.65
18	ELK - Virginia <b>only</b>	\$0.00
19	Total Kernel Value (Line 16 + Line 17 + Line 18)	<b>\$368.08</b>
<b>Discounts:</b>		
20	DK's (% DK x Rate from Discounts Table)	\$0.00
21	Excess FM (% FM x Rate from Discounts Table)	\$1.00
22	Excess SS (% SS x Rate from Discounts Table)	\$0.80
23	Total Discounts	<b>\$1.80</b>
<b>Net Loan Rate Excluding LSK</b>		
24	Net Loan Rate, Excluding LSK (Line 19-Line 23)	<b>\$366.28</b>
<b>Value Per Pound Including LSK:</b>		
25	Value Excluding LSK (Line 3 x Line 24)	\$3,662.80
26	Value of LSK (Line 4 x \$140)	\$70.00
27	<b>Loan Amount/Receipt Loan Value (Line 25 + Line 26)</b>	<b>\$3,732.80</b>

## 235 General Information (Continued)

**C Calculating the Receipt Loan Amount (Continued)**

The following is an example of warehouse-stored loan calculations of Seg. 2 or 3 peanuts using the 2014 calendar year loan rate.

<b>Warehouse/Farm Stored Seg. 2 &amp; 3 Peanuts</b>		
1	Loan Quantity - Total Tons	10.50
2	Loan Rate - Seg. 2	\$124.20
<b>3</b>	<b>Loan Amount (Line 1 x Line 2)</b>	<b>\$1,304.10</b>

**Note:** No MLG or LDP. Loan **must** be repaid at principal plus interest.

**D Handling Storage Charges**

Peanut loan rates shall **not** be reduced for unpaid storage when processing warehouse-stored MAL's. Storage charges can be handled as an approved offset.

**E Discounts on Quality Factors**

Seg. 1 warehouse-stored peanuts shall have additional discounts based on the percent damage, foreign materials, and sound splits, indicated on the warehouse receipt. See Exhibit 8 for discount rates.

**Note:** No additional discounts shall be applied to Seg. 2 and 3 peanuts.

**235 General Information (Continued)****F Determining Loan Quantity and Loan Amount**

APSS shall determine the loan quantity (Total Tons) based on the value of the net tons, excluding LSK, and the value of LSK tons.

**Note:** The total loan amount shall be the sum of the receipt loan amounts for all receipts included in the loan.

**G Determining the Amount of Handling Charges**

APSS shall determine the amount of handling charges applicable to quantity of peanuts offered as collateral for warehouse-stored MAL by multiplying the loan quantity times the CCC-approved rate of handling charges. The calculated amount shall be:

- printed on WRSP Report, block 8
- displayed on Screens PLC12000 and PLC12005
- printed on CCC-678, labeled "Handling Charges".

**Note:** The amount of handling charges is **not** part of the total loan disbursement. The handling charges shall be remitted to the storing warehouse through Kansas City, and shall be repaid according to subparagraph 277 B, step 7 when the loan quantity is redeemed.

**235 General Information (Continued)****H WRSP Report**

The WRSP Report contains receipt data associated with each loan. Use the report to verify the following:

- grade factors shown on the report match with the warehouse receipt information
- receipt loan amount and total loan amount are correct
- disbursement date in block 4 is correct
- warehouse code in block 5 is correct
- date document received in block 6 is correct
- “load-in charge” in block 8 is correct according to subparagraph 277 B

**Note:** The load-in charge refers to the amount of “Handling Charges” printed on CCC-678.

- “research and promotion” is correct according to subparagraph 235 J.

**Note:** The amount of research and promotion refers to NPB assessment, and is the same as the “Marketing Assessment” amount printed on CCC-678.

File a copy of the report in the producer’s loan folder for future reference.

**I Handling Peanut Assessments**

APSS automatically calculates and deducts the authorized amount of assessment from MAL’s at disbursement and displays these deductions on:

- Screens PLC12000 and PLC12005 when completing warehouse-stored loans
- Screens PLB13500 and PLB13505 when completing farm-stored loans.

## 235 General Information (Continued)

**J Authorized Assessment Deductions**

The following is a list of authorized peanut assessment deductions.

<b>Entity</b>	<b>Applicability</b>	<b>Rate</b>
NPB	All farm-stored and warehouse-stored MAL.	One percent (1%) times the total loan amount.
North Carolina Peanut Growers Association	All farm-stored and warehouse-stored MAL produced in North Carolina.	\$3 per ton or \$.15 per pound of loan quantity.
Oklahoma Peanut Commission	All farm-stored and warehouse-stored MAL produced in Oklahoma.	\$4 per ton of loan quantity.
South Carolina Peanut Board	All farm-stored and warehouse-stored MAL produced in South Carolina.	\$2 per ton of loan quantity.
Texas Peanut Producers Board	All farm-stored and warehouse-stored MAL produced in Texas.	\$2 per ton of loan quantity.
Virginia Peanut Board	All farm-stored and warehouse-stored MAL produced in Virginia.	\$6 per ton of loan quantity through 2015 crop year

APSS calculates the amount of assessment deductions due on each loan, and prints on CCC-677 and CCC-678 the:

- “Assessments” for authorized State commodity assessments
- “Marketing Assessments” for NPB research and promotion assessment.

**Note:** DMA and CMA Service Centers **must** ENTER “0” in the “Assessment” and “Marketing Assessment Amount” fields when processing CMA and DMA loans in APSS.

Peanut DMA’s and CMA’s are responsible for collecting and remitting **all** authorized commodity assessments to the applicable entities.

236 Warehouse-Stored Loanmaking Procedures in APSS

**A Preparation**

**Before** processing warehouse-stored loans in APSS, verify and complete the pre-loan processing procedures according to paragraphs 86 and 211 and ensure that all required documents are properly completed.

**B Processing Warehouse-Stored Loans**

Process peanut warehouse-stored loans using paper warehouse receipts in APSS according to the following table.

Step	Action		Result			
1	On Menu PCA005, ENTER "2" and PRESS "Enter".		Screen PCA11000 will be displayed.			
2	Complete the producer loan and ID screens according to subparagraph 212 A.		Menu PLA000 will be displayed.			
3	On Menu PLA000, ENTER "4" and PRESS "Enter".		Screen PLC10000 will be displayed.			
4	On Screen PLC10000, enter the applicable data in the following fields.					
	Field	Entry				
	Commodity (Alpha-Code)	"PNUT".				
	Class/Variety	One of the following: <ul style="list-style-type: none"> <li>• "RUN"</li> <li>• "SPE"</li> <li>• "SPW"</li> <li>• "VAL"</li> <li>• "VIR".</li> </ul>				
	Crop Year	Last 2 digits of the applicable crop year.				
	Warehouse Code (Numeric)	Warehouse code shown on the warehouse receipt.			<b>IF code is...</b> on file	<b>THEN Screen...</b> PLC10005 will be displayed. Go to step 6.
					<b>not on file</b>	PLC10000 will be redisplayed with an error message.
	Does the loan have multiple producers?	"Y" or "N".				
	Loan Application Date	Date the producer requested the loan using MMDDYY format.				
	Is this a repledged loan?	"Y" or "N".				
After all entries are complete, PRESS "Enter".		Screen PLC10000 will be redisplayed.				

236 Warehouse-Stored Loanmaking Procedures in APSS (Continued)

**B Processing Warehouse-Stored Loans (Continued)**

Step	Action	Result
5	On Screen PLC10000: <ul style="list-style-type: none"> <li>• enter the month of loan approval (MMYY)</li> <li>• PRESS “<b>Enter</b>”.</li> </ul>	Screen PLC10005 will be displayed.
6	On Screen PLC10010, enter “N” to the question, “Is this quantity from a farm enrolled in ACRE?” <p><b>Note:</b> The ACRE Program was <b>not</b> authorized in the Agricultural Act of 2014.</p>	
7	On Screen PLC10005, enter the following: <ul style="list-style-type: none"> <li>• “Date Documents Received” shall be the actual date all required loan documents were received by the County Office</li> </ul> <p><b>Notes:</b> This shall be the later of the date:</p> <ul style="list-style-type: none"> <li>• of loan request</li> <li>• CCC becomes the holder of the receipt</li> <li>• of other applicable documents, like lien waiver (excluding lien search).</li> </ul> <p>DMA Service Centers shall process DMA loans using the same “Date Documents Received” date and “Disbursement Date” as the DMA-prepared loan.</p> <ul style="list-style-type: none"> <li>• “State of Inspection” that shall be the 2-digit State code where the peanuts were inspected.</li> </ul> <p><b>Note:</b> This shall be the same as the first 2 digits of the buying point number. If using EWR, the field will automatically be filled.</p>	Screen PLA11000 will be displayed.
8	On Screen PLA11000: <ul style="list-style-type: none"> <li>• enter the farm numbers where the commodity was produced</li> <li>• PRESS “<b>Enter</b>”.</li> </ul>	Screen PLC40000 will be displayed.

236 Warehouse-Stored Loanmaking Procedures in APSS (Continued)

B Processing Warehouse-Stored Loans (Continued)

Step	Action			Result
9	Screen PLC40000 shall have the information for each warehouse receipt. Enter the data manually if using paper receipt, or verify data displayed on the screen if using EWR.			Screen PLC23500 will be displayed.
	Field	Description	Explanation	
	Warehouse Receipt Number	Warehouse receipt number associated with the receipt.	Entry required.  <b>Note:</b> County Offices <b>must</b> ensure that the “Date Storage Paid Through Date” is on the paper receipt or EWR. If it is missing, return the receipt for correction. If it is EWR, release EWR using Release Code & Reason, “5 - Receipt Data Error”.	
	Date Receipt Issued (mmddy)	Date warehouse receipt was issued.		
	Storage Date (mmddy)	Date the storage starts to accrue.		
	Date Storage Paid Through Date (mmddy)	Date through which storage has been paid or provided for.	Entry optional. Accepts blank entry.	
	Net Tons	Net tons from warehouse receipt.	Tons of kernels, including SMK’s and sound splits, but excluding LSK’s.	
	LSK Tons	LSK tons from warehouse receipt.	Tons of LSK, if applicable.	
	Total Tons	Total tons from warehouse receipt.	Equal to Net Tons plus LSK Tons.	
	Storage Charge Per Unit	CCC-approved storage rate per ton.	Entry optional.  <b>Note:</b> Cannot be greater than the CCC-approved rate.	
	Prepaid In Charges	Prepaid in charges shown on the warehouse receipt.		
	Prepaid Out Charges	Prepaid out charges shown on the warehouse receipt.		
	<p><b>Note:</b> The warehouse-stored peanut loan rate shall <b>not</b> be adjusted for the amount of unpaid storage through loan maturity.</p> <p>PRESS “<b>Enter</b>”.</p>			

236 Warehouse-Stored Loanmaking Procedures in APSS (Continued)

**B Processing Warehouse-Stored Loans (Continued)**

Step	Action	Result																										
10	<p>On Screen PLC23500, use the following for entering data from the applicable block from the warehouse receipt.</p> <p><b>Note:</b> Grading factors can be entered with 2 decimal places.</p> <table border="1" data-bbox="391 457 1263 1717"> <thead> <tr> <th data-bbox="391 457 630 493">Field</th> <th data-bbox="630 457 1263 493">Entry</th> </tr> </thead> <tbody> <tr> <td data-bbox="391 493 630 529">Receipt Number</td> <td data-bbox="630 493 1263 529">Prefilled, <b>no</b> entry required.</td> </tr> <tr> <td data-bbox="391 529 630 674">Grade</td> <td data-bbox="630 529 1263 674">                     “Seg./Grade” block data.   <b>Note:</b> Seg. 3 peanuts have “Found” checked in the “A. Flavus” block.                 </td> </tr> <tr> <td data-bbox="391 674 630 819">Moisture</td> <td data-bbox="630 674 1263 819">                     “Moisture” block data.   <b>Note:</b> <b>Cannot</b> be less than 2.50 and <b>not</b> more than 10.49 percent.                 </td> </tr> <tr> <td data-bbox="391 819 630 854">Foreign Material</td> <td data-bbox="630 819 1263 854">“Foreign Material” block data.</td> </tr> <tr> <td data-bbox="391 854 630 890">Sound Splits</td> <td data-bbox="630 854 1263 890">“Sound Splits” block data.</td> </tr> <tr> <td data-bbox="391 890 630 926">Total SMK</td> <td data-bbox="630 890 1263 926">“Total SMK” block data.</td> </tr> <tr> <td data-bbox="391 926 630 1071">Other Kernels</td> <td data-bbox="630 926 1263 1071">                     “Other Kernels” block data.   <b>Note:</b> Other kernels percent should <b>not</b> include LSK percent.                 </td> </tr> <tr> <td data-bbox="391 1071 630 1215">Total Damage Kernels</td> <td data-bbox="630 1071 1263 1215">                     “Total Damage” block data.   <b>Note:</b> Seg. 1 peanuts <b>cannot</b> have more than 2.49 percent total damage.                 </td> </tr> <tr> <td data-bbox="391 1215 630 1251">Hulls</td> <td data-bbox="630 1215 1263 1251">“Hulls” block data.</td> </tr> <tr> <td data-bbox="391 1251 630 1356">Extra Large Kernels</td> <td data-bbox="630 1251 1263 1356">                     “ELK” block data.   <b>Note:</b> Applicable to VIR peanuts <b>only</b>.                 </td> </tr> <tr> <td data-bbox="391 1356 630 1717">Total Kernels and Hulls</td> <td data-bbox="630 1356 1263 1717">                     “Total Kernels and Hulls” block data.   <b>Note:</b> Total kernels (SMK, other kernels, and damaged kernels) and hulls:                     <ul style="list-style-type: none"> <li>• <b>must</b> be between 99.50 and 101.49 percent</li> <li>• equal total kernels plus damaged kernels plus hulls.</li> </ul> </td> </tr> <tr> <td data-bbox="391 1717 630 1858">Concealed RMD</td> <td data-bbox="630 1717 1263 1858">                     “Concealed RMD” block data.   <b>Note:</b> Seg. 1 peanuts <b>cannot</b> have more than 1.00 percent concealed RMD.                 </td> </tr> </tbody> </table>	Field	Entry	Receipt Number	Prefilled, <b>no</b> entry required.	Grade	“Seg./Grade” block data.  <b>Note:</b> Seg. 3 peanuts have “Found” checked in the “A. Flavus” block.	Moisture	“Moisture” block data.  <b>Note:</b> <b>Cannot</b> be less than 2.50 and <b>not</b> more than 10.49 percent.	Foreign Material	“Foreign Material” block data.	Sound Splits	“Sound Splits” block data.	Total SMK	“Total SMK” block data.	Other Kernels	“Other Kernels” block data.  <b>Note:</b> Other kernels percent should <b>not</b> include LSK percent.	Total Damage Kernels	“Total Damage” block data.  <b>Note:</b> Seg. 1 peanuts <b>cannot</b> have more than 2.49 percent total damage.	Hulls	“Hulls” block data.	Extra Large Kernels	“ELK” block data.  <b>Note:</b> Applicable to VIR peanuts <b>only</b> .	Total Kernels and Hulls	“Total Kernels and Hulls” block data.  <b>Note:</b> Total kernels (SMK, other kernels, and damaged kernels) and hulls: <ul style="list-style-type: none"> <li>• <b>must</b> be between 99.50 and 101.49 percent</li> <li>• equal total kernels plus damaged kernels plus hulls.</li> </ul>	Concealed RMD	“Concealed RMD” block data.  <b>Note:</b> Seg. 1 peanuts <b>cannot</b> have more than 1.00 percent concealed RMD.	
Field	Entry																											
Receipt Number	Prefilled, <b>no</b> entry required.																											
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Concealed RMD	“Concealed RMD” block data.  <b>Note:</b> Seg. 1 peanuts <b>cannot</b> have more than 1.00 percent concealed RMD.																											

236 Warehouse-Stored Loanmaking Procedures in APSS (Continued)

**B Processing Warehouse-Stored Loans (Continued)**

Step	Action		Result
10 (Cntd)	Answer the question, Do you have additional receipts?"		
	<b>IF...</b>	<b>THEN...</b>	
	"Y"	repeat steps 8 and 9 until all receipts are loaded.	
	"N"	go to step 10.	Screen PLC11000 will be displayed.
	PRESS "Enter".		
11	On Screen PLC11000, the following will be displayed.		Screen PLC12000 will be displayed.
	<b>Field</b>	<b>Explanation</b>	<b>Note:</b> If additional receipts were entered, Screen PLC11000 will be redisplayed with information for the subsequent receipts.
	Receipt Number	Corresponds to the warehouse receipt number entered on Screen PLC40000.	
	Receipt Loan Quantity	Total of Net Tons and LSK Tons entered on Screen PLC40000.	
	Receipt Loan Amount	Total Net Tons (excluding LSK) times Net Loan Rate plus LSK Tons times LSK Rate Per Ton (\$140).	
	Basic Commodity Loan Rate	NLR for the applicable peanut type.	
	Total Premium Amount	If applicable.	
	Total Discount Amount	Total discounts for the following grading factors: <ul style="list-style-type: none"> <li>• Total Damage</li> <li>• Foreign Material</li> <li>• Sound Splits.</li> </ul>	
	Net Loan Rate (excluding LSK)	Total of the following: <ul style="list-style-type: none"> <li>• Basic Commodity Loan Rate</li> <li>• Total Premium Amount</li> <li>• Total Discount Amount.</li> </ul>	
	LSK Rate Per Ton	Constant at \$140 per ton.	
See subparagraph 235 C for examples of receipt loan amount calculations.			

236 Warehouse-Stored Loanmaking Procedures in APSS (Continued)

**B Processing Warehouse-Stored Loans (Continued)**

Step	Action		Result
12	On Screen PLC12000, the following will be displayed.		Screen PLC12005 will be displayed.
	Field	Explanation	
	Loan Quantity (Tons)	Total of all receipt loan quantities displayed on Screen PLC11000.	
	Loan Amount	Total of all receipt loan amounts displayed on Screen PLC11000.	
	Research and Promotion Fee	NPB assessment deduction. <b>Note:</b> DMA loans will <b>not</b> have NPB assessment deductions.	
	Assessments	The amount of authorized State assessments for peanuts. See Exhibit 11 for the rates of authorized peanut State assessments.	
	Service Fee	If the amount is incorrect, enter the correct amount. <b>Note:</b> Service fees are waived for peanut DMA loans.	
	Handling Charge	Determined by multiplying the loan quantity and the load-in charges applicable to the State where the peanuts were inspected. <b>Note:</b> Handling Charges are paid to the storing warehouse through Accounting in Kansas City and <b>must</b> be repaid when the loan is redeemed.	
PRESS “ <b>Enter</b> ”.			
13	On Screen PLC12005, the following will be displayed: <ul style="list-style-type: none"> <li>• gross loan amount</li> <li>• total loan amount</li> <li>• research and promotion fee</li> <li>• State assessment, if applicable</li> <li>• service fee</li> <li>• handling charge.</li> </ul> PRESS “ <b>Enter</b> ”.		Screen PLC12010 will be displayed.

236 Warehouse-Stored Loanmaking Procedures in APSS (Continued)

B Processing Warehouse-Stored Loans (Continued)

Step	Action	Result	
14	On Screen PLC12010 the following will be displayed: <ul style="list-style-type: none"> <li>• loan quantity</li> <li>• net tons</li> <li>• LSK tons</li> <li>• loan amount</li> <li>• disbursement amount.</li> </ul> PRESS “ <b>Enter</b> ”.	Menu PLA005 will be displayed.	
15	On Menu PLA005, use the following for entering applicable option.		
	<b>IF loan will...</b>		<b>THEN ENTER...</b>
	be disbursed on the current workday	“1”.	Screen PLA13005 will be displayed. Go to step 15.
	<b>not</b> be disbursed on the current workday and loan documents are needed	“2”.	Loan documents will be printed without the following information: <ul style="list-style-type: none"> <li>• disbursement date</li> <li>• maturity date</li> <li>• interest rate.</li> </ul> See paragraph 250 for procedures for completing saved loans.  Screen PLD12500 will be displayed.
	<b>not</b> be disbursed on the current workday and loan documents are <b>not</b> needed	“4”.	All loan information will be saved. See paragraph 250 for procedures for completing saved loans.  Menu PCA005 will be redisplayed.
	<b>never</b> be disbursed	“5”.	Menu PCA005 will be redisplayed. All loan information will be deleted.
PRESS “ <b>Enter</b> ”.			

236 Warehouse-Stored Loanmaking Procedures in APSS (Continued)

B Processing Warehouse-Stored Loans (Continued)

Step	Action	Results								
16	<p>On Screen PLD12500, allocate the loan disbursements as applicable.</p> <p><b>IF the loan proceeds is a... THEN...</b></p> <table border="1"> <tr> <td data-bbox="383 474 607 541">single payment to 1 producer</td> <td data-bbox="607 474 1240 541"> <ul style="list-style-type: none"> <li>• verify the payable amount next to “Payable #1”</li> <li>• ENTER “N” in the “Joint Pmt” column.</li> </ul> </td> </tr> <tr> <td data-bbox="383 541 607 680">joint payment to producer and other authorized payee</td> <td data-bbox="607 541 1240 680"> <ul style="list-style-type: none"> <li>• verify the payable amount next to “Payable #”</li> <li>• ENTER “Y” in the “Joint Pmt” column.</li> </ul> </td> </tr> <tr> <td data-bbox="383 680 607 1293">payment to producer and separate payment to another authorized payee</td> <td data-bbox="607 680 1240 1293"> <ul style="list-style-type: none"> <li>• enter the disbursement amount due to the producer next to “Payable #1”</li> <li>• ENTER “N” in the “Joint Pmt” column</li> <li>• enter the disbursement amount due to the authorized payee in “Payable #2”</li> <li>• ENTER “Y” in the “Joint Pmt” column.</li> </ul> <p><b>Notes:</b> User may enter up to 20 payable requests, as needed.</p> <p>Manually determine the amount due for each payable and ensure that the “Payment Request Total” at the bottom of screen is equal to the loan disbursement amount, or an error message will be displayed.</p> </td> </tr> <tr> <td data-bbox="383 1293 607 1432">single payment to authorized third party (<b>not</b> an assignment)</td> <td data-bbox="607 1293 1240 1432"> <ul style="list-style-type: none"> <li>• verify the total disbursement amount next to “Payable #1”</li> <li>• ENTER “Y” in the “Joint Pmt” column.</li> </ul> </td> </tr> </table> <p>Press “<b>Enter</b>”.</p> <p><b>Important:</b> Print a copy of completed Screen PLD12500 to assist payment processing in NPS.</p> <p>Payables with:</p> <ul style="list-style-type: none"> <li>• “N” in “Joint Pmt” column will be routed to the Certification Worklist in NPS and will be issued directly to the producer</li> <li>• “Y” in “Joint Pmt” column will be routed to the Manual Handling Worklist in NPS and checks will be issued for the payment.</li> </ul>	single payment to 1 producer	<ul style="list-style-type: none"> <li>• verify the payable amount next to “Payable #1”</li> <li>• ENTER “N” in the “Joint Pmt” column.</li> </ul>	joint payment to producer and other authorized payee	<ul style="list-style-type: none"> <li>• verify the payable amount next to “Payable #”</li> <li>• ENTER “Y” in the “Joint Pmt” column.</li> </ul>	payment to producer and separate payment to another authorized payee	<ul style="list-style-type: none"> <li>• enter the disbursement amount due to the producer next to “Payable #1”</li> <li>• ENTER “N” in the “Joint Pmt” column</li> <li>• enter the disbursement amount due to the authorized payee in “Payable #2”</li> <li>• ENTER “Y” in the “Joint Pmt” column.</li> </ul> <p><b>Notes:</b> User may enter up to 20 payable requests, as needed.</p> <p>Manually determine the amount due for each payable and ensure that the “Payment Request Total” at the bottom of screen is equal to the loan disbursement amount, or an error message will be displayed.</p>	single payment to authorized third party ( <b>not</b> an assignment)	<ul style="list-style-type: none"> <li>• verify the total disbursement amount next to “Payable #1”</li> <li>• ENTER “Y” in the “Joint Pmt” column.</li> </ul>	<p>Screen PLA13005 will be displayed.</p>
single payment to 1 producer	<ul style="list-style-type: none"> <li>• verify the payable amount next to “Payable #1”</li> <li>• ENTER “N” in the “Joint Pmt” column.</li> </ul>									
joint payment to producer and other authorized payee	<ul style="list-style-type: none"> <li>• verify the payable amount next to “Payable #”</li> <li>• ENTER “Y” in the “Joint Pmt” column.</li> </ul>									
payment to producer and separate payment to another authorized payee	<ul style="list-style-type: none"> <li>• enter the disbursement amount due to the producer next to “Payable #1”</li> <li>• ENTER “N” in the “Joint Pmt” column</li> <li>• enter the disbursement amount due to the authorized payee in “Payable #2”</li> <li>• ENTER “Y” in the “Joint Pmt” column.</li> </ul> <p><b>Notes:</b> User may enter up to 20 payable requests, as needed.</p> <p>Manually determine the amount due for each payable and ensure that the “Payment Request Total” at the bottom of screen is equal to the loan disbursement amount, or an error message will be displayed.</p>									
single payment to authorized third party ( <b>not</b> an assignment)	<ul style="list-style-type: none"> <li>• verify the total disbursement amount next to “Payable #1”</li> <li>• ENTER “Y” in the “Joint Pmt” column.</li> </ul>									

236 Warehouse-Stored Loanmaking Procedures in APSS (Continued)

**B Processing Warehouse-Stored Loans (Continued)**

Step	Action	Results								
17	On Screen PLA13005, enter: <ul style="list-style-type: none"> <li>• date of lien search</li> <li>• original loan approval date</li> <li>• “Y” or “N” to the question, “Is the producer or co-producer delinquent on any Federal non-tax debt?”</li> </ul> <p><b>Note:</b> If “Y” is entered, an error message will be displayed with instructions to see 8-LP for additional guidelines <b>before</b> completing the loan.</p> <ul style="list-style-type: none"> <li>• “Y” or “N” to the question, “Do you wish to complete this process?”</li> </ul>									
	<table border="1"> <tr> <th data-bbox="383 856 505 892">IF...</th> <th data-bbox="505 856 1219 892">THEN...</th> </tr> </table>	IF...	THEN...							
IF...	THEN...									
	<table border="1"> <tr> <td data-bbox="383 892 505 1003">yes</td> <td data-bbox="505 892 1219 1003">ENTER “Y” and PRESS “Enter”.</td> </tr> </table>	yes	ENTER “Y” and PRESS “Enter”.	Screen PCA97000 will be displayed. Go to step 18.						
yes	ENTER “Y” and PRESS “Enter”.									
	<table border="1"> <tr> <td data-bbox="383 1003 505 1220" rowspan="3">no</td> <td data-bbox="505 1003 1219 1039"><b>PRESS either of the following...</b></td> </tr> <tr> <td data-bbox="505 1039 1219 1150">“Cmd3”.</td> </tr> <tr> <td data-bbox="505 1150 1219 1220">“Cmd7”.</td> </tr> </table>	no	<b>PRESS either of the following...</b>	“Cmd3”.	“Cmd7”.	Screen PLD12500, will be redisplayed. Repeat step 16.  Menu PCA005 will be displayed.				
no	<b>PRESS either of the following...</b>									
	“Cmd3”.									
	“Cmd7”.									
18	On Screen PCA97000, enter: <ul style="list-style-type: none"> <li>• printer ID to be used</li> <li>• number of copies to print.</li> </ul> PRESS “Enter”.	<table border="1"> <tr> <td colspan="2" data-bbox="919 1220 1479 1291">CCC-678 will be printed. Screen PCE55010 will be displayed.</td> </tr> <tr> <th data-bbox="919 1291 1219 1362">IF all receipts and producers...</th> <th data-bbox="1219 1291 1479 1362">THEN...</th> </tr> <tr> <td data-bbox="919 1362 1219 1398">fit on CCC-678</td> <td data-bbox="1219 1362 1479 1398">go to step 20.</td> </tr> <tr> <td data-bbox="919 1398 1219 1472">did not fit</td> <td data-bbox="1219 1398 1479 1472">Screen PCE57010 will be displayed.</td> </tr> </table>	CCC-678 will be printed. Screen PCE55010 will be displayed.		IF all receipts and producers...	THEN...	fit on CCC-678	go to step 20.	did not fit	Screen PCE57010 will be displayed.
CCC-678 will be printed. Screen PCE55010 will be displayed.										
IF all receipts and producers...	THEN...									
fit on CCC-678	go to step 20.									
did not fit	Screen PCE57010 will be displayed.									
19	On Screen PCE57010, the message, “CCC-684-1 should now be printing on P#.” will be displayed. Answer the question, “Do you want to reprint the form?”									
	<table border="1"> <tr> <th data-bbox="383 1795 505 1831">IF...</th> <th data-bbox="505 1795 919 1831">THEN...</th> </tr> </table>	IF...	THEN...							
IF...	THEN...									
	“Y”	CCC-684-1 will be reprinted. Screen PCE57010 will be redisplayed.								
	“N”	WRSP Report will be printed. Screen PCE22010 will be displayed. Go to step 20.								
	PRESS “Enter”.									

236 Warehouse-Stored Loanmaking Procedures in APSS (Continued)

**B Processing Warehouse-Stored Loans (Continued)**

Step	Action	Results	
20	On Screen PCE55010, the message, "CCC-678 should now be printing on P#." will be displayed. Answer the question, "Do you want to print the form?"		
	<b>IF...</b> <b>THEN...</b>		
	"Y"        CCC-678 will be reprinted.		Screen PCE55010 will be redisplayed.
	"N"        WRSP Report will be printed.		Screen PCE22010 will be redisplayed.
	PRESS " <b>Enter</b> ".		
21	On Screen PCE22010, the message, "WRSP should now be printing on QA." will be displayed. Enter "Y" or "N" to answer the question, "Do you want to print the form?"		
	<b>IF...</b> <b>THEN the...</b>		
	"Y"        WRSP Report will be reprinted.		Screen PCE22010 will be redisplayed.
	"N"        data will be passed to accounting.		Menu PCA005 will be displayed.
	PRESS " <b>Enter</b> ".		

## 237 Processing Warehouse-Stored Loans Using EWR's in APSS

**A Preparing EWR Files for APSS**

Complete the procedures for processing EWR's according to Part 6, Section 11. After successfully transferring the EWR file to APSS according to paragraph 369, the FSA Peanut EWR Report will print. Complete the loan making function according to paragraph 270.

**Important:** Process files transferred to APSS on the **same** day; otherwise, the files will be deleted from APSS and will have to be transferred again.

**B Using EWR's Transferred to APSS**

After the EWR file is transferred to APSS, on Menu PCA005, ENTER "2" and PRESS "Enter". Screen PCA11000 will be displayed. Complete the producer loan and ID screens according to subparagraph 212 A. Menu PLA000 will be displayed. Process the loan according to the following table.

Step	Action	Result
1	On Menu PLA000, ENTER "9", "Warehouse Peanut Loans Using Preprocessed Data".	Screen PLC09500 will be displayed.
2	On Screen PLC09500: <ul style="list-style-type: none"> <li>enter file sequence number of the EWR file to be processed in the "Enter file name for the peanut data" field</li> <li>"Y" or "N" to the question, "Is this the correct file?"</li> <li>PRESS "Enter".</li> </ul>	<p>The producer name on the file will be displayed.</p> <p><b>Note:</b> The loan will be processed for the person or entity name displayed in the upper, left-hand corner of the screen. The name may <b>not</b> exactly match the producer name on the preprocessed EWR file.</p> <p>Screen PLC10000 will be displayed with the information from the EWR file.</p>
3	Verify and complete Screen PLC10000 and PRESS "Enter".	Screen PLC10005 will be displayed.

## 237 Processing Warehouse-Stored Loans Using EWR's in APSS (Continued)

## B Using EWR's Transferred to APSS (Continued)

Step	Action	Result
4	<p>On Screen PLC10005, enter the following:</p> <ul style="list-style-type: none"> <li>• “Date Documents Received” date that shall be the actual date all required loan documents were received by the County Office</li> </ul> <p><b>Notes:</b> This shall be the later of the date:</p> <ul style="list-style-type: none"> <li>• of loan request</li> <li>• CCC becomes the holder of the receipt</li> <li>• of other applicable documents, like lien waiver (excluding lien search).</li> </ul> <p>DMA Service Centers shall process DMA loans using the same “Date Documents Received” date and “Disbursement Date” as the DMA-prepared loan.</p> <ul style="list-style-type: none"> <li>• “State of Inspection” that shall be the 2-digit State code where the peanuts were inspected.</li> </ul> <p><b>Note:</b> This shall be the same as the first 2 digits of the buying point number. If using EWR, the field will automatically be filled.</p>	Screen PLA11000 will be displayed.
5	<p>On Screen PLA11000:</p> <ul style="list-style-type: none"> <li>• enter the farm number where the commodity was produced</li> <li>• PRESS “<b>Enter</b>”.</li> </ul>	Screen PLC40005 will be displayed.
6	On Screen PLC40005, PRESS “ <b>Enter</b> ”.	Screen PLC40000 will be displayed with information from the preprocessed EWR file.

237 Processing Warehouse-Stored Loans Using EWR's in APSS (Continued)

B Using EWR's Transferred to APSS (Continued)

Step	Action	Result
7	Verify and complete Screen PLC40000 and PRESS "Enter".	Screen PLC23505 will be displayed.
8	Verify and complete Screen PLC23505.  <b>Note:</b> If user enters "Y" to answer the question, "Do you have additional receipts?", repeat steps 6 and 7 until all receipts are entered and user can enter "N".	Screen PLC11000 will be displayed for each EWR that was processed.
9	Complete warehouse-stored loan according to subparagraph 236 B, steps 11 through 21.	

238-249 (Reserved)



## Section 4 Completing, Disbursing, and Canceling Saved Loans in APSS

### 250 Completing Saved Loans

#### A General Information

Loans that were saved by entering “2” and/or “4” on Menu PLA005, according to subparagraph 235 B, step 14 or 236 B, step 15, will be completed and disbursed according to subparagraph B.

Loans saved for more than 90 calendar days **cannot** be disbursed. Cancel the saved loan according to subparagraph C and re-enter and process the loan request, if the loan has to be disbursed.

#### B Completing Saved Warehouse-Stored Loans

Access saved loans according to the following table.

Step	Action	Result
1	On Menu PCA005, ENTER “2” and PRESS “Enter”.	Screen PCA11000 will be displayed.
2	Complete the producer and loan identification screens according to subparagraph 212 A.	Menu PLC000 will be displayed.
3	On Menu PLC000, ENTER “1”, “Make corrections to the nondisbursed loan”.	<ul style="list-style-type: none"> <li>• Screen PLA10000 will be displayed with a message that the workfile is being built</li> <li>• Screen PLC10000 will be displayed.</li> </ul>
4	Review the entries on PLC10000 and follow subparagraph 236 B, steps 4 through 21.	Menu PCA005 will be displayed.

## 250 Completing Saved Loans (Continued)

## C Cancelling Saved Loans

Cancel saved loans that are **not** valid or more than 90 calendar days old, according to the following table.

Step	Action	Result
1	On Menu PCA005, ENTER "2" and PRESS "Enter".	Screen PCA11000 will be displayed.
2	Complete the producer and loan identification screens according to subparagraph 212 A.	Menu PLC000 will be displayed.
3	On Menu PLC000, ENTER "6", "Cancel the saved loan".	Screen PLA10000 will be displayed with the message, "Cancellation process is ready to begin, loan information will be deleted. PRESS "Enter" to continue".
4	PRESS "Enter".	Menu PCA000 will be displayed.

**251 Disbursing Loans**

**A General Information**

Loan requests will be processed in APSS according to the procedures applicable to the type of loan requested by the producer. When APSS loanmaking functions have been completed, the System 36 will replicate the payment to NPS. Depending on how the disbursement was allocated in APSS, the payment request may be found on the:

- NPS Worklist
- Manual Handling Worklist.

See 1-FI for instructions on processing payments in NPS.

251 Disbursing Loans (Continued)

**B Manual Handling Worklist in NPS**

Payments marked with a “Y” in the “Joint Pmt” column in APSS Screen PLD12500 can be found in the Manual Handling Worklist in NPS. This will result in a check being issued to the authorized payee.

Process the payments in the Manual Handling Worklist according to this table.

Step	Action								
1	Locate the payment in the Manual Handling Worklist in NPS.								
2	Select the “alternate payee” link under the respective payment to be issued.								
3	<table border="1"> <thead> <tr> <th data-bbox="378 617 834 695">IF on the Payment Processing - Alternate Payee Screen the...</th> <th data-bbox="834 617 1464 695">THEN enter the...</th> </tr> </thead> <tbody> <tr> <td data-bbox="378 695 834 772">entire payment is being sent to the producer</td> <td data-bbox="834 695 1464 772">producer’s name and address exactly as it appears in SCIMS.</td> </tr> <tr> <td data-bbox="378 772 834 850">entire payment is authorized to a third party</td> <td data-bbox="834 772 1464 850">name and address of the authorized third party.</td> </tr> <tr> <td data-bbox="378 850 834 1104">payment is to be issued jointly to the producer and to an authorized third party</td> <td data-bbox="834 850 1464 1104"> <ul style="list-style-type: none"> <li>• names of both the producer and other party in the “Name” field</li> <li style="margin-left: 20px;"><b>Note:</b> The “Name” field is limited to 33 characters.</li> <li>• address of the producer.</li> </ul> </td> </tr> </tbody> </table>	IF on the Payment Processing - Alternate Payee Screen the...	THEN enter the...	entire payment is being sent to the producer	producer’s name and address exactly as it appears in SCIMS.	entire payment is authorized to a third party	name and address of the authorized third party.	payment is to be issued jointly to the producer and to an authorized third party	<ul style="list-style-type: none"> <li>• names of both the producer and other party in the “Name” field</li> <li style="margin-left: 20px;"><b>Note:</b> The “Name” field is limited to 33 characters.</li> <li>• address of the producer.</li> </ul>
IF on the Payment Processing - Alternate Payee Screen the...	THEN enter the...								
entire payment is being sent to the producer	producer’s name and address exactly as it appears in SCIMS.								
entire payment is authorized to a third party	name and address of the authorized third party.								
payment is to be issued jointly to the producer and to an authorized third party	<ul style="list-style-type: none"> <li>• names of both the producer and other party in the “Name” field</li> <li style="margin-left: 20px;"><b>Note:</b> The “Name” field is limited to 33 characters.</li> <li>• address of the producer.</li> </ul>								
4	CLICK “ <b>Save</b> ” to route the payment for certification.  <b>Note:</b> One payment will be issued per payable.								
5	Payment will be routed to the Certification Worklist.  On the Payment Certification Approval Screen, the transaction summary will show the original loan amount, the amount to be disbursed to the alternate payee (which will appear as a negative value), and the disbursement payee information (\$0.00).								
6	After the payment is reviewed, CLICK “ <b>Approve</b> ” and “ <b>Submit</b> ”.								
7	Payment will then be routed to the Signing Worklist. After signed, the payment will be routed to Treasury.								

**Important:** All payments routed through the alternate payee process in NPS will be issued by check from Treasury. If multiple payable requests are submitted to NPS for a single loan, the user **must** ensure that all payable requests appear in either the Certification or Manual Handling Worklist **before** any action is processed. Funds will **not** be transmitted by EFT if the payment is processed through the alternate payee function in NPS.

252-259 (Reserved)

Section 5 Recording Manually Prepared Transactions in APSS

260 Manually Prepared Transactions

A General Information

Loans and LDP transactions prepared manually:

- when the computer is inoperable
- for entry in APSS at a later date
- will be processed according to this Section.

B Recording Manual Farm-Stored Loans

Record manually prepared farm-stored loans according to the following table.

Step	Action	Result
1	On Menu PCA005, ENTER “2” and PRESS “Enter”.	Screen PCA11000 will be displayed.
2	On Screen PCA11000: <ul style="list-style-type: none"> <li>• identify the producer according to subparagraph 212 A</li> <li>• enter the crop year and manually assigned number from CCC-676</li> </ul> <p><b>Note:</b> Enter 90000 series loan number in the “New Loan Number” field.</p> <ul style="list-style-type: none"> <li>• PRESS “Enter”.</li> </ul>	Screen PCA12000 will be displayed.
3	On Screen PCA12000: <ul style="list-style-type: none"> <li>• enter “Y” to answer the question, “Is this a recording of a manually made action?”</li> <li>• answer “Y” or “N” to the question, “Is this a re-entry of a corrected loan?”</li> </ul> <p><b>Note:</b> If “Y”, enter the crop year and loan number of the original loan.</p> <ul style="list-style-type: none"> <li>• complete the loan and producer identification screens according to subparagraph 212 A.</li> </ul>	Menu PLA000 will be displayed.

260 Manually Prepared Transactions (Continued)

**B Recording Manual Farm-Stored Loans (Continued)**

Step	Action	Result	
4	On Menu PLA000:		
	<b>IF farm-stored regular...</b>		<b>THEN ENTER...</b>
	certified loan		“1” and complete subparagraph 225 B, steps 3 through 11.
	measured loan		“2” and complete subparagraph 225 C, steps 3-10.
5	<p>On Screen PLB13500, enter the <b>actual</b> service fees deducted when the loan was disbursed manually, even if different from those displayed on the Screen PLB13500.</p> <p><b>Note:</b> See 58-FI to manually create a receivable in NRRS and apply the payment to the manually created receivable.</p> <p>PRESS “<b>Enter</b>”.</p>	Screen PLB13505 will be displayed.	
6	<p>On Screen PLB13505, the following will be displayed:</p> <ul style="list-style-type: none"> <li>• gross loan amount</li> <li>• total loan amount</li> <li>• research and promotion fee</li> <li>• State assessment, if applicable</li> <li>• service fee.</li> </ul> <p>PRESS “<b>Enter</b>”.</p>	Screen PLB13510 will be displayed.	
7	On Screen PLB13510, enter the following fields.		Menu PLA005 will be displayed.
	<b>Field</b>	<b>Entry</b>	
	Disbursement Date	Actual disbursement date of the manually prepared loan.	
	Loan Amount	Total loan amount at the time of disbursement.	
	Disbursement Amount	Actual disbursement amount less authorized deductions.	
PRESS “ <b>Enter</b> ”.			
8	<p>On Menu PLA005, enter either of the following:</p> <ul style="list-style-type: none"> <li>• “1”, to print loan documents and complete the accounting procedures according to 1-FI</li> <li>• “5”, to end processing and delete all information.</li> </ul>	Menu PCA005 will be redisplayed.	

## 260 Manually Prepared Transactions (Continued)

## C Recording Manual Warehouse-Stored Loans

Record a manually prepared warehouse-stored loan according to the following table.

Step	Action	Result
1	On Menu PCA005, ENTER “2” and PRESS “Enter”.	Screen PCA11000 will be displayed.
2	<p>On Screen PCA11000:</p> <ul style="list-style-type: none"> <li>• identify the producer according to subparagraph 212 A</li> <li>• enter the crop year and manually assigned number from CCC-676</li> </ul> <p><b>Note:</b> Enter 90000 series loan number in the “New Loan Number” field.</p> <ul style="list-style-type: none"> <li>• PRESS “Enter”.</li> </ul>	Screen PCA12000 will be displayed.
3	<p>On Screen PCA12000:</p> <ul style="list-style-type: none"> <li>• enter “Y” to answer the question, “Is this a recording of a manually made action?”</li> <li>• answer “Y” or “N” to the question, “Is this a re-entry of a corrected loan?”</li> </ul> <p><b>Note:</b> If “Y”, enter the crop year and loan number of the original loan.</p> <ul style="list-style-type: none"> <li>• complete the loan and producer ID screens according to subparagraph 212 A.</li> </ul>	Menu PLA000 will be displayed.
4	<p>On Menu PLA000:</p> <ul style="list-style-type: none"> <li>• ENTER “4”</li> <li>• PRESS “Enter”.</li> </ul> <p><b>Note:</b> Complete all screens according to subparagraph 236 B, steps 3 through 10.</p>	Screen PLC12000 will be displayed.

260 Manually Prepared Transactions (Continued)

C Recording Manual Warehouse-Stored Loans (Continued)

Step	Action	Result
5	On Menu PLC12000, enter the <b>actual</b> service fees deducted when the loan was disbursed manually, even if different from those displayed on Screen PLC12000.  PRESS “ <b>Enter</b> ”.	Screen PLC12005 will be displayed.
6	On Screen PLC12005, the following will be displayed: <ul style="list-style-type: none"> <li>• gross loan amount</li> <li>• total loan amount</li> <li>• research and promotion fee</li> <li>• State assessment, if applicable</li> <li>• service fee.</li> </ul> PRESS “ <b>Enter</b> ”.	Screen PLC12010 will be displayed.
7	On Screen PLC12010, enter the following fields.	
	<b>Field</b>	<b>Entry</b>
	Disbursement Date	Actual disbursement date of the manually prepared loan.
	Loan Amount	Total loan amount at the time of disbursement.
	Disbursement Amount	Actual disbursement amount less authorized deductions.
PRESS “ <b>Enter</b> ”.		Menu PLA005 will be displayed.
8	On Menu PLA005, enter either of the following: <ul style="list-style-type: none"> <li>• “<b>1</b>”, to print loan documents and complete the accounting procedures according to 1-FI</li> <li>• “<b>5</b>”, to end processing and delete all information.</li> </ul>	Menu PCA005 will be redisplayed.

261-274 (Reserved)

Section 6 Peanut Loan Repayments in APSS

275 General Information

A Accessing Repayment Functions in APSS

To access repayment functions on Menu PCA005, CLICK “4”.

Complete the producer and loan identification and verification functions according to subparagraph B.

B Producer and Loan ID Procedures

Use the following procedures to correctly identify a producer and loan when processing repayments.

Step	Action	Result	
1	On Menu PCA005, ENTER “4” and PRESS “Enter”.	Screen PCA11000 will be displayed.	
2	Complete the producer and loan identification screens according to subparagraph 212 A.	Screen PCA12000 will be displayed. <b>Note:</b> If 1 of the items is <b>not</b> entered, Screen MACR04-06 will be displayed and allow the user to select the correct loan number.	
3	On Screen PCA12000, ENTER “Y” or “N”, to the following questions: <ul style="list-style-type: none"> <li>• “Is this the correct producer?”</li> <li>• “Is this a recording of a manually made action?”</li> </ul> <b>Note:</b> Entering “Y” allows user to process a repayment accepted on a previous date.  PRESS “Enter”.	<b>IF the producer is...</b>	<b>THEN Screen...</b>
		correct	PCA14000 will be displayed. Go to step 4.
		not correct	PCA11000 will be redisplayed. Return to step 2.

275 General Information (Continued)

B Producer and Loan ID Procedures (Continued)

Step	Action	Result	
4	<p>On Screen PCA14000, verify the following loan information displayed on the screen:</p> <ul style="list-style-type: none"> <li>• commodity type</li> <li>• loan type</li> <li>• maturity date</li> <li>• outstanding quantity</li> <li>• outstanding loan amount</li> <li>• co-producers, if applicable.</li> </ul> <p>ENTER “Y” or “N” to the following questions:</p> <ul style="list-style-type: none"> <li>• “Is this the correct loan?”</li> <li>• “Do you wish to see bin/receipt information for this loan?”</li> </ul> <p>PRESS “Enter”.</p>		
		<b>IF...</b>	<b>THEN Screen...</b>
		“Y” is entered to both questions	PCA15000 will be redisplayed. Go to step 6.
		loan is <b>not</b> correct	PCA11000 will be redisplayed. Return to step 2.
		loan is correct and the user does <b>not</b> wish to see the bin or receipt information	PCA14000 will be redisplayed. Go to step 5.
5	<p>On Screen PCA14000, the message, “The loan is now marked as in-use by your workstation. Please wait.”, will be displayed.</p>	PPD00000 will be displayed to select the loan repayment option.	
6	<p>On Screen PCA15000:</p> <ul style="list-style-type: none"> <li>• the bin or receipt information will be displayed</li> <li>• PRESS “Cmd1”.</li> </ul>	Screen PPD00000 will be displayed to select the loan repayment option.	

275 General Information (Continued)

C Loan Repayment Options

Screen PPD00000 will be displayed with the available loan repayment options. Select the type of repayment to be processed according to the following table.

Menu Option	Description
“1”	“Regular Repayment” calculates repayments at principal plus interest.
“3”	“Market Price Repayment” calculates repayments at the lower of: <ul style="list-style-type: none"> <li>• principal plus interest</li> <li>• CCC-determined value based on NPP (alternative repayment amount).</li> </ul>

276 “Regular Repayment” Option

A Using the “Regular Repayment” Option

Use option “1”, “Regular Repayment”, as follows:

- to repay at principal plus interest
- to process Seg. 2 and 3 peanut repayments
- when specific instructions to use this option are issued.

B Processing Regular Repayments in APSS

Process regular repayments according to the following table.

Step	Action	Result	
1	On Menu PCA005, ENTER “4” and PRESS “Enter”.	Screen PCA11000 will be displayed.	
2	Complete the producer and loan ID procedures according to subparagraph 212 A.	Screen PPD00000 will be displayed.	
3	On Screen PPD00000, ENTER “1” and PRESS “Enter”.	Screen PPD01000 will be displayed.	
4	On Screen PPD01000, select the applicable option according to the following.		
	<b>IF a...</b>		<b>THEN ENTER...</b>
	full repayment is being made	“1” and PRESS “Enter”.	Screen PPD11200 will be displayed.
	partial repayment is being made	“2” and PRESS “Enter”.	

276 “Regular Repayment” Option (Continued)

**B Processing Regular Repayments in APSS (Continued)**

Step	Action	Result											
5	On Screen PPD11200, enter the following fields.	<b>IF...</b>	<b>THEN go to step...</b>										
		<b>full</b> repayment was selected in step 4	7.										
		<b>partial</b> repayment was selected in step 4	6.										
	<table border="1"> <thead> <tr> <th data-bbox="380 642 581 678">Field</th> <th data-bbox="581 642 1101 678">Description</th> </tr> </thead> <tbody> <tr> <td data-bbox="380 678 581 1423">Repayment Date (MMDDYY)</td> <td data-bbox="581 678 1101 1423">                     Repayment date is 1 of the following:                     <ul style="list-style-type: none"> <li>• current repayment date</li> <li>• date the repayment will be made to inquire about future repayment</li> </ul> <p><b>Note:</b> ENTER “N” to the question, “Is this a recording of a manually made transaction on Screen PCA12000. See subparagraph 275 B, step 3.</p> <ul style="list-style-type: none"> <li>• date the repayment was received to record a manually made repayment.</li> </ul> <p><b>Note:</b> ENTER “Y” to the question, “Is this a recording of a manually made transaction on Screen PCA12000. See subparagraph 275 B, step 3.</p> </td> </tr> <tr> <td data-bbox="380 1423 581 1570">Is this a wire transfer?</td> <td data-bbox="581 1423 1101 1570">                     ENTER:                     <ul style="list-style-type: none"> <li>• “Y”, if paid by wire transfer</li> <li>• “N”, if paid by other means.</li> </ul> </td> </tr> <tr> <td data-bbox="380 1570 581 1717">Was this loan disbursed entirely by direct deposit?</td> <td data-bbox="581 1570 1101 1717">ENTER “Y” for all repayments. This will provide a 2 calendar day interest break on the loan repayment due.</td> </tr> <tr> <td colspan="2" data-bbox="380 1717 1101 1751">PRESS “Enter”.</td> </tr> </tbody> </table>	Field	Description	Repayment Date (MMDDYY)	Repayment date is 1 of the following: <ul style="list-style-type: none"> <li>• current repayment date</li> <li>• date the repayment will be made to inquire about future repayment</li> </ul> <p><b>Note:</b> ENTER “N” to the question, “Is this a recording of a manually made transaction on Screen PCA12000. See subparagraph 275 B, step 3.</p> <ul style="list-style-type: none"> <li>• date the repayment was received to record a manually made repayment.</li> </ul> <p><b>Note:</b> ENTER “Y” to the question, “Is this a recording of a manually made transaction on Screen PCA12000. See subparagraph 275 B, step 3.</p>	Is this a wire transfer?	ENTER: <ul style="list-style-type: none"> <li>• “Y”, if paid by wire transfer</li> <li>• “N”, if paid by other means.</li> </ul>	Was this loan disbursed entirely by direct deposit?	ENTER “Y” for all repayments. This will provide a 2 calendar day interest break on the loan repayment due.	PRESS “Enter”.			
Field	Description												
Repayment Date (MMDDYY)	Repayment date is 1 of the following: <ul style="list-style-type: none"> <li>• current repayment date</li> <li>• date the repayment will be made to inquire about future repayment</li> </ul> <p><b>Note:</b> ENTER “N” to the question, “Is this a recording of a manually made transaction on Screen PCA12000. See subparagraph 275 B, step 3.</p> <ul style="list-style-type: none"> <li>• date the repayment was received to record a manually made repayment.</li> </ul> <p><b>Note:</b> ENTER “Y” to the question, “Is this a recording of a manually made transaction on Screen PCA12000. See subparagraph 275 B, step 3.</p>												
Is this a wire transfer?	ENTER: <ul style="list-style-type: none"> <li>• “Y”, if paid by wire transfer</li> <li>• “N”, if paid by other means.</li> </ul>												
Was this loan disbursed entirely by direct deposit?	ENTER “Y” for all repayments. This will provide a 2 calendar day interest break on the loan repayment due.												
PRESS “Enter”.													

276 “Regular Repayment” Option (Continued)

**B Processing Regular Repayments in APSS (Continued)**

Step	Action	Result						
6	On Screen PPD11400: <ul style="list-style-type: none"> <li>• the bin or receipt information for each receipt will be displayed</li> <li>• ENTER “Y” in the “Sel. (Y/N)” column to select the bin and quantity or receipt number to repay</li> <li>• PRESS “Enter”.</li> </ul>	Screen PPD13800 will be displayed.						
7	On Screen PPD13800: <ul style="list-style-type: none"> <li>• the following information is displayed on the screen:                             <ul style="list-style-type: none"> <li>• repayment date</li> <li>• cost per ton</li> <li>• quantity remaining</li> <li>• quantity liquidated</li> <li>• peanut class</li> <li>• maturity date</li> <li>• principal remaining</li> <li>• principal liquidated</li> <li>• interest amount</li> <li>• total amount</li> <li>• handling charge</li> </ul> </li> <li>• answer the question, “Do you wish to complete this repayment?”</li> <li>• PRESS “Enter”.</li> </ul>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;"><b>IF...</b></td> <td><b>THEN...</b></td> </tr> <tr> <td>“Y”</td> <td>Screen PPD98000 will be displayed. Go to step 8.</td> </tr> <tr> <td>“N”</td> <td>Menu PCA005 will be redisplayed.</td> </tr> </table>	<b>IF...</b>	<b>THEN...</b>	“Y”	Screen PPD98000 will be displayed. Go to step 8.	“N”	Menu PCA005 will be redisplayed.
<b>IF...</b>	<b>THEN...</b>							
“Y”	Screen PPD98000 will be displayed. Go to step 8.							
“N”	Menu PCA005 will be redisplayed.							

276 “Regular Repayment” Option (Continued)

**B Processing Regular Repayments in APSS (Continued)**

Step	Action	Result	
8	<p>On Screen PPD98000:</p> <ul style="list-style-type: none"> <li>• the total amount due will be displayed</li> <li>• enter the “Amount Received”</li> </ul> <p><b>Notes:</b> If the amount received is less than the calculated amount displayed, a receivable will be created for the difference in the amount.</p> <p>See 8-LP, Exhibit 11 for additional information.</p> <ul style="list-style-type: none"> <li>• PRESS “<b>Enter</b>”.</li> </ul>	Screen PCA97000 will be displayed.	
9	<p>On Screen PPD11400:</p> <ul style="list-style-type: none"> <li>• enter the printed ID to be used</li> <li>• enter the number of copies to print</li> <li>• PRESS “<b>Enter</b>”.</li> </ul>	Screen PCE50010 will be displayed and CCC-500 will be printed.	
10	<p>On Screen PCE50010:</p> <ul style="list-style-type: none"> <li>• answer the question, “Do you want to reprint this form?”</li> <li>• PRESS “<b>Enter</b>”.</li> </ul>	<b>IF...</b>	<b>THEN...</b>
		“ <b>Y</b> ”	CCC-500 will be reprinted. Screen PCE50010 will be redisplayed.
“ <b>N</b> ”	Screen AGK00500 will be displayed.		
11	After accounting procedures are complete, Menu PCA005 will be displayed. See 64-FI for instructions on recording CCC-257 data.		

277 “Market Price Repayment” Option

**A Using the “Market Price Repayment” Option**

Use option “3”, “Market Price Repayment” to process **Seg. 1** peanut repayments. APSS will calculate market price repayment at the lower of the calculated principal plus interest or the CCC-determined value based on NPP (alternative repayment amount).

The following provides general information on market price repayment.

IF NPP is...	THEN...
equal to NLR	<ul style="list-style-type: none"> <li>• repay at the alternative repayment amount</li> <li>• interest is forgiven</li> <li>• marketing gain is <b>not</b> applicable.</li> </ul>
less than NLR	<ul style="list-style-type: none"> <li>• repayment is the alternative repayment amount</li> <li>• interest is forgiven</li> <li>• marketing gain is the difference between principal liquidated and alternative repayment amount.</li> </ul> <p><b>Notes:</b> APSS has been modified to remove the eligibility check for MLG’s when processing market price repayment.</p> <p>The amount of eligible MLG will be determined using the Interim Market Gain Attribution System.</p> <p>For other legal entities, marketing gains will be reduced proportionately for any member that does <b>not</b> meet AGI requirements.</p>
greater than NLR	<ul style="list-style-type: none"> <li>• repayment is principal plus interest</li> </ul> <p><b>Note:</b> Repayment shall <b>not</b> be greater than the alternative repayment amount.</p> <ul style="list-style-type: none"> <li>• interest is partially forgiven, if principal plus interest is greater than the alternative repayment amount</li> <li>• market gain is <b>not</b> applicable.</li> </ul>

See:

- 8-LP, Part 9, Section 2 for policies on market loan repayments
- 12-PS, Part 7, Section 4 for additional instructions on processing market loan repayments in APSS.

## 277 “Market Price Repayment” Option (Continued)

**B Processing Market Price Repayments in APSS**

Process market price repayments according to the following table.

<b>Step</b>	<b>Action</b>	<b>Result</b>
1	On Menu PCA005, ENTER “4” and PRESS “Enter”.	Screen PCA11000 will be displayed.
2	Complete the producer and loan ID procedures according to subparagraph 212 A.	Screen PPD00000 will be displayed.
3	On Screen PPD00000, ENTER “3” and PRESS “Enter”.	Screen PPD01000 will be displayed.
4	On Screen PPD01000, ENTER “2” and PRESS “Enter”.	Screen PPD61000 will be displayed.

277 “Market Price Repayment” Option (Continued)

**B Processing Market Price Repayments in APSS (Continued)**

Step	Action		Result
5	On Screen PPD11200, enter the following.		Screen PPD92000 will be displayed.
	<b>Field</b>	<b>Description</b>	
	Repayment Date (MMDDYY)	Repayment date is 1 of the following: <ul style="list-style-type: none"> <li>• current repayment date</li> <li>• date the repayment will be made to inquire about future repayment</li> </ul> <p><b>Note:</b> ENTER “N” to the question, “Is this a recording of a manually made transaction on Screen PCA12000 (subparagraph 275 B, step 3).</p> <ul style="list-style-type: none"> <li>• date the repayment was received to record a manually made repayment.</li> </ul> <p><b>Note:</b> ENTER “Y” to the question, “Is this a recording of a manually made transaction on Screen PCA12000 (subparagraph 275 B, step 3).</p>	
	Is this a wire transfer?	ENTER: <ul style="list-style-type: none"> <li>• “Y”, if paid by wire transfer</li> <li>• “N”, if paid by other means.</li> </ul>	
	Was this loan disbursed entirely by direct deposit?	ENTER “Y” for all repayments. This will provide a 2 calendar day interest break on the loan repayment due.	
Enter the National Posted Price for Peanuts.	Enter NPP for the applicable peanut type.		
PRESS “Enter”.			
6	On Screen PPD92000: <ul style="list-style-type: none"> <li>• verify the following information on the screen:                             <ul style="list-style-type: none"> <li>• bin or receipt number</li> <li>• date disbursed</li> <li>• outstanding quantity</li> <li>• outstanding principal</li> <li>• CCC value</li> </ul> </li> <li>• ENTER “Y” in the “Sel. (Y/N)” column to select the receipt to redeem</li> <li>• PRESS “Enter”.</li> </ul>		Screen PPD64400 will be displayed.

277 “Market Price Repayment” Option (Continued)

**B Processing Market Price Repayments in APSS (Continued)**

Step	Action	Result
7	<p>On Screen PPD64400:</p> <ul style="list-style-type: none"> <li>• the following information is displayed on the screen:                             <ul style="list-style-type: none"> <li>• maturity date</li> <li>• repayment date</li> <li>• cost per ton</li> <li>• quantity remaining</li> <li>• quantity liquidated</li> <li>• NPP</li> <li>• peanut class</li> <li>• market gain, if applicable</li> <li>• denied market gain, if applicable</li> </ul> </li> </ul> <p><b>Notes:</b> APSS has been modified to remove the eligibility check for MLG’s when processing market price repayment. MLG will be determined using the Interim Market Gain Attribution System.</p> <p>For entities with members that do <b>not</b> meet the AGI provisions or have exceeded pay limit during the 2014 through 2018 crop years, the amount of market gain will be reduced based on the share of the ineligible member.</p>	

277 “Market Price Repayment” Option (Continued)

**B Processing Market Price Repayments in APSS (Continued)**

Step	Action	Result	
7 (Cntd)	<ul style="list-style-type: none"> <li>• principal remaining</li> <li>• principal liquidated</li> <li>• total amount due</li> <li>• handling charges</li> </ul> <p><b>Note:</b> It is recommended that County Offices print the screen <b>before</b> completing the repayment.</p>		
	<ul style="list-style-type: none"> <li>• answer the following questions:                             <ul style="list-style-type: none"> <li>• “Do you wish to complete this repayment?”</li> <li>• “Do you wish to print a TSR Report?”</li> </ul> </li> <li>• PRESS “<b>Enter</b>”.</li> </ul>	<b>IF user wants to...</b>	<b>THEN...</b>
		complete the repayment and print TSR, ENTER “ <b>Y</b> ” on both questions	market gain TSR will be printed.  Screen PPD83500 will be displayed. Go to step 8.
		complete the repayment and <b>not</b> print TSR, ENTER “ <b>Y</b> ” and “ <b>N</b> ”	Screen PPD98000 will be displayed. Go to step 9.
		<b>not</b> complete a repayment, but print TSR, ENTER “ <b>N</b> ” and “ <b>Y</b> ”	market gain TSR will be printed.  Screen PPD83500 will be displayed. Go to step 8.
<b>not</b> complete a repayment and <b>not</b> print TSR, ENTER “ <b>N</b> ” twice	Menu PCA005 will be redisplayed.		

277 “Market Price Repayment” Option (Continued)

**B Processing Market Price Repayments in APSS (Continued)**

Step	Action	Result	
8	<p>On Screen PPD83500:</p> <ul style="list-style-type: none"> <li>• the message, “The Market Gain TSR is now printing.”, will be displayed on the screen</li> <li>• answer the question, “Would you like to reprint the form?”</li> <li>• PRESS “<b>Enter</b>”.</li> </ul>	<p><b>IF...</b></p> <p>“Y”</p> <p>“N”</p>	<p><b>THEN...</b></p> <ul style="list-style-type: none"> <li>• market gain TSR will be printed</li> <li>• Screen PPD83500 will be redisplayed.</li> <li>• Screen PPD98000 will be displayed to complete the repayment</li> <li>• Screen PPD64400, to go back to previous screen.</li> </ul>
9	<p>On Screen PPD98000:</p> <ul style="list-style-type: none"> <li>• the total amount due will be displayed</li> <li>• enter the “Amount Received”</li> </ul> <p><b>Notes:</b> If the amount received is less than the calculated amount displayed, a receivable will be created for the difference in the amount.</p> <p>See 8-LP, Exhibit 11 for additional information.</p> <ul style="list-style-type: none"> <li>• PRESS “<b>Enter</b>”.</li> </ul>	<p>Screen PCA97000 will be displayed.</p>	
10	<p>On Screen PCA97000:</p> <ul style="list-style-type: none"> <li>• enter the following:                             <ul style="list-style-type: none"> <li>• printed ID to be used</li> <li>• number of copies to print</li> </ul> </li> <li>• PRESS “<b>Enter</b>”.</li> </ul>	<p>Screen PCE50010 will be displayed and CCC-500 will be printed.</p>	

## 277 “Market Price Repayment” Option (Continued)

**B Processing Market Price Repayments in APSS (Continued)**

Step	Action	Result	
		IF...	THEN...
11	On Screen PCE50010: <ul style="list-style-type: none"> <li>• answer the question, “Do you want to reprint this form?”</li> <li>• PRESS “Enter”.</li> </ul>	“Y”	CCC-500 will be reprinted. Screen PCE50010 will be redisplayed.
		“N”	Screen AGK00500 will be displayed. Go to step 12.
12	After accounting procedures are complete, Menu PCA005 will be displayed.  See 64-FI for instructions on recording CCC-257 data.		

**C Examples of Market Price Repayment Calculations**

The following is an example of **Seg. 1 peanut warehouse-stored loan repayment and the amount of LDP less than loan rate.**

Line	Description	Calculation
1	Loan Rate: Runner Peanuts	\$354.86
2	Quality Adjustment (Premiums and/or Discounts)	(\$21.06)
3	<b>Rate Adjusted for Quality</b>	<b>\$333.80</b>
4	NPP: Runner Peanuts	\$300.00
5	Repayment Rate Quality Adjustment:	(\$21.06)
6	Alternative Repayment Rate (line 4 - line 5)	<b>\$278.94</b>
7	<b>Market Gain (line 1 - line 4)</b>	<b>\$54.86</b>

The following is an example of **Seg. 1 peanut warehouse-stored loan repayment and the amount of LDP greater than loan rate.**

Line	Description	Calculation
1	Loan Rate: Runner Peanuts	\$354.86
2	Quality Adjustment (Premiums and/or Discounts)	(\$21.06)
3	<b>Rate Adjusted for Quality</b>	<b>\$333.80</b>
4	National Posted Price (NPP)	\$375.00
5	Repayment Rate Quality Adjustment:	(\$21.06)
6	Adjusted for Repayment Rate (line 4 - line 5)	<b>\$353.94</b>
7	<b>NPP is greater than loan rate, no MLG.</b>	<b>\$0.00</b>

278-289 (Reserved)



**Section 7 Processing Settlements in APSS****290 General Instructions****A Beginning Settlement Process**

Do the following **before** processing settlements in APSS:

- obtain the following:
  - loan folder
  - CCC-691
  - warehouse receipt, if applicable
- complete **all** pending actions on the loan being settled
- inquire whether receivable or overdisbursements apply to the loan.

**B Delivery Options**

Farm-stored loan settlement may be delivered:

- to a CCC-approved warehouse for storage
- for local sales
- as a combination of delivery to a CCC-approved warehouse and local sales.

291 Peanut Loan Settlements in APSS

A Processing Settlements

Process farm-stored loan settlements according to the following table.

Step	Action	Result	
1	On Menu PCA005, ENTER “5” and PRESS “Enter”.	Producer and loan information screens will be displayed.	
2	Complete the producer and loan ID screens according to subparagraph 212 A.	Screen PSA14000 will be displayed.	
3	On Screen PSA14000: <ul style="list-style-type: none"> <li>• verify the following fields displayed on the screen:                             <ul style="list-style-type: none"> <li>• maturity date</li> <li>• outstanding quantity</li> <li>• outstanding amount</li> </ul> </li> <li>• answer the question, “Is this the correct loan?”</li> <li>• PRESS “Enter”.</li> </ul>		
		<b>IF...</b>	<b>THEN...</b>
		“Y”	Screen PSA10000 will be displayed. Go to step 4.
		“N”	return to step 2.

291 Peanut Loan Settlements in APSS (Continued)

A Processing Settlements (Continued)

Step	Action	Result																															
4	<p>On Screen PSA10000:</p> <ul style="list-style-type: none"> <li>verify and enter the data on the fields, if applicable</li> </ul> <p><b>Note:</b> Partial delivery option is applicable <b>only</b> when settlement involves multiple bins.</p> <table border="1" data-bbox="440 617 1073 1367"> <thead> <tr> <th data-bbox="440 617 618 653">Field</th> <th colspan="2" data-bbox="618 617 1073 653">Entry</th> </tr> <tr> <td data-bbox="440 653 618 884" rowspan="2">Amount To Be Settled</td> <td data-bbox="618 653 797 688"><b>IF...</b></td> <td data-bbox="797 653 1073 688"><b>THEN...</b></td> </tr> <tr> <td data-bbox="618 688 797 772">full settlement</td> <td data-bbox="797 688 1073 772">do <b>not</b> change displayed amount.</td> </tr> <tr> <td data-bbox="618 772 797 884"></td> <td data-bbox="618 772 797 884">partial settlement</td> <td data-bbox="797 772 1073 884">change the displayed amount based on CCC-691.</td> </tr> <tr> <td data-bbox="440 884 618 1104">Maximum Quantity for Delivery</td> <td colspan="2" data-bbox="618 884 1073 1104"> <p><b>Do not</b> change. This will be automatically calculated.</p> <p><b>Note:</b> Maximum quantity for delivery is 110 percent of outstanding loan quantity.</p> </td> </tr> <tr> <td data-bbox="440 1104 618 1293" rowspan="2">Quantity for Delivery</td> <td data-bbox="618 1104 797 1140"><b>IF...</b></td> <td data-bbox="797 1104 1073 1140"><b>THEN...</b></td> </tr> <tr> <td data-bbox="618 1140 797 1176">full delivery</td> <td data-bbox="797 1140 1073 1176">do <b>not</b> change.</td> </tr> <tr> <td data-bbox="618 1176 797 1293"></td> <td data-bbox="618 1176 797 1293">partial delivery</td> <td data-bbox="797 1176 1073 1293">change the amount to the quantity that will be liquidated.</td> </tr> <tr> <td data-bbox="440 1293 618 1367">Final Date for Delivery</td> <td colspan="2" data-bbox="618 1293 1073 1367">Date shown on CCC-691.</td> </tr> </thead></table> <ul style="list-style-type: none"> <li>answer the question, “Is this a partial delivery?”</li> <li>PRESS “<b>Enter</b>”.</li> </ul>	Field	Entry		Amount To Be Settled	<b>IF...</b>	<b>THEN...</b>	full settlement	do <b>not</b> change displayed amount.		partial settlement	change the displayed amount based on CCC-691.	Maximum Quantity for Delivery	<p><b>Do not</b> change. This will be automatically calculated.</p> <p><b>Note:</b> Maximum quantity for delivery is 110 percent of outstanding loan quantity.</p>		Quantity for Delivery	<b>IF...</b>	<b>THEN...</b>	full delivery	do <b>not</b> change.		partial delivery	change the amount to the quantity that will be liquidated.	Final Date for Delivery	Date shown on CCC-691.		<table border="1" data-bbox="1073 1367 1479 1591"> <thead> <tr> <th data-bbox="1073 1367 1166 1402">IF...</th> <th data-bbox="1166 1367 1479 1402">THEN...</th> </tr> </thead> <tbody> <tr> <td data-bbox="1073 1402 1166 1556">“Y”</td> <td data-bbox="1166 1402 1479 1556">Screen PSA10000, Part 2 will be displayed. Go to step 5.</td> </tr> <tr> <td data-bbox="1073 1556 1166 1591">“N”</td> <td data-bbox="1166 1556 1479 1591">go to step 7.</td> </tr> </tbody> </table>	IF...	THEN...	“Y”	Screen PSA10000, Part 2 will be displayed. Go to step 5.	“N”	go to step 7.
Field	Entry																																
Amount To Be Settled	<b>IF...</b>	<b>THEN...</b>																															
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IF...	THEN...																																
“Y”	Screen PSA10000, Part 2 will be displayed. Go to step 5.																																
“N”	go to step 7.																																
5	<p>On Screen PSA10000, Part 2:</p> <ul style="list-style-type: none"> <li>enter the bin number corresponding to the commodity being delivered</li> <li>PRESS “<b>Enter</b>”.</li> </ul>	Screen PCA10015 will be displayed.																															

291 Peanut Loan Settlements in APSS (Continued)

A Processing Settlements (Continued)

Step	Action	Result							
6	On Screen PSA10015: <ul style="list-style-type: none"> <li>enter the applicable information corresponding to the following fields</li> </ul>								
	<table border="1"> <thead> <tr> <th data-bbox="440 506 704 546">Field</th> <th data-bbox="704 506 1019 546">Entry</th> </tr> </thead> <tbody> <tr> <td data-bbox="440 546 704 877">Select the Disbursement You Wish to Liquidate</td> <td data-bbox="704 546 1019 877">                             Number corresponding to the disbursement to be liquidated.   <b>Note:</b> The number of the disbursement selected is right justified.                         </td> </tr> </tbody> </table>			Field	Entry	Select the Disbursement You Wish to Liquidate	Number corresponding to the disbursement to be liquidated.  <b>Note:</b> The number of the disbursement selected is right justified.		
	Field			Entry					
	Select the Disbursement You Wish to Liquidate	Number corresponding to the disbursement to be liquidated.  <b>Note:</b> The number of the disbursement selected is right justified.							
	Enter the Quantity of this Disbursement You Wish to Liquidate	Quantity being liquidated.							
<ul style="list-style-type: none"> <li>answer the questions, "Do you have more disbursements for this bin?"</li> <li>PRESS "Enter".</li> </ul>		<b>IF...</b>			<b>THEN Screen...</b>				
		"Y"			PSA10015 will be redisplayed. Repeat step 6.				
		"N"	PSA10005 will be displayed. Go to step 7.						
7	On Screen PSA10005, select either of the following delivery options.								
	<b>IF delivery is for...</b>	<b>THEN ENTER...</b>	<b>AND Screen...</b>						
	warehouse storage	"1".	PSA11000 will be displayed. Go to step 8.						
	local sales	"4".	PSA11015 will be displayed. Go to step 9.						
PRESS "Enter".									

## 291 Peanut Loan Settlements in APSS (Continued)

## A Processing Settlements (Continued)

Step	Action		Result
8	On Screen PSA11000, enter the applicable information on the following fields.		Screen PSA02000 will be displayed. Go to step 10.
	<b>Field</b>	<b>Entry</b>	
	Warehouse Receipt/Lot Number	Warehouse receipt number or lot number.	
	Moisture When Received (If Excessive)	Leave blank.	
	Date Commodity Deposited (MMDDYY)	Storage Date from the warehouse receipt.	
	Date Receipt Issued (MMDDYY)	Issue Date from the warehouse receipt.	
	Gross Pounds	Net Pounds from the Warehouse Receipt. <b>Note:</b> 2,000 lbs. = 1 ton.	
	Net Weight (Bu., Cwt., Lb., Tons)	Net tons from the warehouse receipt.	
	Warehouse Code Where Delivered	Warehouse code of the storing warehouse.	
	PRESS " <b>Enter</b> ".		
9	On Screen PSA11015, enter the applicable information on the following fields.		Screen PSA02000 will be displayed.
	<b>Field</b>	<b>Entry</b>	
	Lot Number (If Specific Number Desired)	Lot number, if applicable.	
	Moisture When Received (If Excessive)	Leave blank.	
	Date Delivery Completed	Date the delivery was completed.	
	Gross Pounds	Net Pounds from the warehouse receipt. <b>Note:</b> 2,000 lbs. = 1 ton.	
	Net Weight (Bu., Cwt., Lb., Tons)	Net tons from the warehouse receipt or inspection certificate.	
	Warehouse Code of Nearest Approved Warehouse	Warehouse code of the nearest approved warehouse.	
	Total Quantity Sold	Total Quantity Sold in Tons.	
	Amount Received from Proceeds	Total amount of proceeds for the entire quantity sold.	
	Local Sale Authorization Number	Local sale authorization number from CCC-638, CCC-639, or CCC-691.	
	PRESS " <b>Enter</b> ".		

291 Peanut Loan Settlements in APSS (Continued)

A Processing Settlements (Continued)

Step	Action		Result	
10	On Screen PSA02000, enter the following data from the applicable block of the warehouse receipt.		Screen PSA21000, Part 1 will be displayed.	
	Field	Entry		
	Receipt/Lot Number	Warehouse receipt number from the previous screen.		
	Grade	"Seg./Grade" from the warehouse receipt.  <b>Note:</b> Seg. 3 peanuts have " <b>Found</b> " checked in the "A. Flavus" block of the warehouse receipt.		
	Subclass	"Type" from the warehouse receipt. Peanut type can be 1 of the following: <ul style="list-style-type: none"> <li>• "RUN"</li> <li>• "SPE"</li> <li>• "SPW"</li> <li>• "VAL"</li> <li>• "VIR".</li> </ul>		
	Foreign Material	"Foreign Material" from the warehouse receipt.		
	Sound Splits	"Sound Split" from the warehouse receipt.		
	Total SMK	"Total SMK" from the warehouse receipt.		
	Other Kernels	"Other Kernels" from the warehouse receipt.		
	Moisture	"Moisture" from the warehouse receipt.		
	Total Damage	"Total Damage" from the warehouse receipt.  <b>Note:</b> Seg. 1 peanuts <b>cannot</b> have more than 2.49 percent total damage.		
	ELK	"ELK" from the warehouse receipt.  <b>Note:</b> Applicable to VIR peanuts <b>only</b> .		
	Concealed RMD	"Concealed RMD" from the warehouse receipt.  <b>Note:</b> Seg. 1 peanuts <b>cannot</b> have more than 1.00 percent concealed RMD.		
	LSK Tons	"LSK Tons" from warehouse receipt.		
	Hulls	"Hulls" from the warehouse receipt.		
Total Kernels and Hulls	"Total Kernels and Hulls" from the warehouse receipt.  <b>Note:</b> Total kernels and hulls <b>must</b> be: <ul style="list-style-type: none"> <li>• between 99.50 and 101.49 percent</li> <li>• equal to total kernels, including damaged kernels, plus hulls.</li> </ul>			
PRESS " <b>Enter</b> ".				

291 Peanut Loan Settlements in APSS (Continued)

A Processing Settlements (Continued)

Step	Action	Result							
11	On Screen PSA21000, Part 1, the Settlement Rate Verification Screen will be displayed with State and county code corresponding to the county selected on Screen FAX09002.  PRESS <b>“Enter”</b> .	Screen PSA21000, Part 2 will be displayed.							
12	On Screen PSA21000, Part 2, the following will be displayed: <ul style="list-style-type: none"> <li>• calculated settlement rate</li> </ul> <p><b>Note:</b> PRESS <b>“Cmd3”</b> to the appropriate screen to make corrections to the data on the screen.</p> <ul style="list-style-type: none"> <li>• the statement, “If calculated rate shown is <b>not</b> acceptable - enter special rate”.</li> </ul> <p><b>Note:</b> Leave blank.</p> PRESS <b>“Enter”</b> .	Screen PSA21000, Part 3 will be displayed. <table border="1" data-bbox="1122 621 1482 810"> <thead> <tr> <th data-bbox="1122 621 1317 695">IF delivery option is...</th> <th data-bbox="1317 621 1482 695">THEN go to step...</th> </tr> </thead> <tbody> <tr> <td data-bbox="1122 695 1317 768">warehouse storage</td> <td data-bbox="1317 695 1482 768">13.</td> </tr> <tr> <td data-bbox="1122 768 1317 810">local sales</td> <td data-bbox="1317 768 1482 810">14.</td> </tr> </tbody> </table>		IF delivery option is...	THEN go to step...	warehouse storage	13.	local sales	14.
IF delivery option is...	THEN go to step...								
warehouse storage	13.								
local sales	14.								

291 Peanut Loan Settlements in APSS (Continued)

A Processing Settlements (Continued)

Step	Action		Result	
13	On Screen PSA21000, Part 3 (for Warehouse Storage), enter the data in the applicable fields.		<b>IF there is...</b>	<b>THEN...</b>
			1 lot/receipt to process	Screen PSA24000 will be displayed. Go to step 15.
			more than 1 lot/receipt to process	return to step 7.
	<b>Field</b>	<b>Entry</b>		
	Storage Start Date	"Storage Date" from the warehouse receipt.		
	Date Receipt Received in County Office	Date warehouse receipts are received at the County Office.		
	Received (R/B/A or T)	One of the following: <ul style="list-style-type: none"> <li>• "R" for rail</li> <li>• "B" for barge</li> <li>• "A" for truck</li> <li>• "T" for truck and transit.</li> </ul> <b>Note:</b> Use "T" if peanuts were delivered by truck and another type of transportation.		
	Are Storage Charges for early delivery applicable?	<b>ENTER...</b>	<b>IF storage charges...</b>	
		"Y"	apply according to 8-LP, Part 8.	
		"N"	for early delivery do <b>not</b> apply.	
	Is Storage Credit over 60 days applicable?	<b>ENTER...</b>	<b>IF storage credit...</b>	
		"Y"	over 60 calendar days applies.	
		"N"	does <b>not</b> apply.	
	If loan was called enter required settlement date (MMDDYY).	Enter only if the loan was called and maturity date was accelerated.		
	Do you have additional receipts/lots to process?	<b>ENTER...</b>	<b>IF...</b>	
		"Y"	there is more than 1 lot/receipt to process.	
		"N"	only 1 lot/receipt to process.	
	PRESS "Enter".			

291 Peanut Loan Settlements in APSS (Continued)

A Processing Settlements (Continued)

Step	Action		Result	
14	On Screen PSA21000, Part 3 (for Local Sales) enter the data in the applicable fields.		<b>IF there is...</b>	<b>THEN...</b>
			1 lot/receipt to process	Screen PSA24000 will be displayed. Go to step 15.
			more than 1 lot/receipt to process	return to step 7.
	<b>Field</b>	<b>Entry</b>		
	Are storage Charges for early delivery applicable?	<b>IF storage charges...</b>	<b>THEN ENTER...</b>	
		apply according to 8-LP, Part 8 for early delivery do <b>not</b> apply	"Y". "N".	
	Is Storage Credit over 60 days applicable?	<b>IF storage credit...</b>	<b>THEN ENTER...</b>	
		over 60 calendar days applies does <b>not</b> apply	"Y". "N".	
	If loan was called enter required settlement date (MMDDYY).	Enter <b>only</b> if the loan was called and maturity date was accelerated.		
	Do you have additional receipts/lots to process?	<b>IF...</b>	<b>THEN ENTER...</b>	
		there is more than 1 lot/receipt to process only 1 lot/receipt to process	"Y". "N".	
	PRESS "Enter".			

291 Peanut Loan Settlements in APSS (Continued)

A Processing Settlements (Continued)

Step	Action	Result												
15	<p>On Screen PSA24000, enter:</p> <ul style="list-style-type: none"> <li>any of the following charges, if applicable:</li> </ul> <table border="1" data-bbox="443 470 1219 884"> <thead> <tr> <th data-bbox="443 470 607 506">Field</th> <th data-bbox="607 470 1219 506">Entry</th> </tr> </thead> <tbody> <tr> <td data-bbox="443 506 607 583">Hauling</td> <td data-bbox="607 506 1219 583">Enter the amount of hauling charges, if applicable.</td> </tr> <tr> <td data-bbox="443 583 607 661">Shelling</td> <td data-bbox="607 583 1219 661">Enter the amount of shelling charges, if applicable.</td> </tr> <tr> <td data-bbox="443 661 607 739">Weighing</td> <td data-bbox="607 661 1219 739">Enter the amount of weighing charges, if applicable.</td> </tr> <tr> <td data-bbox="443 739 607 816">Grading</td> <td data-bbox="607 739 1219 816">Enter the amount of grading charges, if applicable.</td> </tr> <tr> <td data-bbox="443 816 607 884">Other Charges</td> <td data-bbox="607 816 1219 884">Enter any other applicable charges.</td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>data on “Extra Haul” credit, if applicable.</li> </ul>	Field	Entry	Hauling	Enter the amount of hauling charges, if applicable.	Shelling	Enter the amount of shelling charges, if applicable.	Weighing	Enter the amount of weighing charges, if applicable.	Grading	Enter the amount of grading charges, if applicable.	Other Charges	Enter any other applicable charges.	Screen PSA25000 will be displayed.
Field	Entry													
Hauling	Enter the amount of hauling charges, if applicable.													
Shelling	Enter the amount of shelling charges, if applicable.													
Weighing	Enter the amount of weighing charges, if applicable.													
Grading	Enter the amount of grading charges, if applicable.													
Other Charges	Enter any other applicable charges.													
	<table border="1" data-bbox="378 961 1219 997"> <thead> <tr> <th data-bbox="378 961 716 997">IF there are...</th> <th data-bbox="716 961 1219 997">THEN...</th> </tr> </thead> <tbody> <tr> <td data-bbox="378 997 716 1192">deficiencies</td> <td data-bbox="716 997 1219 1192">                     verify the following:                     <ul style="list-style-type: none"> <li>deficiency amount</li> <li>total interest on deficiency</li> <li>regular interest.</li> </ul> </td> </tr> <tr> <td data-bbox="378 1192 716 1304">additional disbursements</td> <td data-bbox="716 1192 1219 1304">on Screen PSA25005, verify the amount of disbursement that will be forwarded to Accounting.</td> </tr> </tbody> </table>	IF there are...	THEN...	deficiencies	verify the following: <ul style="list-style-type: none"> <li>deficiency amount</li> <li>total interest on deficiency</li> <li>regular interest.</li> </ul>	additional disbursements	on Screen PSA25005, verify the amount of disbursement that will be forwarded to Accounting.	<p>Screen PSA25000 will be displayed. Go to step 16.</p> <p>Go to step 17.</p>						
IF there are...	THEN...													
deficiencies	verify the following: <ul style="list-style-type: none"> <li>deficiency amount</li> <li>total interest on deficiency</li> <li>regular interest.</li> </ul>													
additional disbursements	on Screen PSA25005, verify the amount of disbursement that will be forwarded to Accounting.													

291 Peanut Loan Settlements in APSS (Continued)

A Processing Settlements (Continued)

Step	Action	Result	
16	<p>On Screen PSA25000, verify the applicable data displayed on the screen and print the screen to use to prepare demand letter:</p> <ul style="list-style-type: none"> <li>• charges:                             <ul style="list-style-type: none"> <li>• delivery</li> <li>• storage charge/early delivery</li> <li>• unearned reserve storage</li> <li>• assessments</li> <li>• interest on deficiency</li> <li>• hauling</li> <li>• weighing</li> <li>• shelling</li> <li>• grading</li> <li>• other charges</li> <li>• loan originating fee</li> <li>• outstanding principal</li> </ul> </li> <li>• credits:                             <ul style="list-style-type: none"> <li>• reserve storage refund</li> <li>• storage beyond 60 calendar days</li> <li>• prepaid storage refund</li> <li>• trackload/truckload</li> <li>• extra haul</li> <li>• loadout/receiving fee total</li> <li>• value of delivery</li> </ul> </li> <li>• settlement balance.</li> </ul> <p><b>Note:</b> PRESS “<b>Cmd3</b>” to the appropriate screen to correct any entry.</p> <p>PRESS “<b>Enter</b>”.</p>	<b>IF delivery option is...</b>	<b>THEN...</b>
		warehouse storage	Screen PCA97000 will be displayed.
		local sales	<p>a “Local Sale Report” will be printed.</p> <p>Screen PCA97000 will be displayed.</p>

291 Peanut Loan Settlements in APSS (Continued)

A Processing Settlements (Continued)

Step	Action	Result	
17	On Screen PCA97000, enter: <ul style="list-style-type: none"> <li>• the printer ID to be used</li> <li>• number of copies to print</li> <li>• PRESS <b>“Enter”</b>.</li> </ul>	CCC-692 will be printed. Screen PCE960010 will be displayed.	
18	On Screen PCE60010, answer the question, “Do you want to reprint this form?”.  PRESS <b>“Enter”</b> .	<b>IF...</b>	<b>THEN...</b>
		“Y”	CCC-692 will be reprinted.
		“N”	Menu PCA005 will be redisplayed.

292-309 (Reserved)

## Section 8 Processing Loan Forfeitures in APSS

## 310 Processing Forfeitures

## A Beginning Loan Forfeiture Process in APSS

Before processing forfeitures in APSS, do the following:

- locate the following:
  - loan folder
  - warehouse receipts
- complete all pending actions on the loan being forfeited.

## B Loan Forfeiture Options

APSS provides the following forfeiture options for peanuts:

- full forfeiture at maturity
- full forfeiture before maturity
- forfeiture at maturity with immediate purchase by warehouse.

## C Peanut Forfeitures

Peanut warehouse-stored loan forfeitures should be processed in APSS immediately. There is **no** waiting period after the loan maturity date.

**Note:** If using EWR's, release EWR using Release Code & Reason "9 - Forfeiture" according to paragraph 371.

310 Processing Forfeitures (Continued)

D Processing Peanut Forfeitures

Process warehouse-stored loan forfeitures according to the following table.

Step	Action	Result	
1	On Menu PCA005, ENTER "6" and PRESS "Enter".	Screen PCA11000 will be displayed.	
2	Complete the producer and loan ID screens according to subparagraph 212 A.	Screen PCA14000 will be displayed.	
3	On Screen PCA14000: <ul style="list-style-type: none"> <li>• verify the following information displayed on the screen:                             <ul style="list-style-type: none"> <li>• maturity date</li> <li>• outstanding quantity</li> <li>• outstanding amount</li> </ul> </li> <li>• answer the question, "Is this the correct loan?"</li> <li>• answer the question, "Do you wish to see bin/receipt information for this loan?"</li> <li>• PRESS "Enter".</li> </ul>		
		<b>IF...</b>	<b>THEN Screen...</b>
		"Y"	PFA10000 will be displayed. Go to step 4.
		"N"	PCA13000 will be displayed to select the correct loan. Repeat step 3.
		"Y"	PCA15000 will be displayed. PRESS "Cmd1" to the next screen.
"N"	PFA10000 will be displayed. Go to step 4.		
4	On Screen PFA10000, select option "1", full forfeiture at maturity, and PRESS "Enter".	Screen PFA11000 will be displayed.	

310 Processing Forfeitures (Continued)

D Processing Peanut Forfeitures (Continued)

Step	Action		Result	
5	On Screen PFA11000, do the following.			
	<b>IF loan has...</b>	<b>THEN the following data will be displayed...</b>	<b>IF storage is...</b>	<b>THEN Screen...</b>
	single bin/receipt	<ul style="list-style-type: none"> <li>• bin/receipt number</li> <li>• outstanding quantity</li> <li>• outstanding amount</li> <li>• CCC storage start date</li> <li>• acquisition date.</li> </ul>	due CCC	PFA12000 will be displayed. Go to step 7.
	multiple bin/receipt	<ul style="list-style-type: none"> <li>• bin/receipt number</li> <li>• outstanding quantity</li> <li>• outstanding amount.</li> </ul> <p><b>Note:</b> ENTER “Y” on the “Select” field to select the warehouse receipts to be forfeited, for multiple receipts.</p>	not due CCC	PFA13000 will be displayed. Go to step 8.
6	Answer the question, “Was the loan forfeited at option of producer? (Y/N)”, and PRESS “Enter”.		Screen PFA11000 will be redisplayed. Go to step 6.	
	On the redisplayed Screen PFA11000, the following additional information will be displayed: <ul style="list-style-type: none"> <li>• CCC storage start date</li> <li>• acquisition date.</li> </ul> PRESS “Enter”.		<b>IF storage is...</b> due CCC	<b>THEN Screen...</b> PFA12000 will be displayed. Go to step 7.
7	On Screen PFA12000, verify the amount of storage refund for storage past maturity.		not due CCC	PFA13000 will be displayed. Go to step 8.
	PRESS “Enter”.		Screen PFA13000 will be displayed.	

310 Processing Forfeitures (Continued)

D Processing Peanut Forfeitures (Continued)

Step	Action	Result	
8	On Screen PFA13000: <ul style="list-style-type: none"> <li>• verify the data on the applicable fields displayed on the screen                             <ul style="list-style-type: none"> <li>• load-out calculations</li> <li>• total storage due/refund</li> <li>• total charges</li> <li>• total credits</li> <li>• producer balance</li> </ul> </li> <li>• print the screen and file the printout with the loan folder</li> <li>• PRESS “Enter”.</li> </ul>	<b>IF there is...</b>	<b>THEN...</b>
		no refund due producer	Menu PCA005 will be displayed.
		a refund due to producer	the amount will be transferred to accounting after accounting procedures are complete. Menu PCA005 will be displayed.

E Creating Refunds or Receivables

APSS will automatically create a refund in NPS or receivable and transfer the receivable to NRRS for the amount of storage due from the producer for the forfeited peanuts.

**Note:** If the forfeited receipt indicates that storage has been paid either through loan maturity or past the “Date Documents Received” date on the warehouse receipt, a refund will be issued to the producer and storage to the warehouse will begin the day following the “Date Storage Paid Through”. If the producer did not pay storage to the warehouse to the “Date Documents Received”, the producer will be billed by CCC for storage for the period before the “Date Documents Received”.

311-329 (Reserved)

## Section 9 Processing Peanut LDP's

## 330 Processing LDP's in eLDP System

## A General Information

eLDP is a web-based system that provides FSA customers (producers) and County Offices the ability to file an application for LDP. Eligible customers can electronically submit an eLDP application from an external location. After the eLDP application and payment information is certified and approved, the payment is automatically routed by EFT to the customer's bank account.

**Note:** eLDP applications submitted by the County Office on behalf of customers to the central processing web site, eLDP will be calculated and then routed to the County Office for payment certification and special processing.

## B eLDP Process

The eLDP process:

- operates through a KC-based central web site
- is available 24 hours a day, 7 days a week, **except** during routine backup and maintenance periods, and uses the applicable LDP rate where the commodity is stored until the next rate is announced

**Note:** The Help Desk is only available during regular business hours.

- interfaces with SCIMS to obtain customer name and address information
- interfaces with web-based:
  - compliance service to determine reasonable quantities
  - is supported by NPS and EFT for payment processing
  - NRRS for receivable processing.

**330 Processing LDP's in eLDP System (Continued)****C Web-Based Procedures**

Follow the instructions in 15-PS when using the web-based software to process eLDP.

**D Accessing eLDP**

County Office users and external customers can access the eLDP central processing web site that is secured by means of a user ID and password through Level 2 eAuthentication credentials. Additional information on eAuthentication can be found at <http://www.eauth.egov.usda.gov/index.html>.

To access the eLDP web-base:

- County Office access FSA's Intranet at <http://fsaintranet.sc.egov.usda.gov/fsa/> and under:
  - "Resources, CLICK "**FSA Applications**", and the FSA Applications Screen will be displayed
  - "Price Support", CLICK "**eLDP - Electronic Loan Deficiency Payments**"
- external customers shall access the Price Support Web Site at <http://www.fsa.usda.gov/FSA/webapp?area=home&subject=prsu&topic=ldp>, and under "I Want To...", CLICK "**Access eLDP Functions**".

**331-349 (Reserved)**

**Section 10 Correcting APSS Transactions****350 General Information****A Using the Correction Process**

Use the correction process when the transaction has been recorded and updated in APSS, but later discovered to be incorrect.

The correction process will reverse or delete the incorrect transaction. The same transaction can be re-entered with the correct information, when applicable.

**B Getting Started**

Before beginning any type of correction processing, the complete loan folder should be at the computer workstation for reference purposes.

If repayment is involved in the transaction to be reversed, the following will be needed for re-entry of repayment:

- original check number deposited, or more information, if applicable
- CCC-257 number
- date of deposit.

351 Processing Corrections in APSS

A Selecting Transaction To Be Corrected

Select the transaction to be corrected in APSS according to the following.

Step	Action	Result		
1	On Screen PCA005, ENTER "7" and PRESS "Enter".	Screen PCA11000 will be displayed.		
2	Complete the producer and loan ID screens.	Screen PCA14000 will be displayed.		
3	On Screen PCA14000: <ul style="list-style-type: none"> <li>• verify the following data displayed on the screen:                             <ul style="list-style-type: none"> <li>• maturity date</li> <li>• outstanding quantity</li> <li>• outstanding amount</li> </ul> </li> <li>• answer the question, "Is this the correct loan?"</li> <li>• PRESS "Enter".</li> </ul>			
		<b>IF...</b>	<b>THEN Screen...</b>	
		"Y"	PXA00005 will be displayed.	
		"N"	PCA13000 will be displayed. Select the loan to be corrected and repeat step 3.	

351 Processing Corrections in APSS (Continued)

A Selecting Transaction To Be Corrected (Continued)

Step	Action	Result
4	<p>On Screen PXA00005:</p> <ul style="list-style-type: none"> <li>• the following data will be displayed for all of the transactions that have taken place on the selected loan:                             <ul style="list-style-type: none"> <li>• transaction type</li> <li>• transaction date</li> <li>• transaction time</li> <li>• backup date, if applicable</li> </ul> </li> </ul> <p><b>Note:</b> The transactions are listed in sequential order as they occurred.</p> <ul style="list-style-type: none"> <li>• ENTER “Y” in front of the transaction to be reversed</li> </ul> <p><b>Note:</b> Only one “Y” is allowed. All transaction types after the selected transaction will also be reversed during the correction process.</p> <ul style="list-style-type: none"> <li>• PRESS “Enter”.</li> </ul> <p><b>Note:</b> A prompt for a history tape will be displayed, if the tape date is present for the transaction being reversed. See paragraph 352.</p>	<p>Screen PXA10000 will be displayed.</p>

351 Processing Corrections in APSS (Continued)

A Selecting Transaction To Be Corrected (Continued)

Step	Action	Result
5	<p>On Screen PXA10000:</p> <ul style="list-style-type: none"> <li>• the following will be displayed:                             <ul style="list-style-type: none"> <li>• “loan recovery in progress”, and the target date of the transaction to be corrected</li> <li>• a series of messages indicating reversal is in progress for the selected transaction and subsequent transaction , if applicable</li> </ul> </li> <li>• review and verify the Correction Posting Check-Off List Report that will automatically print</li> <li>• PRESS “<b>Enter</b>”.</li> </ul> <p><b>Note:</b> Entering “<b>Y</b>” in the space before the transaction to be corrected will reverse that transaction and all subsequent transactions. When applicable, the incorrect transaction and all subsequent transactions <b>must</b> be re-entered.</p>	<p>Screen PCA005 will be redisplayed.</p>

## 352 Transaction History Tapes

### A Using Transaction History Tapes

Start-of-day processing periodically removes loan data from the history files. The removed data is saved on the 2 tapes listed in the following.

Type	Purpose
First APK205	Stored on-site and used to correct loans or LDP's.
Second APK205	Stored as off-site backup.

If correcting 1 or more transactions, APK205 tapes may be needed to restore information necessary for the correction.

If a tape is needed, the "Tape Date" field on Screen PXA00005 will display the date of APK205 tapes containing the loan or LDP information needed for the correction. Insert tapes into the tape drive, in sequential order, when prompted. After the transaction is restored from the tapes, the correction process will continue.

**Note:** Depending on the transaction being reserved, other APK205 tapes may be needed for subsequent transactions that also will be reversed during the correction process.

### B Damaged History Tapes

The correction process may reject a damaged APK205 tape and display an error message. If an error message is received, the second APK205 tape stored off-site will be required. If the second tape is also damaged, call the National Help Desk for assistance.

### C Archived Data

If the loan or LDP data that needs to be corrected has been archived, County Office should contact:

- the National Help Desk and request for assistance in restoring the data
- PSD to request approval to restore files from archive, and include the following information:
  - loan or LDP number to be corrected
  - reason for correction
  - remedy ticket number.

353 Correcting Transactions

A Correcting Loan Transactions

Select the loan to correct according to paragraph 351. After correcting the transaction in APSS, control is passed to Financial Services. A receivable for the amount of loan that was reversed will be automatically created in NRRS. See 64-FI for additional information.

**Note:** Do **not** create a receivable in NRRS manually. Verify that the receivable has been established in NRRS according to 64-FI, then proceed with the correction process according to the following table.

IF the loan is...	THEN...
to be re-entered	<ul style="list-style-type: none"> <li>• re-enter the corrected loan using the “90000” series number</li> <li>• on Screen PCA1200:                             <ul style="list-style-type: none"> <li>• answer “N” to the question, “Is this a recording of a manually made action?”</li> <li>• answer “Y” to the question, “Is this the re-entry of a corrected loan?”</li> <li>• enter the crop year and <b>original</b> loan number when prompted</li> </ul> </li> <li>• complete the re-entry of the corrected loan</li> </ul> <p><b>Note:</b> For loans using EWR for peanuts or DMA preprocessed file, see paragraph 370 for additional instructions.</p> <ul style="list-style-type: none"> <li>• on Screen PLD12500, indicate that the payment is <b>not</b> a joint payment by entering “N” on payable line number 1</li> </ul>

353 Correcting Transactions (Continued)

A Correcting Loan Transactions (Continued)

IF the loan is...	THEN...
to be re-entered (Cntd)	<ul style="list-style-type: none"> <li>• reconcile the result of the correction process, and if the loan re-entry results in loan amount that is:                             <ul style="list-style-type: none"> <li>• <b>less</b> than the original loan that was corrected, demand additional funds from the producer</li> </ul> <p><b>Note:</b> See 8-LP, Exhibit 11 for additional information.</p> <li>• <b>more</b> than the amount of the original loan that was corrected, pay the excess amount to the producer, as applicable</li> <li>• <b>the same</b> as the original loan amount, no further action is needed</li> </li></ul> <li>• continue the certification and signing process, or demand process according to 1-FI.</li> <p><b>Note:</b> The disbursement amount from the re-entered loan shall offset the amount of receivable created when the loan was reversed.</p>
not to be re-entered	<p>demand payment from the producer for the receivable associated with the loan that was corrected.</p> <p><b>Notes:</b> The receivable will be offset with the next payment due the producer.</p> <p>If the producer remits the payment for the receivable, record the payment according to 64-FI.</p>

**353 Correcting Transactions (Continued)**

**B Correcting Repayment Transactions**

Correct the repayment according to paragraph 351, and record the as manual repayment in APSS according to this table.

<b>IF...</b>	<b>AND the...</b>	<b>THEN...</b>
only the repayment is reversed	repayment is for the same loan	re-enter the repayment on the same loan correctly.
	repayment is for a different loan	apply the repayment to the correct loan.
loan and repayment are reversed		apply the repayment associated with the original loan to the re-entered loan.

If the corrected repayment has been recorded in NRRS, and CCC-257 has been verified, County Office shall contact the State Office with the following information:

- loan number of the loan that was reversed
- amount of repayment
- date of repayment
- CCC-257 number
- loan number of the re-entered loan.

State Office shall e-mail [ug-mokansasc2-nrrs-production@kcc.usda.gov](mailto:ug-mokansasc2-nrrs-production@kcc.usda.gov) for assistance, with a copy to PSD.

**C Correcting Settlement and Forfeiture Transactions**

Settlements and forfeitures may **not** be recorded as manual transactions. Contact the National Help Desk for assistance.

**354-364 (Reserved)**

## Section 11 Peanut EWR's

## 365 General Information

## A Background

FSA's web-based EWR system:

- provides functionalities needed to process EWR's for price support
- eliminates manual entry of warehouse receipt data when processing MAL's and LDP's
- interfaces with the EWR provider system to handle EWR's issued by warehouses on behalf of the producer.

**Note:** Paper warehouse receipts are acceptable for requesting peanut MAL's and will be processed in the normal manner.

Authorized FSA employees can access the web-based EWR system using their eAuthentication user ID and password.

## B Definitions [7 CFR 735.3]

CFS means an electronic system operated and maintained by a provider, as a disinterested third party authorized by DACO, where information relating to warehouse receipts, USWA documents, and other electronic documents are recorded is maintained in a confidential and secure fashion independent of any outside influence or bias in action or appearance.

EWR means a warehouse receipt authorized by DACO to be issued or transmitted under USWA in the form of an electronic document.

Holder means a person that has possession in fact or by operation of law of a warehouse receipt, USWA electronic document, or any electronic document.

Provider means a person authorized by DACO, as a disinterested third party, that maintains 1 or more confidential and secure electronic systems independent of any outside influence or bias in action or appearance.

365 General Information (Continued)

**C Functionalities**

FSA’s web-based EWR system shall be used by the County Office when producers apply for MAL or LDP using EWR’s. FSA’s web-based EWR system:

- allows County Office to:
  - download peanut EWR’s from the provider’s CFS
  - transfer peanut EWR data to APSS to complete the loanmaking process or eLDP to complete the LDP request
  - release peanut EWR’s when loans are liquidated
  - electronically transfer EWR’s to either of the following:
    - previous holder, if the EWR does **not** pass validation
    - new holders, after the loan is repaid
    - KCCO at forfeiture
- eliminates entering paper warehouse receipt-related data needed to complete price support MAL in APSS or LDP in eLDP system
- allows the DMA service County Office to handle the preprocessed files submitted by DMA’s when requesting MAL or LDP.

**D Transaction Types**

FSA’s web-based EWR system provides the following transaction capabilities to authorized users.

Transaction Type	Transaction Code
Download EWR for price support.	DPS
Release EWR to new EWR holder.	RPS
Reset EWR to pre-download status.	UPS
Reset EWR downloaded for LDP in error.	ULD
View EWR information.	RRI
Transmit price support information to the provider’s CFS.	IPS

Additionally, FSA’s web-based EWR system allows DMA service County Offices to accept and process preprocessed DMA files to be used to process MAL’s or eLDP’s.

**366 Responsibilities****A Producer Responsibilities**

The producer shall:

- deliver the commodity to the warehouse operator
- instruct the warehouse to issue peanut EWR as “loanable”, if producer intends to apply for price support benefits

**Note:** A “loanable” indicator indicates whether the EWR can be used to request price support benefits and does **not** make CCC the holder of EWR, but enables CCC to access EWR when the producer applies for price support benefits.

- obtain a list of EWR’s.

**Note:** At a minimum, the EWR list shall include:

- producer name
- warehouse code
- commodity type
- commodity class
- EWR number
- State where the peanuts were inspected.

**B Warehouse Responsibilities**

The warehouse shall:

- accept the commodity delivered by the producer
- subscribe to a provider system approved to issue peanut EWR’s
- issue, transfer, and cancel EWR’s through the selected provider.

**Note:** EWR’s **must** be issued through the provider’s CFS according to the Provider Agreement with DACO.

## 366 Responsibilities (Continued)

### C Provider Responsibilities

The provider shall:

- enter into a Provider Agreement with DACO
- maintain EWR's on behalf of the warehouses
- handle and maintain EWR's in CFS in a secure manner
- enter into an agreement with CCC on handling EWR data used to obtain price support benefits
- implement instructions issued by the authorized holder of EWR's.

Contact Dan Schafer, Warehouse Operations Program Manager, by telephone at 202-690-2434, with questions about EWR provider responsibilities.

### D FSA County Office Responsibilities

County Offices shall use FSA's web-based EWR system to:

- download and process EWR's for price support activity
- verify that the downloaded EWR that goes with the loan or eLDP request meets the loan or eLDP criteria
- transfer EWR's to APSS to complete the loan application
- transfer EWR to eLDP system to complete LDP request
- release EWR to the authorized holder at liquidation
- return EWR to the provider's CFS, when applicable

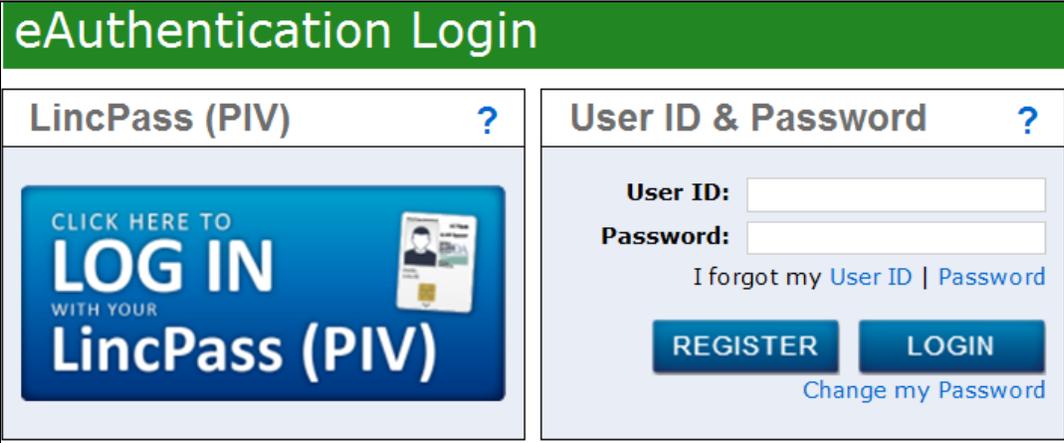
**Note:** See paragraph 371 for reasons for returning EWR's.

- print "printer-friendly pages" to file in the producer's loan or eLDP folder
- complete loan or eLDP applications using EWR's
- record liquidation transactions associated with loan in APSS **before** releasing EWR
- handle preprocessed DMA file, if applicable.

367 Using FSA’s Web-Based EWR System

A Accessing FSA’s Web-Based EWR System

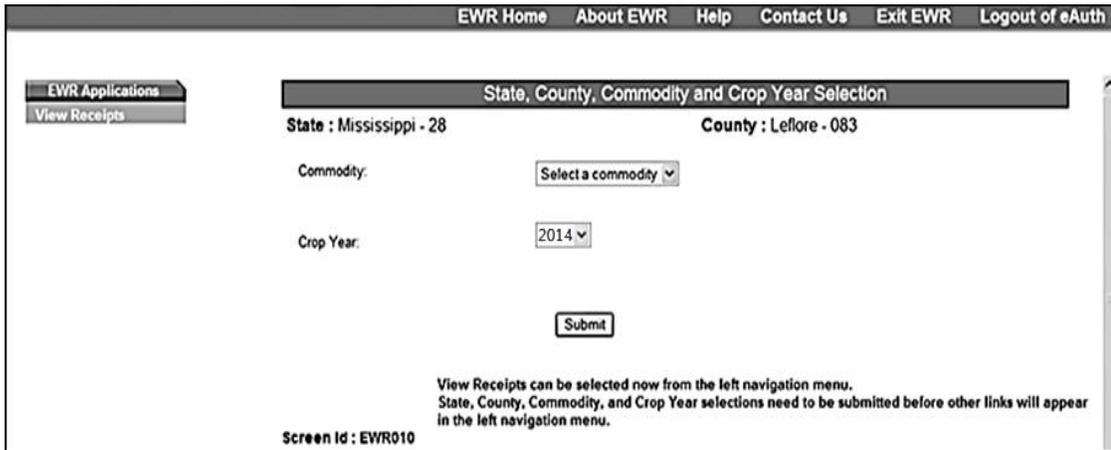
The following provides steps to access FSA’s web-based EWR system.

Step	Action
1	Access the FSA Intranet Home Page at <a href="http://intranet.fsa.usda.gov/fsa/applications.asp">http://intranet.fsa.usda.gov/fsa/applications.asp</a> . The Applications Page will be displayed.
2	Under <b>Applications Directory</b> , CLICK “ <b>D-F</b> ” to display the applications starting with letter D to F, then CLICK “ <b>EWR - Electronic Warehouse Receipts</b> ”.  <b>Note:</b> The application will be displayed under <b>My Applications List</b> if it has already been added to the list by the user.
3	The eAuthentication Login Screen will be displayed to enter the appropriate credentials. The following is an example of the eAuthentication Login Screen.   <b>Note:</b> Information on security operations including eAuthentication can be found at <a href="https://www.eauth.usda.gov/mainPages/index.aspx">https://www.eauth.usda.gov/mainPages/index.aspx</a> .

367 Using FSA’s Web-Based EWR System (Continued)

**B Initial View Receipts Selection Option**

After completing the eAuthentication login process, the following State, County, Commodity and Crop Year Selection Screen will be displayed. Under the EWR Applications Menu, CLICK “**View Receipt**” to view EWR’s for a specific commodity and crop year, **before** accessing other EWR processing functions.



The View Receipts Selection Screen will be displayed. Select the applicable “**Commodity**” and “**Crop Year**” from the drop-down lists associated with the EWR to view and CLICK “**Submit**”. The View Receipts Selection Screen will be redisplayed to enter additional information.



**Note:** Additional options will be displayed under the EWR Applications Menu, based on the security role of the user.

**367 Using FSA's Web-Based EWR System (Continued)****B Initial View Receipts Selection Option (Continued)**

The user can elect to:

- continue by completing the information on the View Receipts Selection Screen, and clicking "**Submit**"

**Notes:** For peanuts, the commodity selections are as follows:

- "Peanuts-ALL"
- "Peanuts-RUN"
- "Peanuts-SPE"
- "Peanuts-SPW"
- "Peanuts-VAL"
- "Peanuts-VIR".

Other commodity selections are applicable to rice EWR's.

See paragraph 372 for additional information on the "**View Receipts**" option.

- select another function under the EWR Applications Menu.

**Note:** Under the EWR Applications Menu, CLICK "**Change State, County, Commodity and Crop Year**" to perform other EWR functions.

367 Using FSA’s Web-Based EWR System (Continued)

**C State, County, Commodity, and Crop Year Selections**

Under the EWR Applications Menu, CLICK “**Change State, County, Commodity and Crop Year**” to select the applicable State, county, peanut type, and crop year to process, and then CLICK “**Submit**”. The following Welcome to the Electronic Warehouse Receipts Program Screen will be displayed.

Multi-county users, including County Offices acting as CMA or DMA service County Office, shall use this option to switch to the applicable County Office.



**367 Using FSA's Web-Based EWR System (Continued)****D EWR Applications Menu**

The EWR Applications Menu provides the following options:

- “Request Receipts”
- “Send Receipts to APSS”
- “Release Receipts”
- “View Receipts”
- “Change State/County/Commodity and Crop Year”
- “DMA Upload”, if applicable.

**Note:** The “**DMA Upload**” option will **only** be available to peanut DMA service County Offices.

**368 “Request Receipts” Option****A General Information**

Producers requesting loans or eLDP's shall provide the County Office with basic loan or eLDP requirements and the following information associated with the loan or eLDP request:

- producer name
- warehouse code
- commodity type
- commodity class
- list of EWR numbers
- State where inspected, for warehouse-stored loan request **only**.

**Note:** The ACRE program is **not** applicable to the 2014 and subsequent crop years.

368 “Request Receipts” Option (Continued)

**B Processing Request Receipts**

The following table provides steps for requesting EWR’s.

Step	Action
1	<p>Under the EWR Applications Menu, CLICK “<b>Request Receipts</b>” to request EWR data associated with the producer’s application. The following is an example of a Request Receipts Screen that will be displayed.</p>  <p><b>Note:</b> To request EWR’s for another commodity, CLICK “<b>Change State, County, Commodity and Crop Year</b>” according to subparagraph 367 C and choose the applicable commodity to process.</p>

## 368 “Request Receipts” Option (Continued)

## B Processing Request Receipts (Continued)

Step	Action	
2	On the Request Receipts Screen, complete the following required data.	
	Data	Description
	“Producer Name”	Type the producer name.  <b>Note:</b> This will be used to identify the request, but does <b>not</b> have to exactly match the name in SCIMS.
	“Warehouse Code”	Select the applicable warehouse code from the drop-down list.  <b>Note:</b> A list of participating warehouses will be displayed on the drop-down list. The warehouse code will also indicate the corresponding name of the EWR provider.
	“Payment Type”	Click either “ <b>Loan using EWR</b> ” or “ <b>LDP using EWR</b> ”.
	“Receipt Numbers”	Enter EWR numbers being requested from the list provided by the producer.
3	If needed, CLICK “ <b>Add More Receipts</b> ” to enter additional EWR’s. A Request Receipts Continuation Screen will be displayed.	
4	CLICK “ <b>Submit</b> ” to send the request for EWR’s. FSA’s web-based EWR system will retrieve the requested EWR’s from the applicable provider’s system.	

368 “Request Receipts” Option (Continued)

C Request Receipts Results

FSA’s web-based EWR System will display EWR data retrieved from the applicable provider’s system. The following is an example of the Request Receipts Results Screen.



The upper portion of the Request Receipts Results Screen will be displayed with the:

- data submitted with the request, according to subparagraph A, and the provider’s name, license type, and unit of measure
- File Sequence Number assigned to the request.

**Note:** FSA’s web-based EWR System assigns an 8-character alphanumeric File Sequence Number according to the following table.

Position	Format	Description	Comments
1-2	EW	Indicates that the file has an EWR.	Constant indicator assigned to all EWR requests.
3	A to Z	Crop year indicator.	Starts with “A” for 2007 crop year and is incremented by 1 for subsequent crop years; <b>2014 crop year</b> shall be assigned the letter “ <b>H</b> ”.
4-8	Number	Numeric file sequence counter.	Starts with “00001” each crop year.
<b>Note:</b> See Exhibit 32 for the DMA preprocessed file naming system.			

368 “Request Receipts” Option (Continued)

C Request Receipts Results (Continued)

The lower portion of the Request Receipts Results Screen will display a Report of Requested Receipts that list valid EWR’s, EWR’s with errors, and the corresponding error description, if applicable. A Report of Requested Receipts, “Printer Friendly Page” option, will be displayed. Print the Report of Requested Receipts and file it in the loan folder. The following is an example of the Report of Requested Receipts.

Report of Requested Receipts As of : 08/15/2014								
State: Mississippi-28	County: Leflore-083	CropYear: 2014	File Sequence Number: EWH00012					
Warehouse Code: 72123	Producer Name: JOHN DOE	Provider Name: EWR, Inc.	License Type: US					
Payment Type: Loan using EWR	Commodity: PEANUTS	Commodity Class: Runner	Unit of Measure: TN					
Receipt Number	Producer Name on Receipt	Current Holder Name/ID	Current Holder As of	Previous Holder Name/ID	Farm Number	Grade	Storage Paid Thru	Weight
00001368	JOHN DOE	CCC - Kansas City/C00000001	08/15/2014	COOPERATIVE/C00000120		1	06/30/2015	12345.67
<b>Total Valid Receipts: 1</b>				<b>Total Weight: 12,345.67</b>				
Receipt Number	Reason Code		Reason Description					
<b>Total Receipts Returned: 0</b>								
Screen Id : EWR024								close window

D Validating Requested EWR’s

Review the results of the request for accuracy and consistency with the loan or eLDP application submitted by the producer according to the criteria in subparagraph A.

The following table provides steps to validate individual EWR’s.

Step	Action	
1	In the “Receipt Number” column, click the applicable EWR number to display the detail EWR data.	
	<b>Note:</b> EWR data is available with the “Printer Friendly Page” option.	
	<b>IF...</b>	<b>THEN go to step...</b>
	all EWR’s are valid	4.
	at least 1 EWR was downloaded in error	2.

368 “Request Receipts” Option (Continued)

D Validating Requested EWR’s (Continued)

Step	Action
<p>2</p>	<p>CLICK “Return Receipt”, that corresponds to EWR downloaded in error or with error, to return EWR to the provider. A Confirm Return Receipts Screen will be displayed. After confirmation, the selected EWR will be returned to the provider and reset to its pre-download status. This will remove EWR from the File Sequence Number being processed.</p> <p>The following is an example of a Request Receipts Results Screen.</p>  <p>The screenshot shows a web interface with a navigation menu on the left and a main content area. The main content area is titled 'Request Receipts Results' and contains a summary of receipt information and a table of receipts. The summary includes: State: Texas-42, County: Any County, TXJ000, Crop Year: 2014, File Sequence Number: EWH00015, Warehouse Code: 72055, Producer Name: Peanut Producer, Provider Name: EVR Inc, License Type: US, Payment Type: Loan using EVR, Commodity: PEANUTS, Commodity Class: Virginia, and Unit of Measure: TN. The table lists two receipts, both with 'Return Receipt' buttons. The summary shows 'Total Valid Receipts: 2' and 'Total Weight: 182.00'. Below the table, there is a section for 'Total Receipts Returned: 1' with a reason code 'X' and description 'Commodity class selected does not match receipt's commodity class'. A 'Printer Friendly Page' button is at the bottom.</p>
<p>3</p>	<p>Process and complete the File Sequence Number containing valid EWR’s for transfer to APSS according to this paragraph.</p>

369 “Send Receipts to APSS” Option

**A General Information**

The requested EWR’s shall be identified by the File Sequence Number and can be transferred to APSS to process the:

- loan request of the producer
- re-entry of a corrected loan.

Files that have been transferred to APSS **must** be used to process loans on the **same day** the file was transferred or the files will have to be re-sent to APSS to be available for processing in APSS.

**Note:** All LDP requests **must** be processed using the eLDP system. See paragraph 375 for instructions on handling EWR for eLDP request.

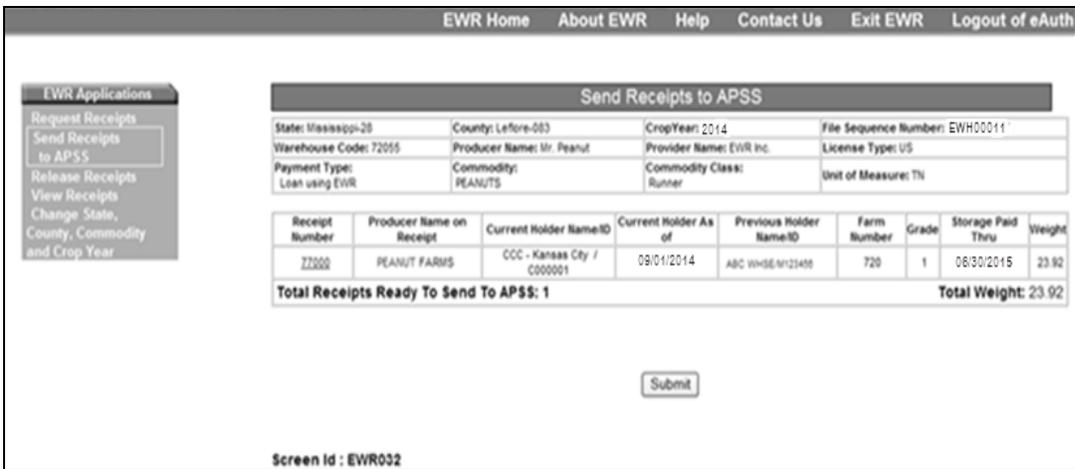
**B Search for EWR’s to Send to APSS**

Files containing EWR’s that have been requested successfully may be transferred to APSS according to the following table.

Step	Action
1	<p>Under the EWR Applications Menu, CLICK “<b>Send Receipts to APSS</b>” to transfer the preprocessed file to APSS. The following Search Receipts to Send to APSS Screen will be displayed.</p> 

369 “Send Receipts to APSS” Option (Continued)

B Search for EWR’s to Send to APSS (Continued)

Step	Action
2	<p>Click either of the applicable options to select the appropriate “<b>File Selection Criteria</b>” as follows:</p> <ul style="list-style-type: none"> <li>• “<b>All Files</b>”, the list of all File Sequence Numbers processed will be displayed, <b>including</b> preprocessed files that were previously transferred to APSS</li> </ul> <p><b>Note:</b> When “<b>All Files</b>” is selected, preprocessed DMA files uploaded using DMA’s upload (paragraph 374) will be displayed.</p> <ul style="list-style-type: none"> <li>• “<b>New Files</b>”, the list of all File Sequence Numbers processed that have <b>not</b> been previously transferred to APSS will be displayed.</li> </ul>
3	<p>From the drop-down list, select the applicable “<b>File Sequence Num/Producer</b>” to be transferred to APSS.</p>
4	<p>CLICK “<b>Next</b>” and the following Send Receipts to APSS Screen will be displayed.</p>  <p><b>Note:</b> Under the “<b>Receipt Number</b>” column, click the specific receipt number to display the EWR data; a “<b>Printer Friendly Page</b>” option will be displayed.</p>
5	<p>CLICK “<b>Submit</b>”, to transfer EWR’s for selected File Sequence Numbers to APSS. The Send Receipts to APSS Results Screen will be displayed with confirmation that EWR’s have been sent to APSS.</p>
6	<p>CLICK “<b>Printer Friendly Page</b>” to print the report and file the report in the loan folder.</p>

370 Handling Preprocessed Data in APSS

A Warehouse-Stored Loans Using Preprocessed Data

EWR’s included in the preprocessed file that have been transferred to APSS are ready to be used to process warehouse-stored loan applications. The following table provides steps for loan making. See Exhibit 32 for format.

Step	Action
1	On System 36/AS400, APSS, Price Support Main Menu, PCA005, ENTER “2”, “Perform Loan Making Functions”, and PRESS “Enter”.
2	Perform the normal loan and producer identification and verification routines.
3	<p>From the Price Support - Loan Making Menu, PLA000, ENTER “9”, “Warehouse Peanut Loans Using Preprocessed Data”, and PRESS “Enter”.</p> <p>This is an example of Screen PLA000.</p> <div data-bbox="391 764 1409 1213" style="border: 1px solid black; padding: 5px;"> <pre> COMMAND                                PLA000                                MG PRICE SUPPORT - LOAN MAKING MENU -----           1.  Farm Stored Regular Certified           2.  Farm Stored Regular Measured         * 3.  Farm Stored Reserve           4.  Warehouse Stored Regular         * 5.  Warehouse Stored Reserve           6.  Distress Certified           7.  Distress Measured           8.  Form A Cotton Loans Using Preprocessed Bale Data           9.  Warehouse Peanut Loans Using Preprocessed Data          10.  Warehouse Rice Loans Using Preprocessed Data  Enter the number of your selection and press the "Enter" key.  Cmd3=Previous Menu </pre> </div>
4	<p>Screen PLC09500 will be displayed. Enter the File Sequence Number of the peanut preprocessed file that was transferred to APSS, which will be used to process the loan.</p> <p>The following is an example of Screen PLC09500.</p> <div data-bbox="391 1436 1409 1896" style="border: 1px solid black; padding: 5px;"> <pre>           832-PEANUT MKTG LOAN SERV          PLC09500 PRICE SUPPORT - LOAN MAKING          Version: AB32 08-29-14          3:17 Term 1Y ----- PEANUT PRODUCER          CY          LOAN#          COHM  Enter file name for peanut data  EWH00003  Press "Enter" To Continue          Cmd7=End Of Job </pre> </div>

370 Handling Preprocessed Data in APSS (Continued)

A Warehouse-Stored Loans Using Preprocessed Data (Continued)

Step	Action
5	PRESS “ <b>Enter</b> ”. The producer’s name associated with the transferred peanut EWR preprocessed file will be displayed.
6	ENTER “ <b>Y</b> ” or “ <b>N</b> ” to the question, “ <b>Is this the correct file?</b> ”  <b>Note:</b> The producer name displayed after answering the question may <b>not</b> exactly match the SCIMS name and address record. APSS will process the loan for the person or entity displayed on the upper left hand corner of the screen and <b>not</b> the name shown on the completed preprocessed EWR file.
7	Continue with the warehouse-stored loan-making process according to Part 6, Section 3. Verify the prefilled information on the screen when completing the loanmaking process.

APSS does **not** allow prefilled data to be edited. This table provides guidance on handling EWR’s with errors or EWR’s downloaded in error.

IF EWR errors are detected and loan involves...	THEN...
one EWR	<ul style="list-style-type: none"> <li>• discontinue the loan-making process</li> <li>• access FSA’s web-based EWR system</li> <li>• release EWR with error to the provider according to paragraph 371 using Release Code &amp; Reason “<b>5 - Receipt Data Error</b>”.</li> </ul>
multiple EWR’s	<ul style="list-style-type: none"> <li>• delete EWR with errors from loan being processed</li> <li>• complete loanmaking process with EWR’s that passed validation</li> <li>• access FSA’s web-based EWR system and release EWR’s with errors according to paragraph 371 using Release Code &amp; Reason “<b>5 - Receipt Data Error</b>” or “<b>6 - Downloaded in Error</b>”.</li> </ul>

B LDP Processing Using Preprocessed Data

All LDP requests **must** be processed using the eLDP system. **Do not** send EWR’s in the preprocessed file with “**Payment Type**”, “**LDP**” to APSS. See subparagraph 375 for instructions on handling EWR’s for eLDP.

371 “Releasing Receipts” Option

A General Information

EWR’s that have been downloaded by the County Office may be released for the following reasons.

Release Code & Reason	Condition	Action/Result
2 - Repayment of Receipts	<p>EWR under loan is being redeemed.</p> <p><b>Important:</b> Complete the repayment process in APSS before releasing the EWR using the FSA EWR system.</p>	<p>Select EWR holders from the “<b>Receipt Holders</b>” drop-down list or the user may enter the holder ID in the “<b>Holder ID</b>” block. This holder ID should match the holder ID provided by the person or entity redeeming the loan. EWR will be released to the new EWR holder through the applicable provider’s system.</p> <p><b>Note:</b> The applicable provider’s system will return an error message if the new holder entered is invalid.</p>
4 - Reconcentration/Split	<p>Receipt:</p> <ul style="list-style-type: none"> <li>• has been approved for reconcentration</li> <li>• needs to be split at producer’s request.</li> </ul>	<p>EWR will be reset to its pre-download status and returned to the issuing warehouse through the applicable provider’s system.</p> <p><b>Note:</b> See paragraph 373 for additional instructions on reconcentration.</p>
5 - Receipt Data Error	<p>There is an error in the EWR data.</p>	<p>EWR will be automatically returned to the previous holder through the applicable provider’s system.</p> <p><b>Note:</b> Needs correction by the EWR issuer.</p>
6 - Downloaded in Error	<p>EWR was downloaded by the County Office by mistake.</p>	<p>EWR will be reset to its pre-download status and automatically returned to the previous holder through the applicable provider’s system.</p> <p><b>Note:</b> EWR may be requested by any County Office.</p>
8 - Receipt Downloaded in Error for LDP	<p>EWR was downloaded by the County Office for LDP in error.</p>	<p>EWR will be re-set to its pre-download status by removing the LDP indicator and the County Office association from the receipt.</p>
9 - Forfeiture	<p>EWR under loan is forfeited.</p>	<p>EWR will be released to KCCO and will be included in CCC inventory.</p>

371 “Releasing Receipts” Option (Continued)

**B Selecting EWR’s to Release**

This table provides steps for releasing EWR’s.

Step	Action
1	<p data-bbox="386 394 1437 499">Under the EWR Applications Menu, CLICK “<b>Release Receipts</b>” to access the release EWR’s functions. The following is an example of the Search Receipts for Release Screen.</p> <div data-bbox="391 541 1386 968"> </div> <p data-bbox="386 1010 1008 1045">From the drop-down lists, select the appropriate:</p> <ul data-bbox="386 1087 781 1157" style="list-style-type: none"> <li>• “File Sequence Number”</li> <li>• “Release Code &amp; Reason”.</li> </ul> <p data-bbox="386 1199 1448 1268">CLICK “<b>Next</b>” to go to the next screen. The following is an example of the screen that will be displayed.</p> <div data-bbox="391 1310 1386 1696"> </div> <p data-bbox="386 1738 1464 1917"><b>Note:</b> If the “<b>Release Code &amp; Reason</b>” selected is “<b>2- Repayment of Receipt</b>”, the system will prompt the user to select EWR holder from the “<b>Receipt Holders</b>” drop-down list or the user can enter the holder ID in the “<b>Holder ID</b>” block. If the Holder ID is other than the Previous Holder ID, the system will display a warning message. See Step 5 for an example.</p>

371 “Releasing Receipts” Option (Continued)

B Selecting EWR’s to Release (Continued)

Step	Action
2	<p>CLICK “Next”. The following Select Receipts for Release Screen will be displayed.</p> 
3	<p>Verify the “Release To” and the “Release Code &amp; Reason” displayed on the upper portion of the screen <b>before</b> continuing with the release process.</p>
4	<p>Check (✓) the “Release Receipt” box that corresponds with the EWR number to be released.</p> <p><b>Note:</b> If there are more EWR’s in the selected File Sequence Number, scroll through the page to view additional EWR’s. Ensure that the selected EWR corresponds to the receipt that has been repaid through APSS.</p>
5	<p>If the EWR is being released to a holder other than the previous holder, a warning message will be displayed on the Select Receipts for Release Screen. The following is an example of the screen with warning message.</p> 

371 “Releasing Receipts” Option (Continued)

B Selecting EWR’s to Release (Continued)

Step	Action																																
5	<p data-bbox="386 323 1438 464"><b>Note:</b> DMA’s using paper receipt shall release the receipt that has been repaid to the producer or authorized agent in the normal manner. The following message will display if the user attempts to release a paper receipt that has been repaid.</p> <div data-bbox="386 499 1360 758" style="border: 1px solid black; padding: 5px;"> <p style="text-align: center; background-color: #cccccc;">Search Receipts For Release</p> <p>MESSAGES</p> <ul style="list-style-type: none"> <li>• Error: ReleaseReceiptsAction - Paper receipts can be released only for receipt data error, downloaded in error, or reconcentration/split.</li> </ul> </div> <p data-bbox="386 793 1451 905">CLICK “<b>Back</b>” to undo the selection and redisplay all EWR’s for release. CLICK “<b>Continue</b>” to proceed with the release process. The Confirm Receipts for Release Screen will be displayed.</p> <p data-bbox="386 940 1295 976">The following is an example of a Confirm Receipts for Release Screen.</p> <div data-bbox="386 1014 1365 1549" style="border: 1px solid black; padding: 5px;">  <p data-bbox="412 1203 565 1392"><b>EWR Applications</b></p> <ul style="list-style-type: none"> <li>Request Receipts</li> <li>Send Receipts to APSS</li> <li><b>Release Receipts</b></li> <li>View Receipts</li> <li>DMA's Upload</li> <li>Change State, County, Commodity and Crop Year</li> </ul> <div data-bbox="634 1203 1338 1346" style="border: 1px solid black; padding: 2px;"> <p style="text-align: center;">Confirm Receipts for Release</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>State: Texas-42</td> <td>County: Arz County, TX-000</td> <td>CropYear: 2014</td> <td>File Sequence Number: EWH000008</td> </tr> <tr> <td>Warehouse Code: 72055</td> <td>Producer Name: Peanut Producer</td> <td>Provider Name: EWR Inc</td> <td>License Type: US</td> </tr> <tr> <td>Payment Type: Loan using EWR</td> <td>Commodity: PEANUTS</td> <td>Commodity Class: Virginia</td> <td>Unit of Measure: Tls</td> </tr> <tr> <td>Release To: VC Peanut DMA</td> <td>Current Date: 08/01/2014</td> <td colspan="2">Release Code &amp; Reason: 2 - Repayment Of Receipt</td> </tr> </table> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th>Receipt Number</th> <th>Producer Name on Receipt</th> <th>Previous Holder Name/ID</th> <th>Previous Holder As of</th> <th>Farm Number</th> <th>Grade</th> <th>Storage Paid Thru</th> <th>Weight</th> </tr> </thead> <tbody> <tr> <td>22122</td> <td>Peanut Producer</td> <td>NYZ Peanut LLC - W122460</td> <td>08/01/2014</td> <td>104</td> <td>1</td> <td>05/31/2015</td> <td>12.51</td> </tr> </tbody> </table> <p style="text-align: right; margin-top: 5px;"><b>Total Receipts Selected For Release: 1</b>      <b>Total Weight: 12.51</b></p> <p style="text-align: center; margin-top: 10px;"> <input type="button" value="Cancel"/>    <input type="button" value="Submit"/> </p> </div> </div>	State: Texas-42	County: Arz County, TX-000	CropYear: 2014	File Sequence Number: EWH000008	Warehouse Code: 72055	Producer Name: Peanut Producer	Provider Name: EWR Inc	License Type: US	Payment Type: Loan using EWR	Commodity: PEANUTS	Commodity Class: Virginia	Unit of Measure: Tls	Release To: VC Peanut DMA	Current Date: 08/01/2014	Release Code & Reason: 2 - Repayment Of Receipt		Receipt Number	Producer Name on Receipt	Previous Holder Name/ID	Previous Holder As of	Farm Number	Grade	Storage Paid Thru	Weight	22122	Peanut Producer	NYZ Peanut LLC - W122460	08/01/2014	104	1	05/31/2015	12.51
State: Texas-42	County: Arz County, TX-000	CropYear: 2014	File Sequence Number: EWH000008																														
Warehouse Code: 72055	Producer Name: Peanut Producer	Provider Name: EWR Inc	License Type: US																														
Payment Type: Loan using EWR	Commodity: PEANUTS	Commodity Class: Virginia	Unit of Measure: Tls																														
Release To: VC Peanut DMA	Current Date: 08/01/2014	Release Code & Reason: 2 - Repayment Of Receipt																															
Receipt Number	Producer Name on Receipt	Previous Holder Name/ID	Previous Holder As of	Farm Number	Grade	Storage Paid Thru	Weight																										
22122	Peanut Producer	NYZ Peanut LLC - W122460	08/01/2014	104	1	05/31/2015	12.51																										
6	<p data-bbox="386 1562 1425 1665">CLICK “<b>Submit</b>” to complete the release process. The Release Receipts Results Screen will be displayed. The user will have the option to have a printer friendly format.</p>																																
7	<p data-bbox="386 1677 1442 1736">CLICK “<b>Printer Friendly Page</b>” to print the data and file the report in the loan or LDP folder.</p>																																

**372 “View Receipts” Option****A General Information**

Under the EWR Applications Menu, CLICK:

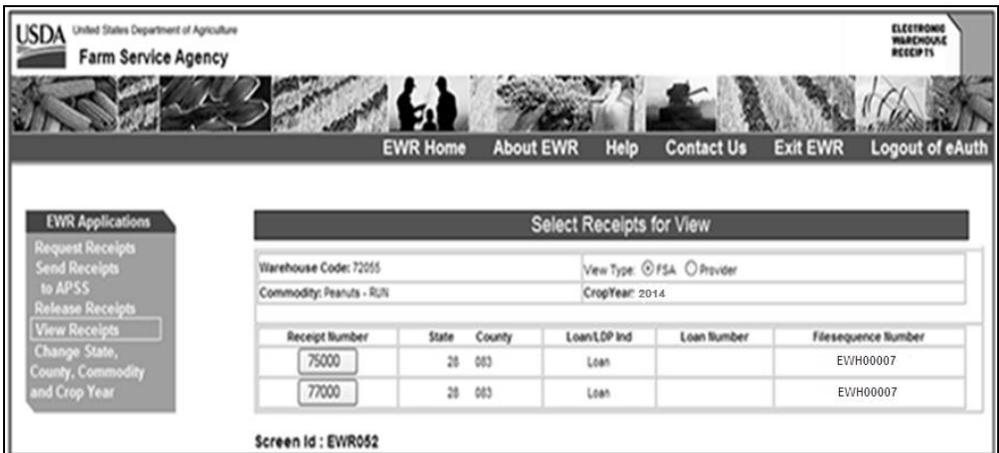
- **“View Receipt”** to inquire EWR’s
- **“Change State, County, Commodity and Crop Year”**, according to subparagraph 367 B, to view EWR’s meeting the specified criteria. Users will be prompted to indicate the following:
  - State
  - County
  - Commodity
  - Crop Year
  - Warehouse Code
  - Receipt No. (optional with warehouse code)
  - FSN.

**Note:** Enter either the warehouse code or FSN associated with EWR to view.

372 “View Receipts” Option (Continued)

**B View Receipts (Continued)**

The View Receipts option allows users to view the details of the selected EWR.

Step	Action
1	<p>Under the EWR Applications Menu, CLICK “<b>View Receipts</b>” to access the view receipt functions. The following is an example of the View Receipts Screen.</p>  <p>Select the applicable “<b>Warehouse Code</b>” or “<b>File Sequence Number/Producer</b>” option from the drop-down lists, and type in the receipt number, if desired (this is optional).</p>
2	<p>CLICK “<b>Submit</b>”. The following Select Receipts for View Screen will be displayed.</p> 

372 “View Receipts” Option (Continued)

B View Receipts (Continued)

Step	Action																																																																																																																								
3	<p>Click the applicable button to select “<b>View Type</b>” as follows:</p> <ul style="list-style-type: none"> <li>• <b>FSA</b> - to view EWR’s and paper receipts, if applicable</li> <li>• <b>Provider</b> - to view EWR’s in the Provider system.</li> </ul> <p><b>Note:</b> Paper warehouse receipts may be viewed using the “<b>FSA</b>” view type only. If “<b>View Type</b>”, “<b>Provider</b>” is selected, an error message will be displayed.</p>																																																																																																																								
4	<p>Under the “<b>Receipt Number</b>” column, click the receipt number to be viewed. The EWR data will be displayed. The following is an example of “<b>View Type</b>”, “<b>FSA</b>”.</p> <div data-bbox="391 695 1446 1213" style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;">Report of FSA View As of 10/15/14</p> <p><b>Electronic Warehouse Receipt</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>File Sequence Number: EWH000021</td> <td>Crop Year: 2014</td> <td>Warehouse Code: 72123</td> <td>Rcpt Number: 120150</td> <td>License Type Code: US</td> <td>License Number</td> <td>Negotiable Rcpt Y</td> <td>Insured Y</td> </tr> <tr> <td>Paper Number 0</td> <td>Pri Unit of Measure: TN</td> <td>Pri Gross Units: 25.03</td> <td>Pri Net Units: 24.04</td> <td>Warehouseman in Depositor: N</td> <td>Sec Unit of Measure: LB</td> <td>Sec Gross Unit: 0</td> <td>Sec Net Units: 40205</td> </tr> <tr> <td>Merged Warehouse: N</td> <td>FSA Status: Pkg Processed</td> <td>FSA State Code: 13</td> <td>FSA County Code: 017</td> <td>Date Rcpt Issued: 10/22/2013</td> <td>Release Reason:</td> <td>Date/Time Last Changed: Friday, November 8, 2013 8:58:54 PM CST</td> <td>Delivery City: TFTON</td> </tr> <tr> <td>Warehouse Name: Peanuts LLC</td> <td>Delivery State Code: GA</td> <td>Delivery County Code:</td> <td>Warehouseman Signature: N/ JOHN SMITH</td> <td>Received From: JAMEI DOE</td> <td>Farm Number: 3200</td> <td>Farm State Code: 13</td> <td>Producer Name: JAMEI DOE</td> </tr> <tr> <td>Farm County Code : 017</td> <td>Curr Holder Id: C000001</td> <td>Curr Holder Name: CCC - Kansas City</td> <td>Curr Holder Date/Time: Friday, September 25, 2014 1:23:32 PM CST</td> <td>Sub Holder Id:</td> <td>Sub Holder Name:</td> <td>Sub Holder Date/Time:</td> <td>Prev Holder Id: W072003</td> </tr> <tr> <td>Prev Holder Name: Tifton Quality Peanuts LLC</td> <td>Prev Holder Date/Time: Friday, August 1, 2014 1:05:50 PM CDT</td> <td>Provider Id: 4701</td> <td>Storage Start Date: 10/13/2013</td> <td>Prepaid in Charges: 2.48</td> <td>Prepaid Out Charges: 0</td> <td>Storage Charge: 0</td> <td>Date Storage Paid Thru: 09/01/2014</td> </tr> <tr> <td>Grade: 1</td> <td>Graded: F</td> <td>Class: RUI</td> <td>Commodity: PEANUTS</td> <td>Receiving Chrg Paid Ind: N</td> <td></td> <td></td> <td></td> </tr> </table> <p><b>Electronic Warehouse Receipt Classing</b></p> <table border="1" style="width: 100%; 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C Viewing Reports

Under the EWR Applications Menu, when PSD and authorized State Office users CLICK “View Report” the list of EWR’s and detail EWR data of EWR’s with the following status can be viewed:

- “Downloaded”
- “Sent to APSS”
- “Released for Repayment”
- “Released for Other Reasons”.

**373 Reconciling Warehouse-Stored Loans Using EWR's****A General Information**

8-LP, Part 6, Section 3 provides guidelines on reconciling loan collateral. Currently, APSS does **not** have the ability to process a warehouse-to-warehouse transfer using EWR's automatically. Warehouses electing to issue EWR's on the peanuts being reconciled shall complete the reconciliation process according to this paragraph in addition to the provisions in 8-LP.

**B Releasing EWR's**

After CCC-699 approval, County Offices shall:

- print the **original** EWR using FSA's web-based EWR system and attach the printout to the original CCC-699
- release the **original** EWR using FSA's web-based EWR system, selecting Release & Code "**4 - Reconciliation/Split**"
- notify the producer and the warehouse that EWR has been released for reconciliation.

**C Distributing CCC-699's**

County Offices shall:

- keep original CCC-699 in the County Office security file
- send warehouse operator's copy to the warehouse
- send producer's copy to producer, CMA, or DMA
- file a copy of EWR in the producer's loan folder and file folder in suspense file
- follow up to ensure that:
  - the commodity is reconciled
  - new EWR's are received by County Offices within 30 calendar days from the date of approval
  - County Offices receive replacement EWR numbers and warehouse information from receiving warehouses.

**373 Reconciling Warehouse-Stored Loans Using EWR's (Continued)****D Processing Replacement EWR's**

Upon notification by the warehouse that the replacement EWR is ready for retrieval, County Offices shall use FSA's web-based EWR system to:

- request the replacement EWR according to paragraph 368
- print each replacement EWR that has been downloaded
- review each replacement EWR according to 8-LP, subparagraph 630 A
- contact the issuing warehouse if there are any questions about the replacement EWR
- send the downloaded replacement EWR to APSS according to paragraph 369.

**E Processing Transfers Using EWR's in APSS**

Use the correction process to according to 12-PS to reverse the original loan and re-process the new loan using the replacement receipt. If applicable, record any loan repayment associated with the original loan.

**F Releasing Replacement EWR's**

When the outstanding quantity was repaid during reconcentration, record the repayment in the normal manner. County Offices shall release replacement EWR's that have been repaid according to paragraph 371 using Release Code & Reason, "**2 - Repayment of Receipts**".

## 374 Handling Preprocessed DMA Files

### A General Information

Peanut DMA's have the option to submit preprocessed files containing paper warehouse receipt or EWR data to their designated service County Office when requesting peanut MAL's and LDP's. DMA's shall:

- prepare the file according to FSA specified requirements in Exhibit 32
- e-mail the preprocessed file with the loan application to the DMA service County Office contact in Exhibit 45.

The designated DMA service County Office shall accept preprocessed files submitted by DMA's and do the following:

- validate the preprocessed file according to 1-CMA and all other requirements for processing peanut loans and LDP's
- use FSA's web-based EWR system according to this notice
- notify DMA of errors in the preprocessed file
- complete and disburse DMA loan applications in APSS
- complete and disburse LDP applications using eLDP.

Peanut DMA's shall be responsible for initiating corrections to errors in EWR's.

### B Preparing DMA Preprocessed Files

DMA's shall **separate** the preprocessed files using paper warehouse receipts from those using EWR's.

Preprocessed file submitted by DMA's shall be prepared according to the file layout in Exhibit 32. Paper warehouse receipts and EWR's on each file shall meet all warehouse receipt requirements and grouped together according to subparagraph C.

374 Handling Preprocessed DMA Files (Continued)

**C Submitting the Preprocessed File to the service County Office**

In addition to all other loan or LDP requirements, DMA’s electing to use preprocessed files shall e-mail their loan requests to their designated service County Office with preprocessed files attached. The e-mail shall include a list of the preprocessed files along with the following information associated with **each** file:

- application date
- original approval date
- date of lien search
- disbursement date (same as “Date Documents Received” date).

See Exhibit 45 for the e-mail addresses of DMA service County Offices.

**Note:** DMA’s electing **not** to use a preprocessed file shall continue to submit loan or LDP requests to their service County Office according to normal procedures for loans or LDP’s.

**D Accepting Preprocessed DMA Files**

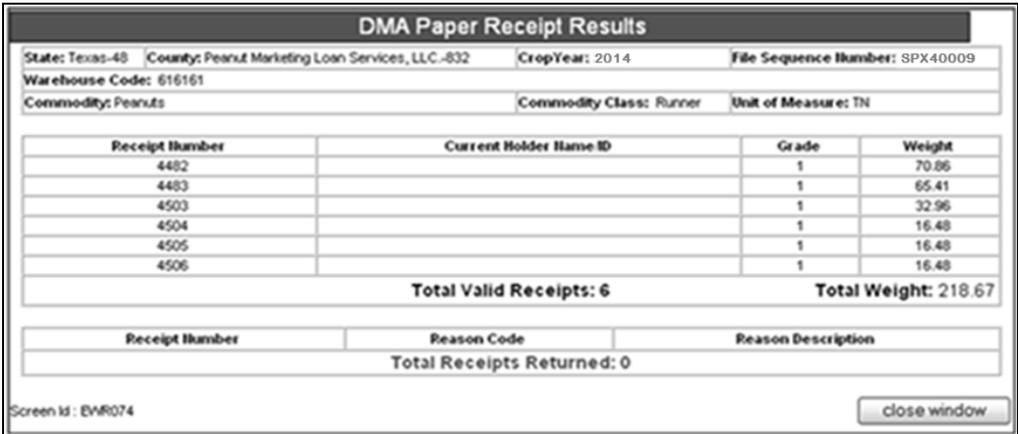
DMA service County Offices shall process the preprocessed file attachment received from DMA according to this table and Exhibit 32.

Step	Action
1	Print e-mail received with DMA loan or LDP application. Keep a copy of the e-mail in DMA’s loan folder.
2	Create a crop year-specific folder named <b>F:\Application Data\yyyy Peanut EWR</b> , where “yyyy” is the applicable crop year.  <b>Example: F:\Application Data\2014 Peanut EWR</b> , for 2014 crop year preprocessed files.
3	Save the preprocessed file attachment to the folder that was created.

374 Handling Preprocessed DMA Files (Continued)

E Uploading DMA Files

Upload the preprocessed DMA file to FSA’s web-based EWR system according to this table.

Step	Action
1	<p>Access FSA’s web-based EWR system according to paragraph 367.</p> <p><b>Note:</b> Under the EWR Applications Menu, DMA service County Office shall have a “DMA’s Upload” option displayed.</p>
2	<p>Under the EWR Applications Menu, CLICK “DMA’s Upload”. The following is an example of the Select Upload File for DMA Screen that will be displayed.</p> 
3	<p>CLICK “Browse” and select the applicable preprocessed file to upload.</p>
4	<p>CLICK “Upload”. If the selected preprocessed file has paper receipts, the DMA Paper Receipt Results Screen will be displayed.</p> 
	<p><b>Note:</b> DMA files using EWR may be viewed using either the “FSA” or “Provider” view options. DMA paper warehouse receipts may <b>only</b> be viewed using “FSA” view type.</p>

374 Handling Preprocessed DMA Files (Continued)

F Viewing DMA Receipts

Before sending the preprocessed electronic file to APSS, users shall view the receipts to ensure that the requirements are met according to subparagraph 372 B. Preprocessed paper warehouse receipt files are sent automatically to APSS, so paper warehouse receipt data can viewed after the transfer process has been completed.

Preprocessed DMA files with paper warehouse receipts can be viewed using the “View Type”, “FSA” only. The following is an example of the View Receipts Screen to select the paper warehouse receipt to view.

CLICK “Submit” to select the file to view. The following is an example of the Select Receipts for View Screen that will be displayed.

Filesequence Number	Warehouse Code	Crop Year	View Type	
SXP40025	616161	2014	<input checked="" type="radio"/> FSA <input type="radio"/> Provider	
Receipt Number	State	County	Loan LDP Ind	Loan Number
4482	48	832	Loan	
4483	48	832	Loan	
4503	48	832	Loan	
4504	48	832	Loan	
4505	48	832	Loan	
4506	48	832	Loan	

Screen Id : EWR052

Under the “Receipt Number” column, click the receipt number to view receipt details.

374 Handling Preprocessed DMA Files (Continued)

F Viewing DMA Receipts (Continued)

The following is an example of the Report of Paper Receipt View.

Report of Paper Receipt View As of 10/29/2014							
<b>Electronic Warehouse Receipt</b>							
File Sequence Number: SXP40025	Crop Year: 2014	Warehouse Code: 72999	Rcpt Number : 2081	License Type Code: US	License Number 6-0263	Negotiable Rcpt Y	Insured Y
Paper Number 2081	Pri Unit of Measure: TN	Pri Gross Unit: 33.53	Pri Net Units: 33.02	Warehouseman is Depositor:	Sec Unit of Measure: LB	Sec Gross Unit: 0	Sec Net Units: 66049
Merged Warehouse: N	FSA Status: Sent To APSS	FSA State Code: 48	FSA County Code: 832	Date Rcpt Issued: 10/20/2014	Release Reason:	Date/Time Last Changed: Monday, October 20, 2014 8:27:50 AM CST	Delivery City:
Warehouse Name: Peanut Co LTD	Delivery State Code: 48	Delivery County Code: 000	Warehouseman Signature:	Received From:	Farm Number:	Farm State Code:	Producer Name :
Farm County Code :	Curr Holder Id:	Curr Holder Name:	Curr Holder Date/Time:	Sub Holder Id:	Sub Holder Name:	Sub Holder Date/Time:	Prev Holder Id:
Prev Holder Name:	Prev Holder Date/Time:	Provider Id: 4701	Storage Start Date: 10/20/2014	Prepaid In Charges: 0	Prepaid Out Charges: 0	Storage Charge: 0	Date Storage Paid Thru: 07/31/2015
Grade: 1	Graded:	Class: SPW	Commodity: PEANUTS	Receiving Chrg Paid Ind: N			
<b>Electronic Warehouse Receipt Classing</b>							
Loose Shelled Kernel (LSK) Tons: 0.51	LSK Pounds: 1,019	Total Tons: 33.53	Total Pounds: 67,068	Moisture: 9	Total Damage Kernel Pct (Pct): 0	Foreign Material (FM) Pct: 3.69	Virginia ELK Pct: 0
Virginia Fancy Pct: 0	Valencia Cracked Pct: 0	Valencia Discolored Pct: 0	Total KRS : 0	SMKRS Pct: 70	Sound Splits (SS) Pct: 2.43	Total SMK Pct: 72.43	Other Kernels (OK) Pct: 4.57
Damaged Split Pct: 0	Total Kernel Pct: 79.43	Hull Pct: 23	Flavus Found:	Total Hull Kernel Pct: 100	Freeze Pct: 0	RMD Pct:	Storage Status:
Parent Warehouse City:	Parent Warehouse State:	Lot Number:	Receiving Charge (Chg) Amount:	Receiving Chg Paid: N	Receiving Chg Per:	Cleaning Chg:	Drying Chg:
Clean Dry Chg:	Hauling Chg:	Other Chg:	Custom Harvesting Chg:	Seed Account Chg:	Monthly Storage Chg:	Total Cleaning Chg:	Total Drying Chg:
Total Clean Dry Chg:	Total Hauling Chg:	Total Other Chg:	Buying Point Number: 48	Buying Point Name:	Receipt Value:	CCC Loan Status:	
<b>Price Support</b>							
Loan/LDP Number:	Date Loan/LDP Approved:	Date Loan/LDP Application:	Date Loan/LDP Disbursement:	Rcpt Loan Value: \$0.00	Date Loan Documents Received:	Date Loan Repayment:	Date/Time Rcpt Released:
Loan or LDP: Loan	Recourse/Non-Recourse Loan::	Date Forfeited:	CCC Storage Paid Thru Date:	Loan Maturity Date:			
<input type="button" value="Back"/> <input type="button" value="Printer Friendly Page"/>							
Screen Id : EWR054							

374 Handling Preprocessed DMA Files (Continued)

G Sending Preprocessed DMA Files to APSS

Send the preprocessed file to APSS according to the following table.

Step	Action
1	<p data-bbox="391 401 1360 470">Under the EWR Applications Menu, CLICK “Send Receipts to APSS” and complete the process according to paragraph 369.</p> <p data-bbox="391 510 1373 541">The following is an example of a “Search Receipts to Send to APSS” Screen.</p> <div data-bbox="391 579 1446 1037" style="border: 1px solid black; padding: 5px;">  </div> <p data-bbox="391 1079 1446 1110"><b>Note:</b> The preprocessed DMA file will be displayed when users do the following:</p> <ul data-bbox="483 1155 1406 1289" style="list-style-type: none"> <li>• for “File Selection Criteria” CLICK “All Files”</li> <li>• from the “File Sequence Num/Producer” drop-down list, select the applicable preprocessed file to send to APSS.</li> </ul>

374 Handling Preprocessed DMA Files (Continued)

G Sending Preprocessed DMA Files to APSS (Continued)

Step	Action
2	<p>Review and verify the receipts to be sent to APSS displayed on the Send Receipts to APSS Screen.</p> <p>The following is an example of the Send Receipts to APSS Screen.</p>  <p>CLICK “<b>Submit</b>” to send the receipt to APSS.</p>
3	Perform the normal loan or LDP and producer ID and verification routines in APSS.
4	Complete the loan or LDP-making process and disburse the loan to the account specified by DMA in the normal manner.

H Releasing Paper Warehouse Receipts Included in Preprocessed DMA Files

Paper warehouse receipts shall be released:

- when receipt has error
- when receipt was downloaded in error
- for reconcentrations and/or splits.

See subparagraph 371 A for the Release Code & Reason to use when releasing paper warehouse receipts.

375 Processing eLDP's Using EWR

**A General Information**

eLDP software allows FSA County Offices to use EWR's to process eLDP's. EWR's downloaded for eLDP will be marked for exclusive use of the State and County Office that downloaded the EWR and will block other users from using the same EWR to request for another MAL or LDP.

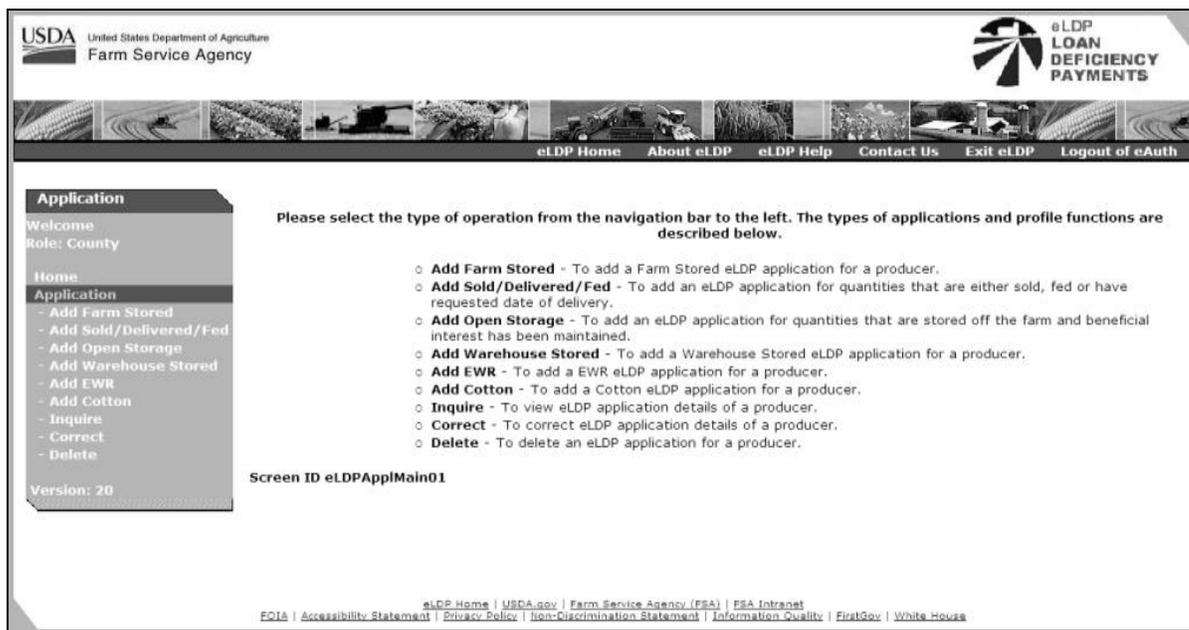
The eLDP requestor using EWR **must** provide to the Service Center, the warehouse code and EWR numbers that go with the eLDP application. The eLDP system will retrieve the EWR's based on the information specified in the eLDP request, and will add the quantity from the EWR's that were successfully downloaded. The resulting quantity shall be used to complete the eLDP application.

eLDP can be accessed at <http://intranet.fsa.usda.gov/fsa/applications.asp>. Select "eLDP - Electronic Loan Deficiency Payments" from the list of applications. See 15-PS for additional information on processing eLDP request.

**B Adding EWR to eLDP Request**

Users **must** complete the eLDP preprocessing requirements according to 15-PS, Part 2, before processing the eLDP request. If the producer is using EWR with the application, the user **must** CLICK "Add EWR" on the Screen ID eLDPAppMain01.

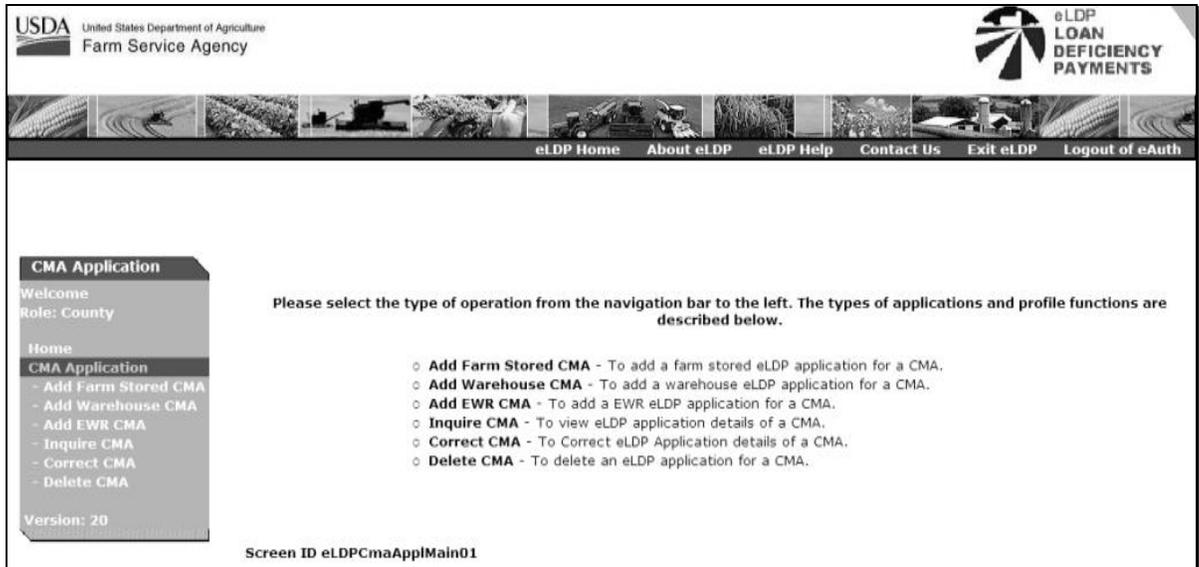
The following is an example of the Screen ID eLDPAppMain01.



375 Processing eLDP's Using EWR (Continued)

**B Adding EWR to eLDP Request (Continued)**

If the user is a CMA or DMA Service Center, the following screen will be displayed.



Complete the applicable Producer Search and Storage Location Screens according to 15-PS, paragraphs 321 and 322.

When completed, Screen ID eLDPAppPayInfo2, Part B Producer Payment Information section will be displayed. Enter the EWR numbers associated with the request at the lower section of Part B. Enter individual EWR numbers in the “**Warehouse Receipt #**” column. Indicate “**Rows to Add**” as needed, and CLICK “**Add Rows**”. User may add 5 rows at a time.

The following is an example of the EWR entry block.



## 375 Processing eLDP's Using EWR (Continued)

**B Adding EWR to eLDP Request (Continued)**

CLICK “**Clear**”, to clear EWR entry on each line. After all EWR's are listed, CLICK “**Get EWRs**”, to download EWR's into eLDP.

If the download is successful, the Quantity column will be automatically filled. The “**EWR Message**” column will display the status of the download process, or display any error message, if applicable.

The following is an example of the result of a request.

EWR Quantity Information		
Warehouse Receipt#	Quantity (Cwt.)	EWR Message
1861	123.45	Downloaded
<input type="button" value="Calculate"/> <input type="button" value="Edit"/> <input type="button" value="Back"/> <input type="button" value="Cancel"/> <input type="button" value="Help"/>		
Screen ID: eLDPAppPayInfo03		

CLICK “**Back**” to return to the previous screen, Storage Location Screen, to correct warehouse code entry. CLICK “**Edit**” to return to the previous page that allows users to add or remove EWR's that were previous entered. If there are no errors in the entry, CLICK “**Calculate**”. The screen will be redisplayed with the summary based on the EWR's that were successfully downloaded.

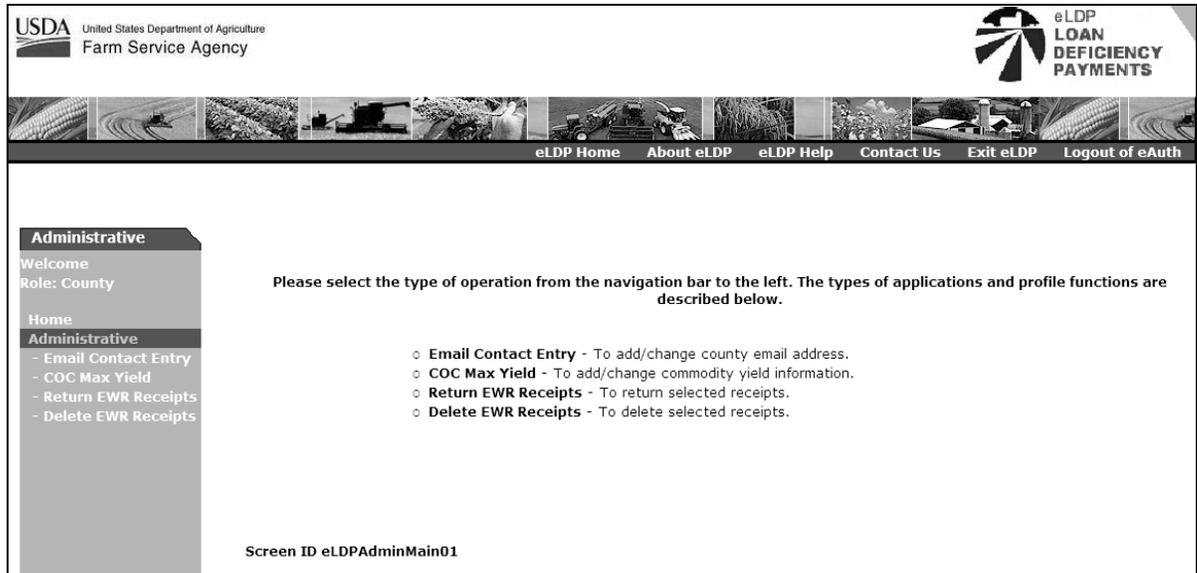
**C Completing eLDP Request**

Complete the eLDP application in the normal manner. Print the pdf format of the Application Summary and file in the producer folder.

## 375 Processing eLDP's Using EWR (Continued)

## D Returning EWR's

The Administrative menu has been enhanced to handle EWR-related functionality. The following is an example of Screen ID eLDPAdminMain01.



The option to:

- “**Return EWR Receipt**” shall be used if the eLDP system times-out or if the connection is dropped during the download process

**Note:** This option will display Screen ID Return EWR Receipts and allow the user to return the EWR to the Provider. The EWR will be reset to its pre-download status and will be available for re-download by the user.

- “**Delete EWR Receipts**” shall be used **only** after the “**Return Receipts**” function was **not** completed successfully.

**Note:** This option will display Screen ID Delete EWR Receipts and allow the user to remove the EWR from the eLDP system.

User may view the receipt according to paragraph 372, to verify the status of the EWR.

376-390 (Reserved)

**Part 7 Peanut DMA's****Section 1 General Provisions****391 Overview****A Availability**

According to 7 CFR Part 1421 Subpart E, under CCC's peanut MAL program, peanut MAL's and LDP's are available to peanut producers according to the general regulations governing 2014 through 2018 peanut crops. Peanut producers may obtain MAL's and LDP's from any of the following:

- CMA's
- DMA's
- FSA County Offices.

**B Related Handbooks**

FSA handbooks that DMA's **must** have and be knowledgeable of, related to peanut MAL's and LDP's include the following:

- 1-CM for signature and authorization requirements for FAXed signatures, powers of attorney, and assignments
- 1-CMA for producer and payment eligibility information
- 1-FI for processing payment through NPS
- 3-FI for handling remittances
- 50-FI for CCC interest rates
- 58-FI for managing receivables and claims
- 63-FI for financial services and Web applications
- 8-LP for general MAL and LDP provisions
- 5-PL for payment eligibility, payment limitation, and AGI for Agricultural Act of 2014
- 12-PS for APSS procedure.

**392 DMA Responsibilities****A DMA Action as Agent for CCC**

DMA shall act as CCC's agent for the following purposes:

- preparing and executing CCC peanut MAL and CCC-633 EZ documents
- determining that producers and the commodity are eligible for MAL's, LDP's, or marketing gain
- determining that eligible peanuts are free and clear of all liens by performing lien searches at DMA expense
- instructing the holder of EWR's, if applicable, to notify EWR provider to amend EWR to show CCC is the holder
- receiving CCC funds from DMA service County Office, previously approved by CCC, for peanut MAL or LDP amounts shown on MAL or LDP documents presented to the DMA service County Office
- disbursing CCC peanut MAL and LDP proceeds to individual producers who have beneficial interest in eligible peanuts
- preparing and executing documents for MAL repayments
- collecting repayment funds from producers or buyers and transmitting repayments funds to CCC
- transmitting documents to render forfeited collateral to CCC
- collecting data for reporting to CCC, as required by CCC.

**392 DMA Responsibilities (Continued)****B Additional DMA Responsibilities**

As part of performing the responsibilities in subparagraph A, DMA's shall:

- perform services according to the procedures in the applicable peanut program regulations and notices published in FR, applicable peanut FSA handbooks and amendments thereto, and any notices or instructions issued by DAFP
- make and service CCC peanut MAL's and LDP's , only upon presenting warehouse receipts, unless otherwise directed by CCC
- become familiar with the peanut program as set for in the applicable regulations, notices published in FR, applicable peanut FSA handbooks and amendments thereto, forms and any other instructions issued about the peanut loan program
- attend DMA, peanut MAL, and peanut LDP program training offered by CCC at DMA expense
- provide sufficient personnel, computer hardware, computer communications systems, and software, as determined necessary by CCC, to administer the peanut MAL and LDP program.

**392 DMA Responsibilities (Continued)****C Prohibited DMA Activities**

DMA's shall **not**:

- pool producer's peanuts to obtain peanut MAL's or LDP's from CCC
- pool proceeds obtained from peanut MAL's or LDP's made by CCC
- make farm-stored certified or measured MAL's or LDP's, unless authorized by CCC
- take title to any peanuts
- operate DMA operation under the same entity and TIN that is a CCC-approved CMA
- because of race, color, national origin, gender, religion, age, disability, political belief, sexual orientation, and marital or family status, deny any producer from participating in MAL or LDP for which they would otherwise be eligible to obtain benefits earned by participating in the peanut MAL or LDP program
- refuse services to producers because DMA was **not** granted a power of attorney on FSA-211 for executing MAL documents to obtain loans, repay loans for producers, obtaining LDP's, or marketing producer's peanuts
- adopt any scheme or device to circumvent MAL and LDP program regulation purposes, the regulations governing DMA's, or its agreement with CCC
- make MAL's or LDP's to producers involved in a bankruptcy proceeding

**Note:** Advise producers to contact their administrative FSA County Office.

- make MAL's or LDP's on ineligible peanuts.

**393 CCC Authority and Responsibilities**

**A DAFP Responsibilities**

DAFP shall provide peanut program general direction and supervision.

**B PSD Responsibilities**

PSD shall:

- administer the peanut program
- administer requirements in this handbook
- receive and approve or disapprove DMA applications
- provide producer eligibility data to DMA's that will be used to determine whether the producer is an eligible producer or if the producer is eligible for MLG or LDP, when applicable
- make FSA claims, assignments, debts, and other applicable information available to DMA's
- perform DMA administrative reviews.

**C FMD Responsibilities**

FMD shall:

- hold security that DMA's provide to CCC
- provide CCC's peanut program interest rate to DMA's
- approve and monitor the amount of DMA drawdown accounts.

**394 DMA Service County Office Responsibilities**

**A Designated DMA Service County Office Responsibilities**

FSA County Office designated to be DMA service County Offices shall:

- accept and process peanut MAL and CCC-633 EZ's from DMA

**Note:** DMA will bundle MAL and LDP requests received from individual producers with the same disbursement date. DMA service County Offices will provide a single MAL or LDP to DMA that covers the quantities represented by multiple receipts from multiple producers.

- hold paper warehouse receipts if EWR's are **not** available
- disburse MAL and/or LDP to DMA-designated bank account by direct deposit
- provide MAL and/or LDP documents to DMA.

**B DMA Service County Office Limitations**

FSA County Office designated to be DMA service County Offices shall **not**:

- determine commodity and producer eligibility
- charge DMA a service fee
- collect assessments for DMA loans.

**395-419 (Reserved)**

**Section 2 Applying for DMA Status and Annual Recertification****420 Application Process****A Requesting DMA Status**

Entities or subsidiaries that provide marketing functions for peanut producer marketing associations that want to apply for DMA status shall submit the following documents and information to PSD:

- 2 properly executed CCC-912-P's
- audited financial statement less than 1 year old on date submitted, including accompanying notes, schedules, or exhibits, certified by a certified public accountant as fairly representing the entity's financial condition

**Note:** A pro-forma financial statement may be submitted if the entity to perform DMA services is a new entity.

- TIN applicable to the entity
- list of employees involved in CCC program activities, including current directors, officers, and primary owners
- signature samples of DMA employees authorized to sign CCC documents
- copy of applicable incorporating or partnership documents
- contact person's:
  - name and title
  - mailing address
  - e-mail address
  - phone number
  - FAX number
- narrative explaining how the proposed DMA entity or parent entity provides marketing services to a marketing association of peanut producers
- additional financial security, if applicable, according to paragraph 422.

**420 Application Process (Continued)****A Requesting DMA Status (Continued)**

- nomination of an FSA County Office to serve as the DMA service County Office
- certification as follows:

“We certify to the Farm Service Agency that [*insert name of DMA*], a CCC-approved Peanut Designated Marketing Association, [*insert “is” or “is not”*] controlled, either directly or indirectly, by a person or entity that acquires peanuts for processing or crushing through a business involved in buying and selling peanuts or peanut products.”

- the name, address, and telephone number of the DMA software provider
- amount needed, if any, for a CCC-authorized funds drawdown account
- any additional information requested by PSD.

**B DMA Status Updates**

After submitting documentation, promptly notify the Director, PSD, if any changes are made to the submitted documents.

**421 DMA Approval and Activation Process Summary**

**A Approving and Activating DMA's**

DMA's shall obtain approval and are activated according to subparagraph B.

**B Actions Required**

The following actions are required for DMA approval and activation.

Step	Action
1	<p>Potential DMA shall complete and FedEx application documents to the Director, PSD at the following address.</p> <p style="padding-left: 40px;">DIRECTOR FARM SERVICE AGENCY, PRICE SUPPORT DIVISION 1400 INDEPENDENCE AVE SW RM 4095 WASHINGTON DC 20250-4095 Phone: 202-720-9011</p>
2	<p>PSD shall:</p> <ul style="list-style-type: none"> <li>• review application documents</li> <li>• obtain additional information to support the application and, if necessary</li> <li>• grant entity approval or disapproval to act as DMA.</li> </ul>
3	<p>DMA shall:</p> <ul style="list-style-type: none"> <li>• provide PSD the following: <ul style="list-style-type: none"> <li>• list of all employees authorized to sign CCC documents for DMA</li> <li>• signature samples for everyone authorized to sign CCC documents</li> <li>• test files and other documents as required by PSD to demonstrate hardware and software accuracy</li> <li>• copies of DMA computer-generated CCC forms, if any</li> </ul> </li> <li>• contact PSD for assistance in obtaining a user ID and password to submit and receive CMA eligibility process files, if <b>not</b> already established for CMA purposes</li> <li>• establish a bank account enabled to receive direct deposit funds from CCC.</li> </ul>
4	<p>PSD shall:</p> <ul style="list-style-type: none"> <li>• coordinate establishing DMA system files on the DMA service County Office computer system</li> <li>• provide DMA training to DMA and to the DMA service County Office.</li> </ul>

**422 Financial Security Requirements****A Amount of Financial Security Required**

DMA's shall provide an:

- initial amount of financial security according to this subparagraph
- amount of financial security as determined by CCC during the annual recertification for DMA status conducted according to paragraph 423.

The financial security shall be in the following 2 parts:

- a current net worth ration of at least 1:1, current net worth being the DMA's current assets minus current liabilities, according to the financial statement provided for DMA that includes the following:

- application
- recertification for DMA status

**Note:** The current net worth of an existing entity with CMA status may be included in calculating the current net worth of a subsidiary that will have DMA status, according to a consolidated financial statement.

- an additional security type, according to subparagraph B, equal to \$100,000 or greater, as determined by CCC.

**422 Financial Security Requirements (Continued)****B Additional Types of Financial Security**

Additional types of financial security shall be any of the following:

- certified or cashier's check payable to CCC
- an irrevocable commercial letter of credit in a form acceptable to CCC and meeting the following minimal requirements:
  - contains default provisions similar to the following:

“the amount of the letter of credit is available upon submission of a dated statement issued on the letterhead of the beneficiary and signed by an authorized representative stating that:

    - demand is made for payment under this letter of credit in the amount of \$ \_\_\_\_\_
    - the undersigned representative of the Commodity Credit Corporation (CCC) hereby certifies that \_\_\_\_\_, a CCC-approved Designated Marketing Association, has failed to perform its obligations as required by its agreement with CCC on form CCC-912-P and is; therefore, in default under said agreement”
  - the term of the letter of credit shall be for at least 1 year
- a performance or surety bond conditioned on DMA fully discharging all of its obligations under this agreement
- other form of security, as CCC may deem appropriate.

422 Financial Security Requirements (Continued)

**C Liability**

DMA:

- shall hold CCC harmless from any claim made against CCC in connection with any MAL or LDP making, MAL servicing, or other activity carried out by DMA **not** according to the terms and conditions of the DMA agreement
- is liable to CCC for any losses incurred by CCC because of DMA failure to discharge all of its obligations under this agreement; payment in the amount of such losses shall be made:
  - first, to CCC from the financial security provided by DMA
  - second, by DMA if the amount of the loss exceeds the amount of the financial security.

**423 DMA Status Annual Recertification****A Timeframe**

DMA shall, within 4 months after the end of DMA's fiscal year, furnish all items in subparagraph B to PSD.

**B Recertification Documents**

The following documents shall be provided by DMA to PSD:

- a current and audited financial statement prepared according to generally accepted accounting principles
- a report of audit or review of the financial statement conducted by an independent certified public accountant

**Note:** The certified public accountant's report of audit or review shall include the accountant's certifications, assurances, opinions, comments, and notes with respect to the financial statement.

- additional financial security as determined by CCC, if the financial security on file with CCC does **not** meet current requirements or has expired
- basic DMA data and materials including the following:
  - any changes to DMA name, contact person's name, DMA address, telephone number, FAX number, or e-mail addresses
  - a current list of DMA employees authorized to conduct CCC business
- name, address, and telephone number of DMA software provide
- all completed DMA computer-generated CCC forms.

**424-429 (Reserved)**



**Section 3 Terminating or Suspending DMA Agreements****430 Terminating DMA Status****A Terminating With 30-Calendar-Day Notice**

The DMA agreement may be terminated by either party at any time a 30-calendar-days written notice is provided to the other party.

**B Immediate Termination**

The DMA agreement may be terminated by CCC without providing a 30-calendar-day notice, if CCC determines that DMA has failed to meet the terms and conditions of the DMA agreement.

**431 Suspending DMA Status****A Noncompliance Determination**

If CCC determines that DMA is **not** in compliance with the DMA agreement, CCC may also:

- suspend DMA from making new peanut MAL's and LDP's
- lift the suspension, if DMA can come into compliance with CCC terms and conditions within a time period established by CCC.

**B Executing Documents**

If DMA sends a notice of termination to CCC or receives a notice of termination from CCC, DMA shall immediately cease executing MAL or LDP documents.

**432-434 (Reserved)**



Section 4 DMA Processing of MAL's and LDP's

435 Processing MAL and LDP Requests

A Instructions for Processing Requests

DMA's shall follow subparagraph B for processing requests.

B Actions

The following table provides steps for processing MAL and LDP requests.

Step	Action
1	<p>Peanut producer:</p> <ul style="list-style-type: none"> <li>• may request MAL or LDP at DMA</li> </ul> <p><b>Note:</b> For LDP's, producers should file CCC-633 EZ, page 1, <b>before</b> loss of beneficial interest.</p> <ul style="list-style-type: none"> <li>• shall provide beneficial interest information</li> <li>• may provide FSA-211 according to paragraphs 450 through 452, at his or her option</li> </ul> <p><b>Note:</b> According to 1-CM, Exhibit 50, FSA-211 is <b>not</b> approved for a FAXed signature.</p> <ul style="list-style-type: none"> <li>• shall provide jurisdictional data on CCC-10 for lien search purposes only</li> <li>• shall deliver to DMA 1 of the following: <ul style="list-style-type: none"> <li>• individual paper warehouse receipts in producer's name</li> <li>• EWR number, warehouse code, and EWR provider's name.</li> </ul> </li> </ul>
2	<p>DMA shall follow procedures to determine whether the producer and commodity is eligible, based on beneficial interest, for MAL's and LDP's. See paragraph 29 for beneficial interest provisions. If beneficial interest is:</p> <ul style="list-style-type: none"> <li>• held by the producer at the time of MAL or LDP, the process shall continue</li> <li>• lost by the producer before requesting MAL or LDP, the process shall stop.</li> </ul>
3	<p>DMA shall verify producer eligibility according to 1-CMA. If the producer is:</p> <ul style="list-style-type: none"> <li>• eligible, the process shall continue</li> <li>• ineligible, DMA shall return the documents submitted by the producer in step 1 and stop the MAL or LDP process.</li> </ul> <p>DMA shall enter into FSA-211 with the producer, according to paragraphs 450 through 452, if requested by producer.</p>

435 Processing MAL and LDP Requests (Continued)

B Actions (Continued)

Step	Action	
4	<b>IF request is...</b>	<b>THEN DMA shall...</b>
	MAL	<ul style="list-style-type: none"> <li>• complete lien search at DMA expense and if liens exist, obtain lien waiver on CCC-679</li> <li>• if EWR’s are available, instruct producer to notify EWR provider to amend EWR to show CCC as holder</li> <li>• complete CCC-678 and obtain MAL forms</li> <li>• give CCC-601 and CCC-678 to each producer</li> <li>• if applicable, obtain CCC-674 or SF-LLL according to 8-LP, paragraph 28</li> <li>• if using DMA preprocessed file with the MAL and/or LDP request, see paragraph 480 for additional instructions</li> <li>• disburse funds to the producer from DMA’s CCC-authorized drawdown account or wait for funds from the service County Office.</li> </ul> <p><b>Note:</b> The “date documents received” date for the DMA-prepared MAL shall be the date of disbursement.</p>
LDP	<ul style="list-style-type: none"> <li>• complete CCC-633 EZ, pages 1 and 2</li> <li>• if EWR’s are applicable, instruct producer to notify EWR provider to amend EWR to show peanuts were used to obtain LDP</li> </ul> <p><b>Note:</b> LDP rate applicable to CCC-633 EZ is rate in effect on date of DMA receives the request.</p> <ul style="list-style-type: none"> <li>• if applicable, obtain CCC-674 or SF-LLL according to 8-LP, paragraph 28</li> <li>• disburse funds to the producer from DMA’s CCC authorized drawdown account or wait for funds from the service County Office.</li> </ul> <p><b>Note:</b> The LDP rate applicable to the CCC-633 EZ request is the rate in effect on the date DMA receives the request.</p>	

435 Processing MAL and LDP Requests (Continued)

B Actions (Continued)

Step	Action
5	Producer or power of attorney entity shall sign MAL or LDP document.
6	<p>Within 3 workdays of disbursement, DMA shall:</p> <ul style="list-style-type: none"> <li>• group MAL's with same:               <ul style="list-style-type: none"> <li>• disbursement date</li> <li>• peanut type</li> <li>• warehouse code</li> <li>• State where peanuts were inspected</li> <li>• ACRE election status</li> </ul> </li> <li>• group LDP's with same:               <ul style="list-style-type: none"> <li>• LDP rate</li> <li>• approval date</li> <li>• peanut type</li> <li>• ACRE election status</li> </ul> </li> <li>• submit each group to the service County Office by either of the following methods:               <ul style="list-style-type: none"> <li>• manually with individual paper warehouse receipts or list of EWR numbers and warehouse code, and the EWR provider's name representing bundled MAL's or LDP's</li> <li>• create DMA preprocessed files according to paragraph 480.</li> </ul> </li> </ul>

435 Processing MAL and LDP Requests (Continued)

B Actions (Continued)

Step	Action
7	<ul style="list-style-type: none"> <li>• process each DMA-prepared MAL or LDP group for the quantity of peanuts on multiple receipts as a:                             <ul style="list-style-type: none"> <li>• regular automated MAL or LDP if processed on the same day as the day the DMA-prepared MAL or LDP was disbursed</li> <li>• manual MAL or LDP with a 90000 series number if processing takes place after the date the DMA-prepared MAL or LDP was disbursed</li> </ul> </li> <li>• waive the service fee to DMA</li> <li>• <b>not</b> deduct national and State commodity assessment amounts</li> <li>• <b>not</b> require CCC-674 or SF-LLL</li> <li>• hold MAL paper warehouse receipts or <b>verify</b> that CCC is holder of EWR's as of date of disbursement</li> <li>• if CCC was <b>not</b> the holder on or before the date the DMA-prepared MAL was disbursed:                             <ul style="list-style-type: none"> <li>• reject the applicable receipts and do <b>not</b> disburse MAL funds to DMA</li> <li>• instruct DMA to correct the applicable DMA-prepared MAL's, and resubmit to the service County Office</li> </ul> </li> <li>• disburse MAL or LDP funds to DMA</li> </ul> <p><b>Note:</b> DMA shall issue MAL or LDP funds to producer within 3 workdays of receiving payment from the service County Office.</p> <ul style="list-style-type: none"> <li>• provide MAL or LDP documents to DMA.</li> </ul>

435 Processing MAL and LDP Requests (Continued)

B Actions (Continued)

Step	Action
8	DMA shall send producer MAL maturity notice according to 8-LP, Exhibit 11.
9	DMA shall process MAL repayments, forfeitures, or reconcentrations as authorized by the producer, designated agent on CCC-605P, or power of attorney.
10	<p>DMA shall repay MAL at the DMA service County Office with producer or buyer funds. If interest is applicable, the repayment amount to the service County Office <b>must</b> match the amount repaid at DMA. The Service County Office shall release the repaid:</p> <ul style="list-style-type: none"> <li>• paper receipts through the DMA’s</li> <li>• EWR’s to the new EWR holder.</li> </ul>
11	DMA’s shall maintain MAL or LDP documents according to 25-AS.

436 CCC-770 DMA

A Background

The Improper Payments Information Act of 2002 required each Agency to:

- identify programs and activities susceptible to significant improper payments
- estimate the annual amount of improper payments and report that estimate to Congress
- report the actions taken to reduce improper payments, including possible causes, and a description of the steps in place to ensure accountability for reducing improper payments.

B DMA Action

DMA’s can use CCC-770 DMA as management tool to minimize incidence of improper payments and address deficiencies identified by a review or spot check. CCC-770 DMA shall be:

- obtain CCC-770 DMA on the FFAS Employee Forms/Publications Site through FSA’s Intranet site at <http://intranet.fsa.usda.gov/fsa>
- locally reproduced
- complete CCC-770 DMA according to 1-CMA, Exhibit 19
- file the completed CCC-770 DMA with the loan or LDP folder.

**437 Fees Charged to Producer by DMA**

**A Fees for Marketing Services**

If applicable, DMA may charge producers a fee for marketing services at a rate to be determined by DMA.

**B Fees for Providing MAL's and LDP's**

DMA may charge the producer requesting a CCC peanut MAL or LDP a fee for processing MAL or LDP documents and for servicing MAL, at a rate determined by DMA.

Service fees shall be:

- deducted from the MAL or LDP amount received by DMA from CCC before distribution to the producer
- assessed at the same rate for each producer requesting a CCC peanut MAL or LDP through the service provided by DMA.

**438-444 (Reserved)**

## Section 5 CCC Forms

## 445 Policy for Using CCC Forms

## A Approved CCC Forms

DMA's, as authorized agents of CCC, shall use:

- either current CCC forms or forms approved by CCC to document program services
- 1 of the following options:
  - forms and instructions obtained from CCC by accessing the web site at <http://forms.sc.egov.usda.gov/eForms/welcomeAction.do>
  - contact the local County Office
  - computer-generated forms as described in this subparagraph.

## B Requesting and Using Computer-Generated Forms

DMA's shall:

- request approval to use computer-generated forms by sending computer-generated copies of the proposed forms to PSD
- **not** use computer-generated forms until written approval has been received from the Director, PSD
- submit revised forms to PSD for approval
- submit all DMA-generated forms to PSD as part of the annual DMA status recertification review.

**446 Information Available on the Internet**

**A Up-To-Date Information**

PSD’s web site is available for up-to-date information, policy, procedure, and forms.

**B PSD’s Web Sites**

DMA can access PSD web site for the following DMA-related information.

<b>Information</b>	<b>Web Address</b>
List of Approved and Suspended CMA’s, DMA’s and LSA’s	<a href="http://www.fsa.usda.gov/FSA/webapp?area=home&amp;subject=prsu&amp;topic=ldp-as">http://www.fsa.usda.gov/FSA/webapp?area=home&amp;subject=prsu&amp;topic=ldp-as</a>  Under “List of Currently Approved CMA’s, DMA’s and LSA’s”, CLICK “View”.
FSA Handbooks	<a href="http://www.fsa.usda.gov/FSA/webapp?area=home&amp;subject=lare&amp;topic=hbk">http://www.fsa.usda.gov/FSA/webapp?area=home&amp;subject=lare&amp;topic=hbk</a>
FSA Notices	<a href="http://www.fsa.usda.gov/FSA/notices?area=home&amp;subject=lare&amp;topic=not&amp;setflag=FROMURL&amp;getData=NONE">http://www.fsa.usda.gov/FSA/notices?area=home&amp;subject=lare&amp;topic=not&amp;setflag=FROMURL&amp;getData=NONE</a>
Forms	<a href="http://forms.sc.egov.usda.gov/eForms/welcomeAction.do">http://forms.sc.egov.usda.gov/eForms/welcomeAction.do</a>
Other Information for CMA’s, DMA’s and LSA’s	<a href="http://www.fsa.usda.gov/FSA/webapp?area=home&amp;subject=prsu&amp;topic=ldp-as">http://www.fsa.usda.gov/FSA/webapp?area=home&amp;subject=prsu&amp;topic=ldp-as</a>

**447-449 (Reserved)**

## Section 6 Delegating Power of Attorney

## 450 Power of Attorney Policy

## A Delegating Power of Attorney on FSA-211

For signing MAL and LDP document purposes, producers may delegate power of attorney to another person or to DMA on FSA-211. DMA shall:

- see 1-CM for general policies about FSA-211
- verify that FSA -211 is notarized or witnessed

**Note:** A notary public seal is **not** required by FSA-211 when an individual signs FSA-211 in the presence of an FSA employee.

- **not** accept any power of attorney forms other than FSA-211
- persons who have been granted power of attorney by a producer shall deliver or mail FSA-211 to DMA.

**Note:** According to 1-CM, Exhibit 50, FSA-211 is **not** eligible for FAXed signatures.

## B Required Statement To Be Attached to FSA-211

FSA-211 used to delegate DMA with a producer's power of attorney shall include an attachment with the following statement:

“*[Insert producer's name]* hereby acknowledges that *[insert DMA's name]* is an agent of the Commodity Credit Corporation for the purpose of performing certain services requisite to the making and servicing of Commodity Credit Corporation peanut MAL's and LDP's to eligible producers of eligible peanuts and agrees to permit *[insert DMA's name]* to act as agent for both *[insert producer's name]* and the Commodity Credit Corporation. *[insert DMA's name]* shall disclose to *[insert producer's name]* all facts which *[insert DMA's name]* knows or should know would reasonably affect the judgment of *[insert producer's name]* in permitting *[insert DMA's name]* to act as agent for both *[insert producer's name]* and the Commodity Credit Corporation.”

451 Using FSA-211 With CCC-605P

**A Producer Actions**

Producers:

- may designate DMA to be agent on FSA-211, to act on their behalf to execute CCC-605P if FSA-211 specifically grants the authority to execute CCC-605P
- **must** be fully aware that designating an agent to execute CCC-605P grants that agent the authority to further delegate authority to another agent.

**Note:** An agent designated on FSA-211 **cannot** execute a new FSA-211 to further delegate authority to another agent.

**B DMA Actions**

DMA shall:

- see paragraphs 157 and 158 for CCC-605P policy
- accept CC-605P if FSA-211 specifically grants authority to designate another agent on CCC-605P
- accept MAL repayments from an agent, if FSA-211 grants the agent the authority to conduct all MAL and LDP transactions.

452 Completing FSA-211's

A Instructions for Completing FSA-211's

Complete FSA-211 to delegate power of attorney to DMA according to the following table.

Item	Entry
1 through 4	DMA's name, address, county, and State.
5	Producer's name.
Section A	CHECK (✓) items 11 and 17 and ENTER " <b>Peanuts</b> ".
Section B	CHECK (✓) item 4, and if FSA-211 will be used to execute CCC-605P, CHECK (✓) item 7 and ENTER " <b>CCC-605P</b> ".
6 A through C	Individual producers shall sign and date.
7 A through D	Partnerships, corporations, and trusts, etc., shall sign, enter title, and date.
8	Notary public shall sign, apply seal, and enter State and county of commission, as applicable.
9 A through C	FSA employee witnessing shall sign, date, and enter position title.
10	Place, State, and date executed.

452 Completing FSA-211's (Continued)

B Example FSA-211

The following is an example of a properly completed FSA-211.

<p><b>This form is available electronically.</b>  <b>FSA-211</b>                  (12-17-08)</p>		
<p><b>U. S. DEPARTMENT OF AGRICULTURE</b>                  Farm Service Agency – Natural Resources Conservation Service -                  Commodity Credit Corporation - Federal Crop Insurance Corporation – Risk Management Agency</p>		
<p><b>POWER OF ATTORNEY</b></p>		
<p><b>THE UNDERSIGNED</b> does hereby appoint the following grantee:                  (1) <u>Peanut DMA</u> of the following address: (2) <u>1 Main Street</u>                  in the county of: (3) <u>Some County</u> in the State of:                  (4) <u>Georgia</u> the attorney-in-fact for (5) <u>Joe Doe</u>                  (insert grantor's name) in connection with the Farm Service Agency, Natural Resources Conservation Service Agency, or Commodity Credit Corporation programs checked below. <b>NOTE: This power of attorney form is not valid for FSA Farm Loan Program purposes.</b></p>		
<p><b>A. FSA, NRCS and CCC PROGRAMS</b>  <i>(Check applicable programs)</i></p> <p><input type="checkbox"/> 1. All current programs.</p> <p><input type="checkbox"/> 2. All current and all future programs.</p> <p><input type="checkbox"/> 3. Direct and Counter-Cyclical Program.</p> <p><input type="checkbox"/> 4. Average Crop Revenue Election Program.</p> <p><input type="checkbox"/> 5. Supplemental Revenue Assistance Payments Program (SURE).</p> <p><input type="checkbox"/> 6. Tree Assistance Program (TAP).</p> <p><input type="checkbox"/> 7. Livestock Indemnity Program (LIP).</p> <p><input type="checkbox"/> 8. Livestock Forage Disaster Program (LFP).</p> <p><input type="checkbox"/> 9. Emergency Assistance for Livestock Honey Bees, and Farm-Raised Fish (ELAP).</p> <p><input type="checkbox"/> 10. Noninsured Crop Disaster Assistance Program.</p> <p><input checked="" type="checkbox"/> 11. Marketing Assistance Loans and Loan Deficiency Payments.</p> <p><input type="checkbox"/> 12. Milk Income Loss Contract Program.</p> <p><input type="checkbox"/> 13. Farm Storage Facility Loan Program.</p> <p><input type="checkbox"/> 14. FSA Conservation Programs.</p> <p><input type="checkbox"/> 15. NRCS Conservation Programs.</p> <p><input type="checkbox"/> 16. Tobacco Programs.</p> <p><input checked="" type="checkbox"/> 17. Other (Specify):  <u>Peanuts</u></p>	<p><b>B. TRANSACTIONS for FSA, NRCS, and CCC PROGRAMS</b>  <i>(Check applicable actions)</i></p> <p><input type="checkbox"/> 1. All actions.</p> <p><input type="checkbox"/> 2. Signing applications, agreements, and contracts.</p> <p><input type="checkbox"/> 3. Making reports.</p> <p><input checked="" type="checkbox"/> 4. Conducting all marketing assistance loan and LDP transactions.</p> <p><input type="checkbox"/> 5. AGI Certification.</p> <p><input type="checkbox"/> 6. Routing Banking Accounts.</p> <p><input checked="" type="checkbox"/> 7. Other (Specify):  <u>CCC-605P</u></p>	
<p><b>This form may also be used to grant authority to an attorney-in-fact to act on the grantor's behalf with respect to FCIC crop insurance policies. Checking any of the FCIC transactions does not have any impact as to the FSA, NRCS or CCC transactions checked above:</b></p>		
<p><b>C. INSURED CROPS/STATE/COUNTY</b>  <i>(Enter "All" or specify each crop, state, county and year(s))</i></p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p> <p>4. _____</p>	<p><b>D. CROP INSURANCE TRANSACTIONS</b>  <i>(Check applicable actions)</i></p> <p><input type="checkbox"/> 1. All actions.</p> <p><input type="checkbox"/> 2. Making applications for insurance.</p> <p><input type="checkbox"/> 3. Reporting crop acreage and production reports.</p> <p><input type="checkbox"/> 4. Reporting a notice of damage or loss and making claim for indemnity.</p> <p><input type="checkbox"/> 5. Making transfers and cancellations.</p> <p><input type="checkbox"/> 6. Making contract changes.</p> <p><input type="checkbox"/> 7. Other (Specify): _____</p>	
<p>This Power of Attorney is valid in all counties in the United States unless otherwise noted. This power of attorney shall remain in full force and effect until (1) written notice of its revocation has been duly served upon FSA, NRCS or CCC as appropriate; (2) death of the undersigned grantor; or (3) incompetence or incapacitation of the undersigned grantor. The undersigned grantor shall provide separate written notice of revocation to the applicable crop insurance agent. This power of attorney shall not be effective until properly executed and served to a USDA Service Center.</p>		
<p><b>AUTHORIZED SIGNATURES</b></p>		
<p>6A. Signature of Grantor (Individual)</p>	<p>6B. Signature Date (MM-DD-YYYY)  <u>08-01-2011</u></p>	<p>6C. For Grantor's Signature Continuation, check here if FSA-211A is attached. <input type="checkbox"/></p>
<p>7A. Signature of Grantor (Partnership, Corporation, Trust, etc.) (By)</p>	<p>7B. Title/Relationship of Individual Signing in the Representative Capacity</p>	<p>7C. Signature Date (MM-DD-YYYY)</p>
<p>8. Notary Public (this form <b>shall</b> be acknowledged by a notary Public unless witnessed by a FSA employee or a corporate seal of grantor is affixed).                  Signature (a) _____ the state of (b) _____ the County of (c) _____</p>		
<p><b>FOR FSA USE ONLY</b></p>		
<p>9A. Witness Signature (FSA Employee Only)</p>	<p>9B. Signature Date (MM-DD-YYYY)  <u>08-01-2011</u></p>	<p>9C. Official Position  <u>Program Technician</u></p>
<p>10. This power of attorney was served to (a) <u>Some County</u> USDA Service Center,                  State of (b) <u>Georgia</u> and became effective this (c) <u>01</u> day of (d) <u>August</u>, (e) <u>2011</u>.</p>		
<p><b>NOTE:</b> The primary authority for requesting and safeguarding the information described on this form is the Food, Conservation, and Energy Act of 2008 (Pub. L. 110-246 and any amendments to such act as may follow). The information requested is necessary for the authorized attorney-in-fact to act in a representative capacity for the undersigned grantor. Furnishing the requested information is voluntary. Failure to furnish the requested information will result in a determination of ineligibility for certain program benefits and other financial assistance administered by USDA. The information collected as a result of this form may be released to USDA employees, USDA contractors, or authorized USDA cooperators who are bound to safeguard the information under Section 1619 of the Food, Conservation and Energy Act, the Privacy Act of 1974, the E-Government Act of 2002, and related authorities. The information collection is exempted from the Paperwork Reduction Act, as it is required for the administration of the Food, Conservation, and Energy Act of 2008 (see Pub. L. 110-246, Title I, Subtitle, Subtitle F - Administration and Title II, Subtitle J - Administration). The provisions of criminal, civil, and privacy statutes may be applicable to the information provided. <b>RETURN THIS COMPLETED FORM TO THE APPLICABLE USDA SERVICE CENTER.</b> The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance program. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination, write to USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call (800) 795-3272 (voice) or (202) 720-6382 (TDD). USDA is an equal opportunity provider and employer.</p>		

**452 Completing FSA-211's (Continued)**

**C Distributing FSA-211's**

The completed FSA-211 shall be distributed as follows:

- original to DMA
- copy to producer granting power of attorney
- copy to FSA Service County Office.

**453-459 (Reserved)**



Section 7 Liens and Waivers

**460 Lien Search Policy**

**A Policy**

DMA shall:

- follow lien policies in this paragraph and 8-LP, paragraph 504
- determine whether a lien exists by performing or obtaining a lien search as follows:
  - for all peanuts to be pledged for each MAL
  - for all loan requests greater than \$50,000
  - at the appropriate recording official's office or a centralized filing facility
  - in the appropriate uniform commercial code jurisdiction according to data on CCC-10 filed by producer
  - filed by the producer
  - at DMA expense.

**B Documenting Lien Search Results**

DMA shall:

- document the results of the lien search on FSA-2360 or similar form
- file the results in the applicable loan folder.

## 461 CCC-679's

## A Obtaining CCC-679's

DMA shall:

- if lien exists, obtain lienholder signatures on CCC-679 to release a particular lien on peanuts pledged for MAL and to document lienholder decisions
- obtain CCC-679 or each lienholder
- **not** disburse MAL if an offset is applicable, unless the lienholder agrees to the offset by checking CCC-679, line 1 or 3
- require CCC-679's for all MAL requests received from FSA FLP borrowers
- **not** obtain lien waivers for liens that are **not** recorded unless actual notice of the existing lien is provided to DMA by the lienholder in person or in writing

**Note:** Examples of unrecorded liens include landlord liens, sheller's possessory liens, and harvesters' liens.

- for lienholders that notify CCC that lien remains in effect, but joint checks are no longer necessary, execute another CCC-679 with the most current lienholder instructions.

**Note:** If statement of approved changes is submitted by the sheller, the producer **must** sign the statement of charges. CCC-679 **must** be completed according to subparagraph 36 D. However, if **no** lien exists, then at the bottom of CCC-679 write, "**No liens found.**" A signature is **not** required on CCC-679 when no liens are found.

461 CCC-679's (Continued)

**B Instructions for Completing CCC-679's**

DMA shall complete:

- CCC-679 according to the following table
- item 8 (3), if applicable, according to subparagraph C.

<b>Item</b>	<b>Entry</b>
1A-C	County name, address, phone number, and FAX number.
2	Producer's name and address.
3	Crop year.
4	ENTER " <b>Peanuts</b> ".
5 (a), (b), or (c)	Lienholder shall check the appropriate block.  <b>Note:</b> See subparagraph C for additional instructions.
5 (c)	Estimated net disbursement amount, if applicable.
6	Lienholder's or authorized agent's name and address.
7A-C	Lienholder signs and dates.

461 CCC-679's (Continued)

C Completing CCC-679, Item 5 (c)

DMA shall complete CCC-679, item 5 (c), according to the following table.

IF...	AND...	THEN...
an administrative offset does <b>not</b> apply		in CCC-679, item 5 (c), ENTER “ <b>none</b> ”.
an administrative offset applies	the lienholder is any of the following: <ul style="list-style-type: none"> <li>• United States of America through USDA or FSA</li> <li>• USDA</li> <li>• USDA, formerly FmHA</li> <li>• FSA</li> <li>• FSA, formerly FmHA</li> </ul>	in CCC-679, item 5 (c), enter the offset amount as of the date CCC-679 was prepared.
a statement of charges, according to subparagraph 88 D, signed by the producer accompanies the warehouse receipt		do either of the following: <ul style="list-style-type: none"> <li>• add the total dollar amount of the charges to any other offset amounts</li> <li>• modify the statement to add language that states whose charges are being offset without specifying the type or amount of the charge.</li> </ul>

461 CCC-679's (Continued)

D Example CCC-679

The following is an example of a properly completed CCC-679.

<p><b>This form is available electronically.</b></p> <p><b>CCC-679</b> U.S. DEPARTMENT OF AGRICULTURE (04-07-10) Commodity Credit Corporation</p> <p style="text-align: center;"><b>LIEN WAIVER</b></p>			<p>1A. County Name and Address (Including Zip Code) This County 1 Main Street Sometown, TX 12345-6789</p>
			<p>1B. County Office Telephone Number (Including Area Code) 123-456-7890</p>
			<p>1C. County Fax Number (Including Area Code) 123-456-7891</p>
<p>2. Name and Address of Producer (Including Zip Code) Farmer Jones Box 185 Sometown, TX 12345-9876</p>	<p>3. Crop Year 20XX</p>	<p>4. Commodity Peanuts</p>	
<p><b>NOTE:</b> The following statement is made in accordance with the Privacy Act of 1974 (5 USC 552a - as amended). The authority for requesting the information identified on this form is 7 CFR Part 1421, 7 CFR Part 1427, 7 CFR Part 1435, the Commodity Credit Corporation Charter Act (15 U.S.C. 714 et seq.), and the Food, Conservation, and Energy Act of 2008 (Pub. L. 110-246). The information will be used to determine eligibility for program benefits. The information collected on this form may be disclosed to other Federal, State, Local government agencies, Tribal agencies, and nongovernmental entities that have been authorized access to the information by statute or regulation and/or as described in applicable Routine Uses identified in the System of Records Notice for USDA/FSA-2, Farm Records File (Automated) and USDA/FSA-14, Applicant/Borrower. Providing the requested information is voluntary. However, failure to furnish the requested information will result in a determination of ineligibility for program benefits.</p> <p>The authority for collecting the following information is Pub. L. 107-171. This authority allows for the collection of information without prior OMB approval mandated by the Paperwork Reduction Act of 1995. The time required to complete this information collection is estimated to average 6 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The provisions of appropriate criminal and civil fraud, privacy, and other statutes may be applicable to the information provided. <b>RETURN THIS COMPLETED FORM TO YOUR COUNTY FSA OFFICE.</b></p>			
<p>5. The undersigned is the holder of a lien on the commodity identified above. In order for the producer identified above to pledge such commodity as collateral for a Commodity Credit Corporation ("CCC") loan, with respect to CCC only, the undersigned waives all interest in, and title to, such commodity. The undersigned agrees that the proceeds of the loan shall be disbursed (lienholder must check one of the following):</p> <p>(a) <input checked="" type="checkbox"/> To the producer.</p> <p>(b) <input type="checkbox"/> Jointly to the producer and the undersigned lienholder.</p> <p>(c) <input type="checkbox"/> Jointly to the producer and the undersigned lienholder, less (1) \$ <u>500.00</u> administrative offset as of (2) <u>10-01-20XX</u> (Date) and charges due (3) <u>ABC Peanut Company</u>.</p>			
<p>6. Name and Address of Lienholder or Authorized Agent Agri Bank 101 Main Street Sometown, TX 12345-0101</p>			
<p>7A. Lienholder Signature (By)</p>	<p>7B. Title/Relationship (of the Individual Signing in the Representative Capacity)</p>	<p>7C. Date 10-15-20XX</p>	
<p>7A. Lienholder Signature (By)</p>	<p>7B. Title/Relationship (of the Individual Signing in the Representative Capacity)</p>	<p>7C. Date</p>	
<p><small>The U.S. Department of Agriculture (USDA) prohibits discrimination in all of its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, religion, sexual orientation, political beliefs, genetic information, reprisal, or because all or part of an individual's income is derived from any public assistance program. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD).</small></p> <p><small>To file a complaint of discrimination, write to USDA, Assistant Secretary for Civil Rights, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, S.W., Stop 9410, Washington, DC 20250-9410, or call toll-free at (866) 632-9992 (English) or (800) 877-8339 (TDD) or (866) 377-8642 (English Federal-relay) or (800) 845-6136 (Spanish Federal-relay). USDA is an equal opportunity provider and employer.</small></p>			

**461 CCC-679's (Continued)**

**E Distributing CCC-679's**

DMA shall distribute CCC-679 as follows:

- original filed in a locked, fireproof file cabinet
- copy to the producer
- copy to the lienholder.

**462-465 (Reserved)**

**Section 8 Offsets and Assignments****466 General Policies for Offsets and Assignments****A DMA Policies**

The following offsets and assignment policies apply to DMA's.

- Offsets, when applicable, shall be collected for producers who obtain loans or LDP's through DMA's from loan and LDP funds.
- Assignments, when applicable, shall be collected for producers who obtain LDP's through DMA's from LDP funds.
- Producers through DMA's have the following options:
  - **not** obtain any loan and LDP on quantities with applicable offset or assignment
  - pay applicable offset or assignment on production included in loan and LDP activity.
- DMA's shall follow control County Office guidance in bankruptcy cases.

**B Payment Date**

The date of payment for offsets and assignments shall be the date DMA contacts the County Office to obtain payment information.

**Note:** See subparagraph D for DMA payment priority order.

**C Notifications**

DMA's will receive notification that offsets and assignments are applicable:

- normally, through the CMA Process according to 1-CMA, Part 7
- in rare instances, through notifications from the State Office.

**466 General Policies for Offsets and Assignments (Continued)****D DMA Payment Priority Order**

When DMA producer has both offsets and assignments applicable, DMA's shall collect offsets first, and then assignments.

**E State Office Notifications**

State Offices are authorized to notify DMA's of large individual dollar amount offsets and assignments.

**467 Offset Actions for DMA's****A DMA Policies**

The following policies in addition to those listed in this paragraph also apply to offsets through DMA's:

- no action is needed when the applicable producer does **not** obtain either loan or LDP funds through DMA
- when a lien has been filed for a producer with an offset, the lienholder has the right to refuse to grant a waiver. If the lienholder grants the waiver, proceed with processing the loan or LDP. If the lienholder does **not** grant the waiver, the producer is **not** eligible for loans or LDP's.

## 467 Offset Actions for DMA's (Continued)

**B DMA Action**

DMA's shall follow the procedures in the following table when offsets are applicable for a producer involved in a loan or LDP.

Step	Action
1	<p>When a joint operation record is received from the ADP process with "Y" in Field 67 for a component member, notify the joint operation's control County Office's State Office that record has been received. In notification, identify applicable joint operation, component members, and control County Offices.</p> <p><b>Notes:</b> The State Office has 30 calendar days to notify the applicable DMA when a payment to CCC is <b>not applicable</b>. See step 6 for additional instructions.</p> <p>When the loan or LDP proceed is for a component member of a joint operation, the proceed amount is determined by multiplying the applicable component member's actual share (ADP Process, field 16) times the joint operation's proceed amount.</p>
2	<p>Contact control County Office to determine offset amount and applicable administrative County Offices no more than 3 workdays before obtaining loan or LDP proceeds.</p> <p><b>Note:</b> If control County Office does <b>not</b> receive payment within 8 workdays of this contact, it will reject the payment. When this happens, DMA's <b>must</b> contact the control County Office again to determine the exact amount due on the day producer obtained loan or LDP proceeds.</p>
3	<p>DMA shall notify the control County Office of the date loan or LDP proceeds will be, or were, obtained for the producer within 2 workdays of the date of the proceed.</p> <p><b>Note:</b> This notification may be made at the time the inquiry in step 2 is made.</p>

467 Offset Actions for DMA's (Continued)

B DMA Action (Continued)

Step	Action	
4	<b>IF offset is...</b> less than loan or LDP proceeds due producer  Equal to or greater than loan or LDP proceeds due producer	<b>THEN issue a payment to...</b> <ul style="list-style-type: none"> <li>• CCC for producer to control County Office for offset according to step 5</li> <li>• producer for balance of proceeds due producer.</li> </ul> CCC for producer to control County Office for loan or LDP proceed amount according to step 5.
5	<ul style="list-style-type: none"> <li>• Issue payments to CCC.</li> <li>• Attach a memorandum stating that the payment is an “Offset payment of \$ _____ for [<i>producer’s name, ID number, and administrative County Office</i>]”.</li> <li>• Submit payment to control County Office.</li> </ul>	
6	When notified by State Office that payment to CCC is <b>not applicable for a joint operation</b> after payment was made: <ul style="list-style-type: none"> <li>• request refund from administrative County Office</li> </ul> <p style="margin-left: 40px;"><b>Note:</b> A copy of State Office’s notification <b>must</b> be included with the refund request.</p> <ul style="list-style-type: none"> <li>• issue payment to producer within 3 workdays of receiving payment from administrative County Office.</li> </ul>	

468 Offset Actions for State and County Offices

A Control County Office Actions

Control County Offices shall follow the procedures in the following table for DMA offsets.

Step	Action	
1	If contacted by DMA, record the date the loan or LDP will be, or was, obtained for producer.  <b>Note:</b> Contact <b>must</b> be within 2 workdays of the date of loan or LDP or DMA <b>must</b> re-contact County Office for update amount.	
2	Determine County Offices where producer has offsets and each applicable amount.	
3	<b>IF...</b>	<b>THEN...</b>
	no offset exists	provide DMA written verification that offset no longer applies.
	any offset exists	continue.
4	Calculate offset amount, plus interest, through date in step 1 for each county.	
5	Inform the applicable DMA, within 2 workdays of DMA contact, of: <ul style="list-style-type: none"> <li>• offset amount, plus interest, for each offset and applicable County Office</li> <li>• County Office order of repayments by ascending State and County Office number order</li> <li>• how to handle cases involved in bankruptcies based on Regional Attorney instructions.</li> </ul> <b>Note:</b> For multiple types of debts within a single county, County Offices shall follow the normal priority of payment procedures in 58-FI.	
6	<b>IF offset payment is...</b>	<b>THEN...</b>
	not received from DMA within 8 workdays of date in step 1	<ul style="list-style-type: none"> <li>• call and notify DMA that no payment was received</li> <li>• provide DMA with an updated payment amount based on loan or LDP date.</li> </ul>
	received from DMA within the appropriate time period	forward payment to administrative County Office.

468 Offset Actions for State and County Offices (Continued)

**B Administrative County Office Action**

Administrative County Offices shall follow procedures in the following table for DMA offsets.

Step	Action	
1	<b>IF offset...</b>	<b>THEN...</b>
	payment is received from DMA	go to step 2.
	refund is requested by DMA	go to step 6.
2	Deposit payment according to 58-FI.	
3	Update producer's records to reflect offset payment received.	
4	Send DMA confirmation payment was received within 5 workdays of receiving payment.	
5	Update producer's "offset" flag to indicate that no offset is owed when all offset amounts have been paid.	
6	Issue a refund according to 1-FI within 3 workdays.	
	<b>Note:</b> Refund requests based on State Office notification for component members, <b>must</b> include a copy of the State Office's notification that a payment was <b>not applicable</b> .	

**C State Office Action**

State Offices shall follow procedures in the following table for DMA offsets.

**Note:** If State Office is aware that payment has been made before notification in step 1 is received, State Office shall notify applicable DMA's that offsets are **not** applicable.

Step	Action	
1	Upon notification from DMA that they have received a joint operation record from CMA process with a "Y" in Field 67 for a component member, verify within 20 calendar days whether payments for the component member may be collected through the joint operation, according to 58-FI.	
2	<b>IF offsets may...</b>	<b>THEN...</b>
	be collected	no further action is required.
	<b>not</b> be collected	immediately provide DMA a written notification that payments may <b>not</b> be collected for the component member through the joint operation.

469-479 (Reserved)

## Section 9 DMA Preprocessed Files

## 480 Handling Preprocessed DMA Files

## A General Information

Peanut DMA's have the option to submit preprocessed files containing paper warehouse receipt or EWR data to their designated Service County Office when requesting peanut MAL's and LDP's. DMA's shall:

- prepare the file according to FSA specified requirements in this paragraph and Exhibit 32
- e-mail the preprocessed file with the loan application to DMA service County Office contact in Exhibit 45.

The designated DMA service County Office shall accept preprocessed files submitted by DMA's and do the following:

- validate the preprocessed file according to 1-CMA and all other requirements for processing peanut loans and LDP's
- use FSA's web-based EWR system according to this handbook
- notify DMA of errors in the preprocessed file
- complete and disburse DMA loan applications in APSS
- complete and disburse LDP applications using eLDP.

Peanut DMA's shall be responsible for correcting errors in EWR's.

## B Preparing DMA Preprocessed Files

DMA's shall **separate** the preprocessed files using paper warehouse receipts from those using EWR's.

Preprocessed file submitted by DMA's shall be prepared according to the file layout in Exhibit 32. Paper warehouse receipts and EWR's on each file shall be bundled according to paragraph 435.

480 Handling Preprocessed DMA Files (Continued)

**C Submitting Preprocessed Files to the service County Office**

In addition to all other loan or LDP requirements, DMA’s electing to use preprocessed files shall e-mail their loan requests to their designated Service County Office with preprocessed files attached. The e-mail shall include a list of the preprocessed files along with the following information associated with **each** file:

- application date
- original approval date
- date of lien search
- disbursement date (same as “Date Documents Received” date).

See Exhibit 45 for the e-mail addresses of DMA service County Offices.

**Note:** DMA’s electing **not** to use a preprocessed file shall continue to submit loan or LDP requests to their Service County Office according to normal procedures for loans and LDP’s.

**D Accepting Preprocessed DMA Files**

DMA service County Offices shall process the preprocessed file attachment received from DMA according to this table.

Step	Action
1	Print e-mail received with DMA loan or LDP application. Keep a copy of the e-mail in DMA’s loan folder.
2	Save the preprocessed file attachment to the <b>F:\Application Data\PeanutEWR</b> directory.

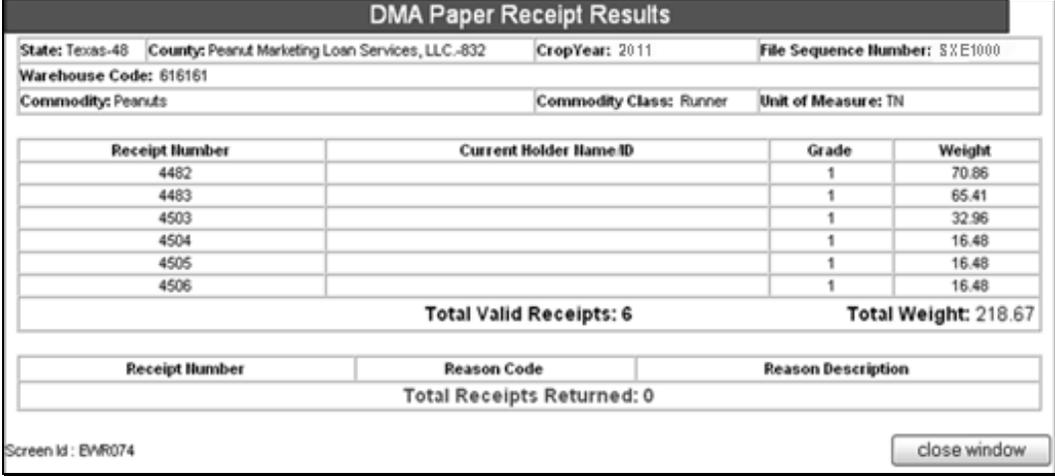
**E Uploading DMA Files**

Upload the preprocessed DMA file to FSA’s web-based EWR system according to this table.

Step	Action
1	Access FSA’s web-based EWR system according to paragraph 367.  <b>Note:</b> When the selected county is a DMA service County Office, under the EWR Applications Menu, “DMA Upload” option will be displayed.

480 Handling Preprocessed DMA Files (Continued)

E Uploading DMA Files (Continued)

Step	Action
2	<p>Under the EWR Applications Menu, CLICK “DMA’s Upload”.</p> <p>The following is an example of the Select Upload File for DMA Screen that will be displayed.</p>  <p>Screen Id : EWR070</p>
3	CLICK “Browse” and navigate to the file to upload.
4	<p>CLICK “Upload” to upload the DMA file to FSA’s web-based EWR system. The following DMA Paper Receipt Results Screen will be displayed.</p>  <p>Screen Id : EWR074</p> <p><b>Note:</b> Uploaded DMA electronic files using EWR may be viewed using the “View Type”, “FSA”, and “Provider” options. Uploaded DMA paper warehouse receipt files may <b>only</b> be viewed using the “View Type”, “FSA” option.</p>

480 Handling Preprocessed DMA Files (Continued)

F Viewing DMA Receipts

Before sending the preprocessed electronic file to APSS, it is recommended that users view the receipts to ensure that they meet the requirements according to subparagraph 372 A. Preprocessed paper warehouse receipt files are sent automatically to APSS, so viewing paper warehouse receipts can happen after the automatic send to APSS process. If the preprocessed file has EWR's, view EWR's according to paragraph 372.

Preprocessed DMA files with paper warehouse receipts can be viewed using the "View Type", "FSA" **only**. The following is an example of the View Receipts Screen to select the paper warehouse receipt to view. CLICK "Submit" to select the file to view.

The following is an example of the Select Receipts for View Screen that will be displayed. Under the "Receipt Number" column, click the receipt number to view receipt details.

Receipt Number	State	County	Loan LDP Ind	Loan Number
4482	48	832	Loan	
4483	48	832	Loan	
4503	48	832	Loan	
4504	48	832	Loan	
4505	48	832	Loan	
4506	48	832	Loan	

480 Handling Preprocessed DMA Files (Continued)

F Viewing DMA Receipts (Continued)

The following is an example of the Report of Paper Receipt View Screen.

Report of Paper Receipt View As of 08/25/2011				
<b>Electronic Warehouse Receipt</b>				
File Sequence Number: SXP10001				
Crop Year: 2011	Warehouse Code: 72010	Rcpt Number : 1487	License Type Code: US	
License Number 6-0283	Negotiable Rcpt Y	Insured Y	Paper Number 1487	
Pri Unit of Measure: TN	Pri Gross Unit: 103.46	Pri Net Units: 101.48	Warehouseman is Depositor:	
Sec Unit of Measure: LB	Sec Gross Unit: 0	Sec Net Units: 202959	Merged Warehouse: N	
FSA Status: Sent To APSS	FSA State Code: 48	FSA County Code: 832		
Date Rcpt Issued: 08/01/2011	Release Reason:	Date/Time Last Changed: Monday, August 1, 2011 11:32:28 AM CDT		
Delivery City:	Warehouse Name: Peanut Co LTD			
Delivery State Code: 48	Delivery County Code: 000			
Warehouseman Signature:	Received From:			
Farm Number:	Farm State Code:	Producer Name :		
Farm County Code :	Curr Holder Id:	Curr Holder Name:		
Curr Holder Date/Time:	Sub Holder Id:	Sub Holder Name:		
Sub Holder Date/Time:	Prev Holder Id:	Prev Holder Name:		
Prev Holder Date/Time:	Provider Id: 4701	Storage Start Date: 08/01/2011	Prepaid in Charges: 0	
Prepaid Out Charges: 0	Storage Charge: 0	Date Storage Paid Thru: 12/01/2011	Grade: 1	
Graded:	Class: SPW	Commodity: PEANUTS	Receiving Chrg Paid Ind: N	
<b>Electronic Warehouse Receipt Classing</b>				
Loose Shelled Kernel (LSK) Tons: 1.98	LSK Pounds: 3,966	Total Tons: 103.46	Total Pounds: 206,925	Moisture: 8.75
Total Damage Kernel Pct (Pct): 0	Foreign Material (FM) Pct: 5.61	Virginia ELK Pct: 0	Virginia Fancy Pct: 0	Valencia Cracked Pct: 0
Valencia Discolored Pct: 0	Total KRS : 0	SMKRS Pct: 66.78	Sound Splits (SS) Pct: 8.1	Total SMK Pct: 74.88
Other Kernels (OK) Pct: 1.52	Damaged Split Pct: 0	Total Kernel Pct: 84.5	Hull Pct: 23.6	Flavus Found:
Total Hull Kernel Pct: 100	Freeze Pct: 0	RMD Pct:	Storage Status:	Parent Warehouse City:
Parent Warehouse State:	Lot Number:	Receiving Charge (Chg) Amount:	Receiving Chg Paid: N	Receiving Chg Per:
Cleaning Chg:	Drying Chg:	Clean Dry Chg:	Hauling Chg:	Other Chg:
Custom Harvesting Chg:	Seed Account Chg:	Monthly Storage Chg: 2.71	Total Cleaning Chg:	Total Drying Chg:
Total Clean Dry Chg:	Total Hauling Chg:	Total Other Chg:	Buying Point Number: 48	Buying Point Name:
Receipt Value:	CCC Loan Status:			
<b>Price Support</b>				
Prev Holder Name :		Prev Holder Id:	Prev Holder Date/Time:	
Curr Holder Name :		Curr Holder Id:	Curr Holder Date/Time:	
Loan/LDP Number:	Date Loan/LDP Approved:	Date Loan/LDP Application:	Date Loan/LDP Disbursement:	
Rcpt Loan Value: \$0.00	Date Loan Documents Received:	Date Loan Repayment:	Date/Time Rcpt Released:	
Loan or LDP: Loan	Recourse/Non-Recourse Loan::	Date Forfeited:	CCC Storage Paid Thru Date:	
Loan Maturity Date:				
<input type="button" value="Back"/> <input type="button" value="Printer Friendly Page"/>				
Screen Id : EWR054				

480 Handling DMA Preprocessed Files (Continued)

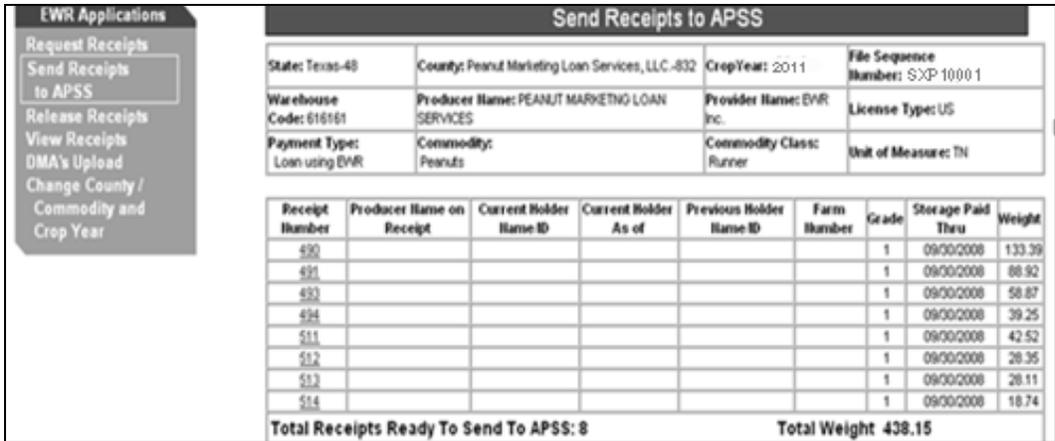
**G Sending Preprocessed DMA Files to APSS**

Send the preprocessed file to APSS according to this table.

Step	Action
1	<p data-bbox="391 401 1365 470">Under the EWR Applications Menu, CLICK “<b>Send Receipts to APSS</b>” and complete the process according to paragraph 369.</p> <p data-bbox="391 510 1349 541">The following is an example of a Search Receipts to Send to APSS Screen.</p> <div data-bbox="391 579 1446 997" style="border: 1px solid black; padding: 5px;">  </div> <p data-bbox="391 1037 1446 1071"><b>Note:</b> The preprocessed DMA file will be displayed when users do the following:</p> <ul data-bbox="488 1115 1398 1260" style="list-style-type: none"> <li>• for “File Selection Criteria”, CLICK “<b>All Files</b>”</li> <li>• under the “File Sequence Num/Producer” drop-down list, select the applicable preprocessed file to send to APSS.</li> </ul>

480 Handling DMA Preprocessed Files (Continued)

G Sending Preprocessed DMA Files to APSS (Continued)

Step	Action
2	<p>Review and verify the receipts to be sent to APSS displayed on the Send Receipts to APSS Screen.</p> <p>The following is an example of the Send Receipts to APSS Screen. CLICK “<b>Submit</b>” to send the receipt to APSS.</p> 
3	Perform the normal loan or LDP and producer identification and verification routines in APSS.
4	Complete the loan or LDP-making process and disburse the loan to the account specified by DMA in the normal manner.

H Releasing Paper Warehouse Receipts Included in Preprocessed DMA Files

See subparagraph 371 A for the “Release Code & Reason” to use when releasing paper warehouse receipts. However, unlike the “Release Receipts” option, the release paper warehouse receipt function will:

- update the status of the receipt in FSA’s web-based EWR system database **only**
- **not** send any transaction to the applicable provider’s system.

I File Naming Conventions and Standards

See Exhibit 32 for naming conventions and standards.



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

### Reports

None

### Forms

The following table lists all forms referenced in this handbook.

Number	Title	Display Reference	Reference
AD-1026	Highly Erodible Land Conservation (HELC) and Wetland Conservation (WC) Certification		16, Ex. 2
CCC-10	Representations for Commodity Credit Corporation or Farm Service Agency Loans and Authorization to File a Financing Statement and Related Documents		435, 460
CCC-25	Uniform Grain and Rice Storage Agreement		36
CCC-257	Schedule of Deposit		276, 277, 350, 353
CCC-258	Wire Transfer of Funds		120
CCC-491	Beneficial Interest Certification for Loan and Loan Deficiency Payments		29
CCC-500	Loan Repayment Receipt		120, 276, 277
CCC-601	Commodity Credit Corporation Note and Security Agreement Terms and Conditions		435
CCC-605P	Designation of Agent - Peanuts	156	157-159, 435, 451, 452
CCC-605P-1	Continuation Sheet for CCC-605P	158	156, 157, 159
CCC-605P-2	Designation of Subsequent Agent - Peanuts	159	156-158
CCC-633EW	Loan and LDP Eligibility Worksheet Commodities Harvested As Other Than Grain Determining Maximum Eligible Quantity	202	
CCC-633 EZ	Loan Deficiency Payment (LDP) Agreement and Request	197	Text
CCC-638	Confirmation of Sale		291
CCC-639	Competitive Bid Pricing Worksheet		291
CCC-666	Farm Stored Loan Quantity Certification		76, 87
CCC-674	Certification for Contracts, Grants, Loans and Cooperative Agreements		235, 435
CCC-676	LDP and Loan Number Register		86, 260
CCC-677	Farm Storage Note and Security Agreement		3, 6, 86, 173, 225 235

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

## Forms (Continued)

Number	Title	Display Reference	Reference
CCC-677-1	Farm Storage Loan Worksheet		76, 87, 195, 198, 225
CCC-678	Warehouse Storage Note and Security Agreement		3, 6, 86, 88, 185, 235, 435, 395
CCC-679	Lien Waiver	461	Text
CCC-681-1	Authorization for Delivery of Loan Collateral for Sale		7, 120, 140
CCC-684-1	Note and Security Agreement Continuation Sheet Schedule of Commodity (for CCC-678)		236
CCC-686	Application For Loan or Loan Deficiency Payment By Heirs		16
CCC-691	Commodity Delivery Notice		120, 173, 291
CCC-692	Settlement Statement		173, 291
CCC-699	Reconcentration Agreement and Trust Receipt		373
CCC-770 DMA	DMA Peanut MAL or LDP Processing Checklist		436
CCC-770 LDP/eLDP	Loan Deficiency Payment (LDP) and eLDP Program Review Checklist		191
CCC-902	Farm Operating Plan		16, Ex. 2
CCC-912-P	Agreement for Designated Marketing Association Terms and Conditions for Peanuts	Ex. 41	420, 422
CCC-941	Average Adjusted Gross Income (AGI) Certification and Consent to Disclosure of Tax Information - Agricultural Act of 2014		16, Ex. 2
CCC-1099	CCC-1099-A, -A2, -G, -MISC		120
FSA-211	Power of Attorney	452	392, 435, 450, 451
FSA-409	Measurement Service Record		76, 192, 194, 199
FSA-578	Report of Acreage		202
FSA-1007	Inspection Certificate and Calculation Worksheet		3, 7, 36, 199
FSA-2360	Report of Lien Search		460

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

## Forms (Continued)

Number	Title	Display Reference	Reference
FV-95	Federal-State Inspection Service Peanut Inspection Notesheet		3, 18, 86
SF-LLL	Disclosure of Lobbying Activities		235, 435
SF-1199A	Direct Deposit Sign-Up Form		211
SF-3881	ACH Vendor/Miscellaneous Payment Enrollment Form		211
UCC-1	Financing Statement		86, 87, 225
UCC-1F	Effective Financing Statement		86

## Abbreviations Not Listed in 1-CM

The following abbreviations are **not** listed in 1-CM.

Approved Abbreviations	Term	Reference
CFS	Central Filing System	3, 88, 365, 366, Ex. 2
ELK	extra-large kernels	236, 291, Ex. 11, 32
LSK	loose shell kernel	Text, Ex. 2, 11, 32
MLG	market loan gain	16, 235, 277, 393, Ex. 2
NLR	national loan rate	18, 86, 172, 236, 277
NPB	National Peanut Board	86, 235, 236
NPP	national posted price	Text
PMP-DC	FSA Peanut Market Place-Data Collection	3
RMD	rancidity, mold, and decay	18, 236, 291, 241, Ex. 2, 32
RUN	runner peanuts	18, 225, 235, 236, 291, 367, Ex. 11, 32
Seg.	segregation	Text, Ex. 2, 11
SMK	sound mature kernels	86, 236, 291, Ex. 11, 32
SPE	Spanish peanuts grown in the Southeast area	18, 225, 235, 236, 291, 367, Ex. 11, 32
SPW	Spanish peanuts grown in the Southwest area	18, 225, 235, 236, 291, 367, Ex. 11, 32

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

Abbreviations Not Listed in 1-CM (Continued)

Approved Abbreviations	Term	Reference
TSR	Transaction Summary Report	252
USWA	U.S. Warehouse Act	365, Ex. 2
VAL	Valencia peanuts	18, 225, 235, 236, 291, 367, Ex. 11, 32
VIR	Virginia peanuts	18, 225, 235, 236, 291, 367, Ex. 11, 32
WRSP	Warehouse Receipt Summary for Peanuts	235, 236

Redelegations of Authority

The following table lists redelegations of authority in this handbook.

Redelegation	Reference
<p>The authority to approve all loan and LDP forms and documents prepared according to this handbook may be redelegated, in writing according to 16-AO, by:</p> <ul style="list-style-type: none"> <li>• COC to CED, <b>except</b> forms and documents in which CED has a monetary interest</li> <li>• CED to Federal and non-Federal County Office employees, <b>except</b> forms and documents in which the person approving has a monetary interest.</li> </ul> <p><b>Reminder:</b> Cross training in all applicable program areas shall be completed before signing authority redelegation is made.</p>	1

Follow this table for exceptions to redelegate authority for approval of loans and LDP's.

IF the producer is...	THEN the approval authority shall be...
Federal or non-Federal State or County Office employee	CED.
COC member	
DD	
SED	
STC member	
CED	COC.

**Note:** Questionable cases may be referred to the next higher authority for determination.

**Definitions of Terms Used in This Handbook**

**Central Filing System (CFS)**

CFS means an electronic system operated and maintained by a provider, as a disinterested third party authorized by DACO, where information relating to warehouse receipts, USWA documents, and other electronic documents are recorded is maintained in a confidential and secure fashion independent of any outside influence or bias in action or appearance.

**“Date Document Received” Date**

“Date Document Received” date means the date all required loan documents are received by the County Office.

**EWR**

EWR means a warehouse receipt authorized by DACO to be issued or transmitted under USWA in the form of an electronic document.

## Definitions of Terms Used in This Handbook (Continued)

## Eligible Producer

Eligible producer means a person or legal entity that:

- has complied with annual program requirements including:
  - reporting acreage for all cropland on the farm according to 2-CP and 8-LP, subparagraph 200 A
  - completing AD-1026 according to 6-CP for producer and all affiliated persons
  - completing CCC-941 according to 5-PL for 2014 through 2018 crop years for producer and all affiliated persons

**Note:** CCC-941 is **not** needed on file at loan disbursement, but is required if MLG is applicable or applying for LDP.

- completing applicable CCC-902 if repaying a loan with a market gain or requesting LDP according to 5-PL, paragraph 41

**Note:** COC **must** make the following determinations, if repaying a loan with a market gain or requesting LDP:

- actively engaged in farming
  - cash rent tenant
  - member contribution.
- has a beneficial interest in the eligible commodity for which a loan or LDP is requested
  - shares in the risk of producing the applicable commodity.

**Definitions of Terms Used in This Handbook (Continued)****Farmer Stock Peanuts**

Farmer stock peanuts mean picked and threshed peanuts which have **not** been shelled, crushed, cleaned or otherwise changed (**except** for removal of foreign material, LSK's, and excess moisture) from the form in which customarily marketed by producers.

**Holder**

Holder means a person that has possession in fact or by operation of law of a warehouse receipt, USWA electronic document, or any electronic document.

**Legal Entity**

Legal entity means an entity that either:

- owns land or an agricultural commodity, product, or livestock
- produces an agricultural commodity, product, or livestock.

**LDP**

LDP means payments made to producers who, although eligible to obtain MAL, agree to forgo the loan in return for a payment on eligible peanuts.

**Provider**

Provider means a person authorized by DACO, as a disinterested third party, that maintains 1 or more confidential and secure electronic systems independent of any outside influence or bias in action or appearance.

**Definitions of Terms Used in This Handbook (Continued)**

**Seg. 1 Peanuts**

Seg. 1 peanuts mean farmer stock peanuts with **not** more than 2.49 percent damaged kernels or more than 1.00 percent concealed damage caused by RMD and that are free from visible *Aspergillus flavus*.

**Seg. 2 Peanuts**

Seg. 2 peanuts mean farmer stock peanuts with more than 2.49 percent damaged kernels or more than 1.00 percent concealed damage caused by RMD and that are free from visible *Aspergillus flavus*.

**Seg. 3 Peanuts**

Seg. 3 peanuts mean farmer stock peanuts with visible *Aspergillus flavus*.

**“Storage Start Date”**

“Storage Start Date” means the date the commodity was deposited into the warehouse.

## Menu and Screen Index

The following menus and screens are displayed in this handbook.

Menu or Screen	Title	Reference
	Confirm Receipts for Release Screen	371
EWR074	DMA Paper Receipt Results Screen	374
EWR000	Electronic Warehouse Receipts Program Screen	367
eLDPApplMain01	Please select the type of operation from the... Screen	375
PLA000	Price Support - Loan Making Menu	212, 370
PLC09500	Price Support - Loan Making Screen	370
	Report of FSA View Screen	372
EWR054	Report of Paper Receipt View Screen	374
EWR024	Report of Requested Receipts Screen	368
EWR022	Request Receipt Result Screen	368
EWR020	Request Receipts Screen	368
EWR040	Search Receipts for Release Screen	371
EWR030	Search Receipts To Send To APSS Screen	369, 374, 480
EWR042	Select Receipts for Release Screen	371
EWR052	Select Receipts for View Screen	372, 374
EWR070	Select Upload File for DMA Screen	374
EWR032	Send Receipts to APSS Screen	369, 374
EWR010	State, County, Commodity and Crop Year Selection Screen	367
EWR010	View Receipts Screen	372, 374
EWR010	View Receipts Selection Screen	367



**Federal-State Inspection Service, AMS Contact Information**

The following are Federal-State Inspection Service, AMS contact persons, addresses, and telephone numbers.

<b>Southeast (Alabama, Florida, Georgia, and Mississippi)</b>	
<b>Federal Contacts</b>	<b>State Contacts</b>
<p>Mr. Robert Bentley Mr. Richard Marowski Federal Program Managers USDA, AMS, FVP, Specialty Crops Inspection Division 98 3RD ST SW WINTER HAVEN FL 33880-2905</p> <p><b>Telephone:</b> 863-299-7132 <b>FAX:</b> 863-299-7814</p>	<p>Mr. Jeff Jeffers Alabama Federal-State Inspection Service PO BOX 1368 DOTHAN AL 36302-1368 <b>Telephone:</b> 334-792-5185; <b>FAX:</b> 334-671-7984</p> <p>Mr. Barry Gaffney Florida Federal-State Inspection Service PO BOX 566 GRACEVILLE FL 32440-0566 <b>Telephone:</b> 850-263-2355; <b>FAX:</b> 850-263-7382</p> <p>Mr. Marlon Clements Florida Federal-State Inspection Service PO BOX 1072 WINTER HAVEN FL 33882-1072 <b>Telephone:</b> 863-291-5820; <b>FAX:</b> 863-291-5215</p> <p>Mr. Phillip Sutton Georgia Federal-State Inspection Service PO BOX 71767 ALBANY GA 31708-1767 <b>Telephone:</b> 229-432-7505; <b>FAX:</b> 229-438-8920</p> <p>Mr. Kevin Riffin MDAC/Federal State Inspection Service PO BOX 1609 JACKSON MS 39215-1609 <b>Telephone:</b> 601-359-1138; <b>FAX:</b> 601-359-1175</p>

**Federal-State Inspection Service, AMS Contact Information (Continued)**

<b>Virginia-Carolina (Virginia, North Carolina, and South Carolina)</b>	
<b>Federal Contacts</b>	<b>State Contacts</b>
<p>Mr. Alan Novakowski Mr. Gary Crane Federal Program Managers USDA, AMS, FVP, Specialty Crops Inspection Division 8610 WASHINGTON BLVD STE 212 JESSUP MD 20794-9499</p> <p><b>Telephone:</b> 301-317-5365 <b>FAX:</b> 301-317-5438</p>	<p>Mr. Ronnie Wynn NCDA Cooperative Grading Service PO BOX 588 WILLIAMSTON NC 27892-0588 <b>Telephone:</b> 252-792-1672; <b>FAX:</b> 252-792-4784</p> <p>Mr. Jack Dantzler SCDA, Inspection Service PO BOX 13391 COLUMBIA SC 29201-0391 <b>Telephone:</b> 803-737-4588; <b>FAX:</b> 803-737-4667</p> <p>Ms. Teresa Byrd VDACS, Peanut Marketing Program PO BOX 1130 SUFFOLK VA 23439-1130 <b>Telephone:</b> 757-925-2286; <b>FAX:</b> 757-925-2275</p>

**Peanut Discounts Table for 2014 Crop Year**

The following provides discounts for peanuts.

<b>Damage</b>	
<b>Percent</b>	<b>Deduction</b>
1	None
2	\$3.40

<b>Foreign Material</b>	
<b>Percent</b>	<b>Deduction</b>
1	None
2	None
3	None
4	None
5	\$1.00
6	\$2.00
7	\$3.00
8	\$4.00
9	\$5.00
10	\$6.00
11	\$7.00
12	\$8.50
13	\$10.00
14	\$11.50
15	\$13.00
Above 15 percent up to 99 percent.	\$13 + \$2 for each percent over 15 percent.

**Peanut Discounts Table for 2014 Crop Year (Continued)**

<b>Sound Splits</b>	
<b>Percent</b>	<b>Deduction</b>
1	None
2	None
3	None
4	None
5	\$0.80
6	\$1.60
7	\$2.40
8	\$3.20
9	\$4.00
10	\$4.80
11	\$5.60
12	\$6.40
13	\$7.20
14	\$8.00
15	\$8.80
Above 15 percent up to 99 percent.	\$8.80 + \$0.80 for each percent over 15 percent.

**Peanut Rates and Premiums**

The following table provides peanut rates and premiums for 2014 crop years.

<b>Seg. 1 Peanuts</b>		
<b>Peanut Type</b>	<b>2014 Crop Year</b>	
	<b>National Loan Rate Per Ton</b>	<b>Rate Per Percent Total SMK</b>
“RUN”	\$354.86	\$4.819
“SPE”	\$333.91	\$4.795
“SPW”	\$333.91	\$4.795
“VAL”	\$357.79	\$5.346
“VIR”	\$357.79	\$4.915
<b>All Peanut Types</b>		
“LSK”	\$140	
“Other Kernels”		\$1.40
“ELK”, Virginia <b>only</b>		\$0.35
<b>Seg. 2 and 3 Peanuts</b>		
<b>Peanut Type</b>	<b>2014 Crop Year</b>	
	<b>National Loan Rate Per ton</b>	<b>Rate Per Percent Total SMK</b>
“RUN”	\$124.20	No Additional Premiums and Discounts
“SPW”	\$116.87	
“SPE”	\$116.87	
“VAL”	\$125.23	
“VIR”	\$125.23	



## DMA Preprocessed File Specifications

### A File Naming Conventions and Standards

Format standards require that each peanut loan/LDP receipt data file name consist of the following:

- a 3-character alphabetic prefix code that identifies the creating entity

**Note:** PSD shall issue the prefix code to DMA's. The following prefix codes have been issued to DMA's that have been approved.

<b>DMA Name</b>	<b>Prefix Code for EWR</b>	<b>Prefix Code for Paper Receipt</b>
Concordia Allied Producers (13-806)	SEE	SEP
American Peanut Marketing Associations, LLC (13-808)	SFE	SFP
Peanut Marketing Loan Services (48-832)	SXE	SXP
VC Peanut DMA LLC (51-802)	VCE	VCP

- a 5-digit numeric File Sequence Number
- all files will have a ".DAT" file extension.

**Notes:** All file names will consist of capital letters and numbers.

Each record in the file will contain **256** bytes plus a carriage return and line feed character at the end of each record.

The first digit of the sequence number shall be the last digit of the crop year. The remaining digits shall:

- start at 0001
- will be in increments of 1 for each file created by an entity.

**Examples:** The following are 2 example file names for VC Peanut DMA, LCC:

- VCE40001.DAT would be the first 2014 CY file using **EWR**
- VCP40020.DAT would be the twentieth 2014 CY file using **paper receipts**.

**DMA Preprocessed File Specifications (Continued)**

**B Header Record Format**

Each file **must** have a header record with the following format.

<b>Position</b>	<b>Size</b>	<b>Type</b>	<b>Justified</b>	<b>Explanation</b>	<b>Example</b>
1	2	Numeric	Right	Code for the State where the loan or LDP will be made. This code <b>must</b> remain consistent throughout the entire file.	51
3	3	Numeric	Right	Code for the DMA service County Office where the loan or LDP will be made. This code <b>must</b> remain consistent throughout the entire file.	802 (For VC Peanut DMA)
6	2	Numeric	Right	Enter last 2 digits of crop year.	14
8	5	Numeric	Right	File Sequence Number that increases by 1 for each file created by the entity. The first digit of the 5-digit sequence number is the last digit of the crop year. This number <b>must</b> remain consistent throughout the entire file.	40001
13	1	Alpha	Left	ENTER "A".	A
14	17			Space fill.	
31	5	Alpha	Left	ENTER "PNUT".	PNUT
36	3	Alpha	Left	Peanut type code; <b>must</b> be "RUN", "SPE", "SPW", "VAL", or "VIR".	RUN
39	6	Numeric	Right	Warehouse code.	072070
45	2	Alpha-Numeric	Left	Preparation code.  <b>Note:</b> For loan/LDP based on:  <ul style="list-style-type: none"> <li>• paper receipts, use code "2P"</li> <li>• EWR, use code "2E".</li> </ul>	2P
47	33	Alpha	Left	Enter the producer name; free form text.	John T. Logan

DMA Preprocessed File Specifications (Continued)

**B Header Record Format (Continued)**

Position	Size	Type	Justified	Explanation		Example
80	1	Numeric	Right	Indicate either payment type as follows:		1
				<ul style="list-style-type: none"> <li>• “1” for loan</li> <li>• “2” for LDP.</li> </ul>		
81	2	Alpha	Left	License type code. Enter 1 of the following:		US
				<ul style="list-style-type: none"> <li>• “US” for Federal license</li> <li>• “NL” for nonlicense</li> <li>• the standard 2 letter postal abbreviation (such as TX for Texas) for State-licensed warehouses.</li> </ul>		
83	2	Numeric	Right	Numeric State code where peanuts were inspected.		13
85	157			Space fill.		
242	3	Alpha	Left	Entry should match the first 3 letters of the file name. This is the file prefix code assigned by PSD to the entity creating the file.		VCP (For VC Peanut DMA using paper receipt)
245	1			Space fill.		
246	4	Numeric	Right	<b>IF using...</b>	<b>THEN enter...</b>	0000
				EWR’s paper receipts	the number of EWR records. zeros.	
250	4	Numeric	Right	EWR’s	zeros.	0004
				paper receipts	the number of paper receipt records.	
254	1			Space fill.		
255	1	Numeric	Left	<b>IF using...</b>	<b>THEN enter...</b>	
				EWR’s paper receipts	<ul style="list-style-type: none"> <li>• “1” for loan</li> <li>• “2” for LDP.</li> </ul> space fill.	
256	1	Numeric	Right	EWR’s	“1”	3
				paper receipts	“3”.	

**DMA Preprocessed File Specifications (Continued)**

**C Receipt Record Format**

Each file **must** have 1 or more receipt records with the following format.

<b>Position</b>	<b>Size</b>	<b>Type</b>	<b>Justified</b>	<b>Explanation</b>	<b>Example</b>
1	2	Numeric	Right	Code for the State where the loan or LDP will be made. This code <b>must</b> remain consistent throughout the entire file.	51
3	3	Numeric	Right	Code for DMA service County Office where the loan or LDP will be made. This code <b>must</b> remain consistent throughout the entire file.	802 (for VC Peanut DMA)
6	2	Numeric	Right	Enter last 2 digits of the crop year.	14
8	5	Numeric	Right	File Sequence Number that increases by 1 for each file created by the entity. The first digit of the 5-digit sequence number is the last digit of the crop year. This number <b>must</b> remain consistent throughout the entire file.	40001
13	1	Alpha	Left	ENTER "W".	W
14	1			Space fill.	
15	8	Numeric	Right	Warehouse receipt number for the receipt. This <b>must</b> be numeric and have <b>no</b> duplicates within the file.	00076362
23	8			Space fill.	
31	8	Numeric		Date receipt was issued. Enter in "CCYYMMDD" format.	20140913
39	8	Numeric		Date storage starts. Enter in "CCYYMMDD" format.	20140913
47	1	Numeric	Right	ENTER "Seg" for this receipt ("1", "2", or "3" as appropriate).	1
48	8	Numeric	Right	Net pounds.	00002500
56	6.2	Numeric	Right	Net tons rounded to 2 decimals.	00000125
64	8	Numeric	Right	LSK pounds.	00000500
72	6.2	Numeric	Right	LSK tons rounded to 2 decimals.	00000025
80	8	Numeric	Right	Total pounds.	00003000
88	6.2	Numeric	Right	Total tons rounded to 2 decimals.	00000150
96	3.2	Numeric	Right	Enter ELK percent; zero fill if <b>not</b> "VIR" peanuts.	03500 (35 percent)

**DMA Preprocessed File Specifications (Continued)**

**C Receipt Record Format (Continued)**

<b>Position</b>	<b>Size</b>	<b>Type</b>	<b>Justified</b>	<b>Explanation</b>	<b>Example</b>
101	2.2	Numeric	Right	Enter moisture percent.	1000 (10 percent)
105	3.2	Numeric	Right	Enter foreign material percent.	00700 (7 percent)
110	3.2	Numeric	Right	Enter sound split percent.	00500 (5 percent)
115	3.2	Numeric	Right	Enter total SMK percent.	07500 (75 percent)
120	3.2	Numeric	Right	Enter other kernels (OK) percent.	00250 (2.5 percent)
125	3.2	Numeric	Right	Enter total damage percent.	00100 (1 percent)
130	3.2	Numeric	Right	Enter hull percent.	02150 (21.5 percent)
135	3.2	Numeric	Right	Enter total hull and kernel percent.	10000 (100 percent)
140	2.2	Numeric	Right	Enter RMD percent; valid range is 0 (minimum) through 1.00 (maximum). Field will allow 2 digits and 2 decimals.	0050 (.50 percent)
144	2.2	Numeric	Right	Enter the total amount of receiving charges.	1075 (\$10.75)
148	1	Alpha	Left	ENTER either “Y” for “Yes” or “N” for “No” to indicate whether the receiving charges have been paid.	Y
149	8	Numeric		Date storage paid through for this receipt. Enter in “CCYYMMDD” format.  <b>Note:</b> If no storage has been paid, the “date storage starts” shall be on entered on the receipt.	20141231
157	2	Alpha		ENTER “TT” (constant value).	TT

**DMA Preprocessed File Specifications (Continued)**

**C Receipt Record Format (Continued)**

<b>Position</b>	<b>Size</b>	<b>Type</b>	<b>Justified</b>	<b>Explanation</b>	<b>Example</b>
159	1.4	Numeric	Right	Prepaid in-charges per ton.	80000 (\$8.0000)
164	1.4	Numeric	Right	Prepaid out-charges per ton.	50000 (\$5.0000)
169	1.6	Numeric	Right	Monthly storage charge per ton.	2820000 (\$2.820000)
176	81			Space fill.	

**D Trailer Record Format**

Each peanut EWR data file **must** have a trailer record with the following format.

<b>Position</b>	<b>Size</b>	<b>Type</b>	<b>Justified</b>	<b>Explanation</b>	<b>Example</b>
1	2	Numeric	Right	Code for the State where the loan or LDP will be made. This code <b>must</b> remain consistent throughout the entire file.	51
3	3	Numeric	Right	Code for the county where the loan or LDP will be made. This code <b>must</b> remain consistent throughout the entire file.	802 (For VC Peanut DMA.)
6	2	Numeric	Right	Enter the last 2 digits of crop year.	14
8	5	Numeric	Right	File Sequence Number that increases by 1 for each file created by the entity. The first digit of the 5-digit sequence number is the last digit of the crop year. This number <b>must</b> remain consistent throughout the entire file.	40001
13	2	Alpha	Left	ENTER “ZZ”.	ZZ
15	4	Numeric	Right	ENTER “9999”.	9999
19	12			Space fill.	
31	4	Numeric	Right	Enter total number of receipts records in the file.	0003
35	222			Space fill.	

**CCC-912-P, Agreement for Designated Marketing Association Terms and Conditions for Peanuts**

The following is an example CCC-912-P.

<p><b>CCC-912-P</b> (05-04-11)</p>	<p><b>U.S. DEPARTMENT OF AGRICULTURE</b> Commodity Credit Corporation</p>	
<p><b>AGREEMENT FOR DESIGNATED MARKETING ASSOCIATION TERMS AND CONDITIONS FOR PEANUTS</b></p>		
<p><b>NOTE:</b> <i>The authority for collecting the following information is Pub. L. 107-171. This authority allows for the collection of information without prior OMB approval mandated by the Paperwork Reduction Act of 1995. The time required to complete this information collection is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.</i></p> <p><i>The following statement is made in accordance with the Privacy Act of 1974 (5 USC 552a - as amended). The authority for requesting the information identified on this form is 7 CFR Part 1421, the Commodity Credit Corporation Charter Act (15 U.S.C. 714 et seq.), and the Farm Security and Rural Investment Act of 2002 (Pub. L. 107-171). The information will be used to determine eligibility to enter into an agreement for CCC appointment as a Designated Marketing Association for eligible peanut producers. The information collected on this form may be disclosed to other Federal, State, Local government agencies, Tribal agencies, and nongovernmental entities that have been authorized access to the information by statute or regulation and/or as described in applicable Routine Uses identified in the System of Records Notice for USDA/FSA-2, Farm Records File (Automated). Providing the requested information is voluntary. However, failure to furnish the requested information will result in a determination of ineligibility to enter into an agreement for CCC appointment as a Designated Marketing Association for eligible peanut producers. <b>RETURN COMPLETED FORM TO THE DIRECTOR, PRICE SUPPORT DIVISION, USDA, FSA, STOP 0512, WASHINGTON, D.C. 20250.</b></i></p>		
<p>1. Date of Agreement (<i>Day, Month, Year</i>):</p>	<p>2. Name of Designated Marketing Association</p>	
<p>3. Street Address</p>	<p>4. City, State, Zip Code</p>	
<p>5. Phone Number (<i>Including Area Code</i>):</p>	<p>6. State and DMA Code (<i>Assigned by FSA</i>):</p>	
<p><b>7. Purpose:</b></p> <p>A. Under CCC's peanut marketing assistance loan program, peanut marketing assistance loans (MAL's) and loan deficiency payments (LDP's) are available to producers of peanuts in accordance with the general regulations governing the 2009 through 2012 crop, codified at 7 CFR Part 1421, and any amendments thereto (hereinafter referred to as "the regulations").</p> <p>B. According to the regulations at 7 CFR Part 1421, peanut producers may obtain peanut MAL's from a Designated Marketing Association (DMA).</p> <p>C. CCC desires to permit a DMA to act as agent for CCC in performing certain MAL making and servicing functions in accordance with CCC's peanut MAL and LDP program.</p>		
<p><b>8. Definitions:</b></p> <p>A. <b>Designated Marketing Association</b> means an entity, or subsidiary thereof, that performs marketing functions for a marketing association of peanut producers, does not take title to the commodity, and is authorized by CCC to provide and to service CCC peanut MAL's and LDP's for individual producers who have beneficial interest in peanuts.</p>		

**CCC-912-P, Agreement for Designated Marketing Association Terms and Conditions for Peanuts  
(Continued)**

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- B. **Administrative County Office** means the FSA County Office where a producer's FSA records are maintained.
- C. **DMA Service County Office** means a FSA County Office designated by CCC to accept, process, and disburse peanut MAL's and LDP's to the DMA.

**9. Functions to be performed by the DMA**

A. **Functions** - Subject to other provisions of this Agreement, CCC hereby appoints the person or firm named above as a DMA for the purpose of performing certain services requisite to the making and servicing of CCC peanut MAL's and LDP's to eligible producers of eligible peanuts in accordance with the peanut MAL and LDP program carried out by CCC. The DMA may act as CCC's agent for the following purposes:

- (1) preparing and executing CCC peanut MAL and LDP application documents;
- (2) determining that producers and the commodity are eligible for peanut MAL's and LDP's;
- (3) determining that eligible peanuts are free and clear of all liens by performing lien searches at DMA expense and, if necessary, obtaining lien waivers;
- (4) instructing the holder of Electronic Warehouse Receipts (EWR), if applicable, to notify the EWR provider to amend the EWR to show CCC is the holder;
- (5) receiving CCC funds, as directed by CCC, from either a CCC approved bank or a DMA Service County Office, previously approved by CCC, for the peanut MAL or LDP amounts shown on the MAL documents presented to the bank or DMA Service County Office;
- (6) disbursing CCC peanut MAL and LDP proceeds to individual producers who have beneficial interest in eligible peanuts;
- (7) preparing and executing documents for MAL repayments;
- (8) collecting repayment funds from producers or buyers and transmitting such funds to CCC; transmitting documents to render forfeited collateral to CCC; and collecting data for reporting to CCC as required by CCC.

B. In performing the above services, the DMA shall further:

- (1) perform such services in accordance with the procedures outlined in the applicable peanut program regulations and notices published in the Federal Register and the Code of Federal Regulations, applicable peanut FSA Handbooks and amendments thereto, and any Notices or instructions issued by the Deputy Administrator for Farm Programs; or Director, Price Support Division (PSD).
- (2) make and service CCC peanut MAL's and LDP's, only upon presentation of warehouse receipts, (unless otherwise provided by CCC), and grading information by an eligible producer to the DMA;

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(Continued)

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- (3) become familiar with the peanut program as set forth in the applicable regulations, notices published in the Federal Register, FSA peanut MAL Handbooks, forms, and other instructions issued relating to the peanut MAL and LDP program;
- (4) attend DMA and peanut MAL and LDP program training offered by CCC at DMA expense; and
- (5) provide sufficient personnel, computer hardware, computer communications systems, and software, as determined necessary by CCC, to administer the peanut MAL and LDP program.

**10. CCC shall:**

- A. provide producer eligibility and AGI data to the DMA that the DMA will use to determine whether the producer is an eligible producer or if the producer will exceed AGI limitation; and
- B. make FSA claim, assignment, debt, and other applicable information available to the DMA.

**11. Indebted Producers:** If the DMA is notified at any time that a producer requesting peanut MAL's or LDP's through the service provided by the DMA is indebted to CCC, is delinquent on other non-tax federal debt, or is otherwise subject to offset by CCC in accordance with the offset regulations of CCC, the DMA shall:

- A. contact CCC for the amount that is owed to CCC and is to be offset from the MAL or LDP proceeds prior to the disbursement of such proceeds; and
- B. prepare a check payable to CCC for the amount collected by offset and forward the check to CCC as directed by CCC.

**12. Fees:** The DMA may charge the producer requesting a CCC peanuts MAL or LDP a fee for preparation of MAL or LDP documents and for servicing the MAL, at a rate determined by the DMA. Fees shall be deducted from the MAL or LDP amount received by the DMA from CCC before distribution to the producer. Any fees charged by the DMA for making and servicing peanut MAL's or LDP's shall be assessed at the same rate for each producer requesting a CCC peanut MAL or LDP through the service provided by the DMA.

**13. Power of Attorney Policy:** Producers may designate the DMA, on form FSA-211 (Power of Attorney), to be the producer's agent for the purpose of executing MAL or LDP documents in order to obtain MAL's or LDP's, repaying peanut MAL's, or marketing peanuts on behalf of the producer. If the DMA is designated by a producer to be the producer's agent for the purpose of executing documents to obtain a peanut MAL or LDP, repaying peanut MAL's on behalf of the producer, or marketing the producer's peanuts, the DMA shall:

CCC-912-P, Agreement for Designated Marketing Association Terms and Conditions for Peanuts  
(Continued)

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- A. disclose to CCC all facts which the DMA knows or should know would reasonably affect the judgment of CCC in permitting the DMA to act as agent for both CCC and the producer;
- B. include the following language (or equivalent language approved by CCC) as an attachment to each FSA-211 entered into between the DMA and a producer:

"[The producer] hereby acknowledges that [the DMA] is an agent of the Commodity Credit Corporation for the purpose of performing certain services requisite to the making and servicing of Commodity Credit Corporation peanut MAL's and LDP's to eligible producers of eligible peanuts and agrees to permit [the DMA] to act as agent for both [the producer] and the Commodity Credit Corporation. [The DMA] shall disclose to [the producer] all facts which [the DMA] knows or should know would reasonably affect the judgement of [the producer] in permitting [the DMA] to act as agent for both [the producer] and the Commodity Credit Corporation"; and

- C. submit for CCC's approval a sample copy of the FSA-211 and any attachments to be entered into between the DMA and producer.

**14. Prohibited Activity:** The DMA shall not:

- pool the producer's peanuts for the purpose of obtaining peanut MAL's or LDP's from CCC;
- pool the proceeds obtained from peanut MAL's or LDP's made by CCC;
- make settlement of MAL proceeds with producers on a pool basis;
- take title to any peanuts;
- make farm stored MAL's or LDP's unless authorized by CCC;
- make MAL's or LDP's to producers involved in bankruptcy proceedings unless otherwise authorized by CCC;
- make MAL's or LDP's to ineligible peanut producers or on ineligible peanuts;
- operate the DMA operation under the same entity and tax identification number that is a CCC-approved Cooperative Marketing Association (CMA).

**15. Scheme or Device:** The DMA will not adopt any scheme or device to circumvent the purpose of the applicable commodity program regulations, the regulation governing DMA's, or this Agreement.

**16. Marketing Services:** Any charge for marketing services performed by the DMA for a producer requesting CCC peanut MAL's or LDP's through the service provided by the DMA shall be established by the producer and the DMA before execution of a marketing agreement and power of attorney. Any such charge will be assessed at the same rate for all producers for which the DMA performs marketing services.

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(Continued)

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17. **Nondiscrimination:** The DMA shall not discriminate against any person because of race, color, religion, sex, national origin, marital status, physical disability, mental disability, or age in conducting activities in accordance with this Agreement. The services of the DMA shall be made available to all eligible producers whether or not such producers have granted the DMA a power of attorney or have designated the DMA as the producer's agent for the purpose of:

- A. executing MAL documents to obtain peanut MAL's, or LDP's
- B. repaying such peanut MAL's on behalf of the producer; or
- C. marketing the producer's peanuts.

18. **Financial Security:**

A. The DMA shall furnish security to CCC in order to guarantee performance. The security shall be either:

- a certified or cashier's check payable to CCC;
- an irrevocable commercial letter of credit in the form approved by CCC;
- a performance or surety bond conditioned on the DMA fully discharging all of its obligations under this Agreement;
- other form of security, as CCC may deem appropriate.

The amount of the financial security shall be equal to an amount, as determined by CCC, that protects CCC from risk and takes into consideration the DMA's financial condition based upon the financial statements presented to gain initial DMA status and the financial statements presented to maintain DMA status.

B. The DMA is liable to CCC for any losses incurred by CCC as a result of the DMA's failure to discharge all of its obligations under this Agreement. Payment in the amount of such losses shall be made to CCC first, from the financial security furnished by DMA, and second, by the DMA if the amount of the loss exceeds the amount of the financial security.

19. **Records Retention:** The DMA shall maintain, according to FSA Handbook 25-AS, for an indefinite period, unless otherwise notified by CCC, all MAL or LDP, current and complete records with respect to executed MAL and LDP documents required by this Agreement.

20. **Reviews:** The DMA shall permit CCC or its representatives to examine the books, MAL records, papers, and accounts relating to the activities of the DMA in connection with the making and servicing of CCC peanut MAL's or LDP's any time during normal business hours. Examination and inspections made by CCC or by a Federal, State, or other body authorized by CCC shall, however, in no way relieve the DMA of its obligations under the terms and conditions of this Agreement.

21. **Release of Information:** No information collected or acquired by the DMA in its capacity as agent of CCC shall be released, supplied, or made available, without prior approval of CCC, to any person other than CCC or the person who supplied such information.

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(Continued)

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- 22. Maintaining DMA Status:** The DMA shall, within 4 months of the end of the DMA fiscal year, furnish to PSD:
- A. a current and audited financial statement prepared in accordance with generally accepted accounting principles and including the items listed below:
- balance sheet;
  - income statement (profit and loss statement);
  - cash flow statement;
  - statement of retained earnings;
- B. a report of audit or review of the financial statement conducted by an independent Certified Public Accountant in accordance with standards established by the American Institute of Certified Public Accountants. The accountant's report of audit or review shall include the accountant's certifications, assurances, opinions, comments and notes with respect to such financial statements; and
- C. basic DMA data including:
- any changes to DMA name, contact person name, DMA address, phone number, FAX number, or e-mail addresses;
  - a current list of DMA employees authorized to conduct CCC business;
  - copies of all CCC forms that are computer-generated by the DMA.
- 23. Liability:** The DMA shall hold CCC harmless from any claim made against CCC in connection with any MAL or LDP making, MAL servicing, or other activity carried out by the DMA which is not in accordance with the terms and conditions of this Agreement.
- 24. Termination or Suspension:** Either party may terminate this Agreement at any time upon 30-calendar days written notice to the other party. CCC may terminate this Agreement without providing 30 days notice if CCC determines that the DMA has failed to meet the terms and conditions of this Agreement. Termination of this Agreement by either party is without prejudice to any rights of a party against the other under this Agreement arising from a party's failure to meet the terms and conditions of this Agreement. If the DMA sends a notice of termination to CCC or receives a notice of termination from CCC, the DMA shall immediately cease the execution of MAL or LDP documents. CCC may also suspend the DMA from making new peanut MAL's and LDP's. If the DMA can come into compliance with CCC terms and conditions within a time period established by CCC, the suspension may be lifted.
- 25. Member Delegate:** Unless exempted by 41 U.S.C. 22, no member or Delegate to Congress, or resident commissioner, shall be admitted to any share or part of this Agreement or to any benefit arising from it. However, this provision does not apply to this Agreement to the extent that this Agreement is made with such persons in their capacity as producers of agricultural commodities or with a corporation for its general benefit.
- 26. Federal Employee Status:** This Agreement does not render the DMA or its employees, a Federal employee.

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(Continued)**

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**27. Effective Date:** It is agreed that this Agreement will become effective upon execution by CCC and will remain in effect until terminated.

**IN WITNESS WHEREOF,** the parties have caused this Agreement to be executed on the date in Item 1.

**28. COMMODITY CREDIT CORPORATION**

A. Attest: \_\_\_\_\_ B. By \_\_\_\_\_ C. Date: \_\_\_\_\_  
(Signature) (Signature of Contracting Officer)

**29. DESIGNATED MARKETING ASSOCIATION**

A. Attest (Signature)		
B. Signature of Responsible Party (By)	C. Title/Relationship of Individual Signing in the Representative Capacity	D. Date (MM-DD-YYYY)

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**DMA Service County Office Contact Information**

The following are the service County Office contacts.

<b>Name</b>	<b>Service County Office</b>	<b>E-Mail Address</b>	<b>Contact</b>
Concordia Allied Producers	Worth, Georgia	<a href="mailto:vicki.moore@ga.usda.gov">vicki.moore@ga.usda.gov</a>	Vicki Moore Phone: 229-776-6985, Ext. 111
American Peanut Marketing Associations, LLC	Calhoun, Georgia	<a href="mailto:carla.cook@ga.usda.gov">carla.cook@ga.usda.gov</a>	Carla Cook Phone: 229-849-2415
Peanut Marketing Loan Services, LLC	Eastland, Texas	<a href="mailto:sharon.curtis@tx.usda.gov">sharon.curtis@tx.usda.gov</a>	Sharon Curtis Phone: 254-629-1636, Ext. 104
V-C Peanut DMA, LLC	Southampton, Virginia	<a href="mailto:beth.francis@va.usda.gov">beth.francis@va.usda.gov</a>	Beth Francis Phone: 757-653-2532, Ext. 113

