

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

**Automated Price Support Procedures
and Common Functions for
Grains, Oilseeds, and Rice
12-PS (Revision 2)**

Amendment 11

Approved by: Acting Deputy Administrator, Farm Programs



Amendment Transmittal

A Reasons for Amendment

Subparagraph 2 A has been amended to:

- remove 2-LP Peanuts from the list of related handbooks
- update 8-LP reference to reflect that it is used for loans and LDP's for 2002 and subsequent crop years.

Paragraph 712 has been amended to remove option 4 because it was available for 1998 and prior crop years and is no longer available.

Paragraph 741 has been withdrawn because data for 1998 and prior years has been archived.

Part 15, Exhibits 10 through 12, 14, and 16 through 22, have been withdrawn because spot-checking procedures are provided by producers on the national level.

Subparagraph 1730 A has been amended to remove the reference to generate monthly spot check reports during the start-of-day process.

Paragraph 1901 has been amended to show that County Offices shall have the completed CCC-633 EZ at the workstation before starting an LDP-making activity.

Exhibit 15 has been amended to provide the revised CCC-633 EZ reminder letter. References to a previous crop year and obsolete form have been removed.

Amendment Transmittal (Continued)

Page Control Chart		
TC	Text	Exhibit
5, 6	1-3, 1-4	1, pages 1, 2
15, 16	7-17, 7-18	3, pages 1, 2
19	7-71 through 7-94	10, page 1 (remove)
	15-1	11, pages 1-6 (remove)
	15-2 (remove)	12, page 1 (remove)
	15-3 through 15-6 (remove)	14, pages 1 (remove)
	15-6.5, 15.6.6 (remove)	15, page 1
	15-7 through 15-28 (remove)	16, pages 1, 2 (remove)
	15-28.5, 15-28.6 (remove)	17, page 1 (remove)
	15-29, 15-30 (remove)	18, page 1 (remove)
	15-31 (remove)	19, page 1 (remove)
	17-71, 17-72	20, page 1 (remove)
	19-3, 19-4	21, page 1 (remove)
		22, page 1 (remove)

Table of Contents (Continued)

Page No.

Part 5 Transfer Functions (Continued)

Section 4 Warehouse-to-Warehouse Transfers

532	Entering Basic Transfer Data	5-65
533	Entering Basic Warehouse Receipt Data	5-68
534	Entering Grade and Factor Data	5-75
535	Displaying Calculated Receipt Quantities and Amounts	5-79
536-541	(Reserved)	

Section 5 Warehouse-to-Farm Transfers

542	Entering Basic Transfer Data	5-95
543	Entering Farm Measurement Data	5-98
544	Establishing Measured Quantities and County Where Stored	5-100
545	Displaying Calculated Loan Quantities and Amounts	5-103
546-551	(Reserved)	

Section 6 Completing the Transfer Process

552	Completing the Transfer	5-121
553	Completing Saved Transfers	5-127
554-599	(Reserved)	

Part 6 (Reserved)

600-699	(Reserved)	
---------	------------	--

Table of Contents (Continued)

Page No.

Part 7 Repayments

Section 1 General Repayment Information

700	General Information	7-1
701	Selecting Repayment Options	7-2
702-711	(Reserved)	

Section 2 Regular Repayments

712	Entering Repayment Data	7-17
713	Selecting Bins or Receipts for Partial Repayments	7-20
714	Completing Full and Partial Loan Repayments	7-21
715	Completing Lump-Sum Loan Repayments	7-24
716	Printing Forms	7-25
717-723	(Reserved)	

Section 3 Commodity Certificate Repayments

724	General Provisions	7-41
725	Selecting Commodity Certificate Repayment	7-43
726	Processing Commodity Certificate Exchanges for Commodity Loans	7-44
727	Modified CCC-500 for Commodity Certificate Repayments	7-46
728-736	(Reserved)	

Section 4 Market Loan Repayments

737	General Provisions	7-67
738	Selecting Market Loan Repayments	7-67
739	Entering Market Loan Repayment Data	7-68
740	Repayment Summary	7-70
741	(Withdrawn--Amend. 11)	
742-750	(Reserved)	

Table of Contents (Continued)

Page No.

Part 15 (Withdrawn--Amend. 11)

1500-1506 (Withdrawn--Amend. 11)
1507-1599 (Reserved)

Part 16 (Reserved)

1600-1699 (Reserved)

Part 17 System Control Functions

Section 1 General Information About System Control

1700	System Control Capabilities	17-1
1701	Accessing the Balancing and Queuing Process	17-2
1702-1709 (Reserved)		

Section 2 Balancing and Queuing Accounting and Price Support Files

1710	Balancing Accounting and Price Support Files	17-21
1711	Queuing Accounting and Price Support Files	17-23
1712	Inventory Transmittal Control Document	17-26
1713-1729 (Reserved)		

Table of Contents (Continued)

Page No.

Part 17 System Control Functions (Continued)

Section 3 Price Support Start-of-Day and End-of-Day Processes

1730	Start-of-Day Process	17-71
1731	Creating Backups of Price Support History Files to Tape Cartridges in Start-of-Day	17-73
1732	End-of-Day Process	17-85
1733	Price Support File Maintenance Errors	17-87
1734-1740 (Reserved)		

Section 4 System Control Options Menu

1741	Accessing System Control Options Menu PKA000	17-101
1742	Preparing a Report of Permanent Price Support History Tapes	17-103
1743	Copying Permanent Price Support History Tapes	17-104
1744	KC-ITSTO/SUAB Instructed File Saves	17-106
1745	Control Price Support Transmission Data	17-109
1746	Re-Activating Previously Archived Price Support Loans or LDP's	17-111
1747	Balancing Accounting and Price Support Summary Loan and LDP Data	17-112
1748-1799 (Reserved)		

Part 18 (Reserved)

1800-1899 (Reserved)

Part 19 Loan Deficiency Payments

Section 1 General LDP Provisions

1900	Basic LDP Information	19-1
1901	Preparing to Process LDP's	19-3
1902	Accessing LDP Processing Functions	19-4
1903-1905 (Reserved)		

Section 2 Common LDP Functions

1906	Common Entries for Initial LDP's	19-11
1907	Recording Multiple Producers for LDP's	19-16
1908	Percent Cropland Factor Verification	19-23
1909 (Reserved)		

Table of Contents (Continued)

Exhibits

1	Reports, Forms, Abbreviations, and Redelegations of Authority
2	Definitions of Terms Used in This Handbook
3	Menu and Screen Index
4-9	(Reserved)
10-12	(Withdrawn--Amend. 11)
13	(Reserved)
14	(Withdrawn--Amend. 11)
15	CCC-633 EZ Reminder Letter
16-22	(Withdrawn--Amend. 11)
23-34	(Reserved)
35	Out-of-Balance Conditions, Reports, and Checklist

2 Related Handbooks (Continued)

A FSA Handbooks (Continued)

- 1-CM for common management and operating procedures
 - 7-CN for loan and LDP provisions for cotton
 - 1-FI for issuing CCC-184's and EFT's
 - 3-FI for depositing remittances
 - 6-FI for accounting interface and Data Control System
 - 50-FI for interest rates
 - 58-FI for managing FSA and CCC claims
 - 61-FI for prompt payment procedures
 - 62-FI for IRS reporting requirements
 - 64-FI for recording claims to ACS
 - 67-FI for common receivables
 - 1-FSFL for farm storage facility loans
 - 2-LP Grains and Oilseeds for commodity data specific to wheat, feed grains, and oilseeds
 - 2-LP Honey for loan provisions for honey
- ***
- 2-LP Rice for loan and LDP provisions for rice
 - *--8-LP for loans and LDP's for 2002 and subsequent crop years--*
 - 15-PS for web-based price support for grains, oilseeds, and rice
 - 20-PS for State Office APSS operations
 - 10-SU for loan provisions for sugar.

3 Correspondence

A Types

Correspondence includes memorandums and other written communications about ineligible grain or oilseeds, potential claims, invalid data displayed in APSS, or other specific problems.

B Between County Offices and KC-ITSDO or KCCO

For correspondence originating in County Offices, send correspondence to State Offices according to 7-AS.

All correspondence shall include:

- State and county codes
- crop year
- commodity
- loan number
- producer name
- related CCC-184 serial numbers and EFT's
- schedule of deposit number, if applicable
- a brief summary of the problem.

For correspondence originating in KC-ITSDO or KCCO, send to State Offices in triplicate, marked, "Attention: _____ County FSA Office".

State Offices shall:

- send 2 copies to the County Office
- retain 1 copy for their records.

Section 2 Regular Repayments

712 Entering Repayment Data

A Accessing Repayments

After entering “1” on Screen PPD00000 according to paragraph 701, Screen PPD01000 will be displayed with the regular repayment options. Select the applicable option and PRESS “Enter”.

Option	Title	Result
1	Full Repayment	Screen PPD11200 will be displayed. See subparagraph B.
2	Partial Repayment	
3	Lump Sum Repayment	Screen PPD31000 will be displayed. See subparagraph C.
***	***	***

Note: The lump-sum repayment option is not available for:

- warehouse-stored loans
- loans with violations.

712 Entering Repayment Data (Continued)

B Full and Partial Repayments

After selecting full or partial repayment from Screen PPD01000, Screen PPD11200 will be displayed. Complete Screen PPD11200 according to this table.

Field	Entry
Repayment Date	Enter the following: <ul style="list-style-type: none"> • current date to record a current repayment • date the repayment will be made to inquire about a future repayment <p>Note: To calculate a future repayment, ENTER “N” to the question, “Is this the recording of a manually made action?” on Screen PCA12000. The files will not update for a future repayment inquiry.</p> <ul style="list-style-type: none"> • date the repayment was received to record a manually made repayment. See instructions beginning in paragraph 776.
Is this a wire transfer?	ENTER “Y” if the repayment is made by wire transfer, or leave the default “N” if the repayment is made by other means.
Was this loan disbursed entirely by direct deposit?	ENTER: <ul style="list-style-type: none"> • “Y” if the loan was directly deposited • “N” if the loan was not directly deposited.

PRESS “Enter” after completing entries.

If the repayment is a full repayment, Screen PPD13800 will be displayed. See paragraph 714.

If the repayment is a partial repayment, Screen PPD11400 will be displayed. See paragraph 713.

740 Repayment Summary (Continued)

C Entering Amount Received

On Screen PPD98000, enter the amount received. If the amount received is less than the amount needed to repay the loan, a receivable will be created for the difference. After Screen PCA97000, Screen PCE50010 will be displayed and CCC-500 will print. See subparagraph D.

D Reprinting CCC-500

Screen PCE50010 will be displayed:

- while CCC-500 is being printed
 - with the message, “Form CCC-500 should now be printing on P?. Do you want to reprint this form?”
 - ENTER “Y” to reprint CCC-500. Screen PCE50010 will be redisplayed and CCC-500 may be reprinted again.
 - ENTER “N” to not reprint CCC-500. If all bins or receipts that have been repaid:
 - fit on CCC-500, and:
 - final production evidence has not been recorded, control will be passed to accounting
- Note:** See subparagraph F.
- CCC-516-1 must be printed, Screen PCE78010 will be displayed
 - ***
 - the notification letter must be printed, Screen PPD95500 will be displayed
 - ***
 - do **not** fit on CCC-500, Screen PCE69010 will be displayed and CCC-500-1 will be printed. See subparagraph E.

740 Repayment Summary (Continued)

E Printing CCC-500-1

After CCC-500 has been printed and not selected for reprinting, CCC-500-1 will be printed and Screen PCE69010 will be displayed with the message, "Form CCC-500-1 should now be printing on P?. Do you want to reprint this form?"

- ENTER "Y" to reprint CCC-500-1. Screen PCE69010 will be redisplayed and CCC-500-1 may be reprinted again.
- ENTER "N" to not reprint CCC-500-1.

F Completing Collection

After CCC-500 and CCC-500-1 have been printed, control will be passed to accounting to complete the collection. See 3-FI.

741 (Withdrawn--Amend. 11)

742-750 (Reserved)

Part 15 (Withdrawn--Amend. 11)

1500-1506 (Withdrawn--Amend. 11)

1507-1599 (Reserved)

Part 16 (Reserved)

1600-1699 (Reserved)

Section 3 Price Support Start-of-Day and End-of-Day Processes

1730 Start-of-Day Process

A Background

The start-of-day process that is done after the initial program load when the computer is first turned on or when start-of-day is selected from Menu FAX250 includes a price support process for each County Office or cooperative on the computer.

- The price support start-of-day process reviews the size of the online transaction history file to determine whether creating the APK205 tape cartridge, the permanent backup of the transaction history file to tape, is necessary.

Notes: If no APK205 tape will be created, no additional action is necessary.

If an APK205 tape will be created, 1 day’s warning is given before creating the APK205 tape. The process identifies the number of tapes needed and allows for those tapes to be initialized.

- The price support start-of-day process will only be executed for County Offices where price support activity has been entered since the last start-of-day.

Note: If there was no price support activity, the price support start-of-day process will be bypassed.

- No price support activity may be entered during the price support start-of-day process.
- If the unattended end-of-day process does not run the night before, the process will be done during the start-of-day process.
- During start-of-day, the following reminders or lists will be displayed or printed:

* * *

- to process farmer-owned reserve storage payments
- a report of overdisbursements, receivables, and payables according to paragraph 1465.

1730 Start-of-Day Process (Continued)**B Backup Characteristics**

The backup of the online transaction history file to tape has the following characteristics:

- 1 day's advance warning will be given when it becomes necessary to create the permanent backup
- the number of blank, initialized tapes necessary to complete the backup will be identified
- if additional blank initialized tapes are needed, tapes can be initialized during the process
- the APK205 tape will be created once every 6 months regardless of file size.

C Access During Start-of-Day Process

If another user tries to access price support while the start-of-day process is being run, Screen PKA71050 will be displayed.

Note: Price support transactions may not be entered while the price support start-of-day process is being run. PRESS "Enter" to continue.

D Before an APK205 Tape Is Created

During the start-of-day process on the day before an APK205 tape is to be created, Screen PKA70000 will be displayed.

Note: The next time the start-of-day process is run, APK205 and APK208 tapes will be created. PRESS "Enter" to continue.

1901 Preparing to Process LDP's

A Preparing for LDP-Making

Before starting an LDP-making activity:

- verify that the County-maintained table files are updated with the current data according to paragraph 12

Note: Before processing LDP's, the applicable commodity loan rates must be installed on the Commodity Loan Rate table file.

- have at the workstation the completed:
 - CCC-709
 - *--CCC-633 EZ--*
 - warehouse receipts, when applicable
 - load summary sheets, when applicable
 - acceptable production evidence, when applicable
 - manually prepared LDP forms, when applicable.

1902 Accessing LDP Processing Functions

A Accessing LDP Processing

Access Menu PCA005 according to paragraph 15. To access LDP processing functions, ENTER “13” and PRESS “Enter”. Screen PCA11020, the first in a series of identification screens, will be displayed.

Complete this series of LDP identification screens according to paragraph 16.

After completing the producer and LDP information screens, LDP processing Menu PGA000 will be displayed and provide options for processing **initial** LDP’s.

Notes: See Section 3 for processing **initial** LDP’s.

See Section 4 for recording LDP production evidence for 1998 crop years and prior, and processing **additional** LDP’s or establishing **overpayments**.

See Section 5 for recording LDP **violations**.

See Section 6 for **refunding** LDP overpayment and violation amounts.

Reports, Forms, Abbreviations, and Redelegations of Authority

Reports

None

Forms

This table lists the forms referenced in this handbook.

Number	Title	Display Reference	Reference
CCC Cotton A	Cotton Producers Note and Security Agreement		1201
CCC Cotton A-1	Schedule of Pledged Cotton		356, 441
CCC-184	CCC Check		Text
CCC-257	Schedule of Deposit		Text
CCC-500	Loan Repayment Receipt		Part 7, 1282, 1952, 1962
CCC-500-1	Loan Repayment Receipt Continuation Sheet		716, 740, 752, 762, 779, 1962
CCC-516-1	Authorization for Additional Market Gain Payment		740
CCC-633 EZ	Loan Deficiency Payment (LDP) Agreement and Request		1480, 1489.5, 1901, Ex. 15
CCC-633 Grazing	Grazing Payment Program Application		1976
CCC-639	Competitive Bid Pricing Worksheet		920, 921
CCC-643	Request for Shipping Instructions		918, 919
CCC-666	Farm Stored Loan Quantity Certification		300, 320
CCC-676	LDP and Loan Number Register		372, 453, 724
CCC-677	Farm Storage Note and Security Agreement		311, 356, 500, 542, 552, 553
CCC-677-1	Farm Storage Loan Worksheet		300, 331, 344, 543
CCC-678	Warehouse Storage Note and Security Agreement		441, 500, 552, 553

Reports, Forms, Abbreviations, and Redelegations of Authority (Continued)

Forms (Continued)

Number	Title	Display Reference	Reference
CCC-681-1	Authorization for Delivery of Loan Collateral for Sale		726, 739, 1298, 1299
CCC-681-1A	CCC-681-1 Continuation Sheet		724, 1298
CCC-684	Note and Security Agreement Continuation Sheet Schedule of Commodity (for CCC-677)		356, 552, 553
CCC-684-1	Note and Security Agreement Continuation Sheet Schedule of Commodity (for CCC-678)		441, 552, 553
CCC-686	Application for Loan or Loan Deficiency Payment by Heirs (On a Commodity Produced by a Person Who Has Died)		1215
CCC-691	Commodity Delivery Notice		900, 901, 912, 914, 1220
CCC-692	Settlement Statement		900, 920, 946, 947
CCC-692A	Settlement Statement (Continuation Sheet)		946, 947
CCC-697	Request to Lock in a Market Loan Repayment Rate		1299
CCC-700	Loan Deficiency Payment Statement		1468, Part 19
CCC-700A	Loan Deficiency Payment Statement (Continuation of CCC-700)		1917, 1918,
CCC-709	Direct Loan Deficiency Payment Agreement		1901, 1906, 1915
CCC-1099-A	Producer Forfeiture, Settlement, and Abandonment Record		1701
FSA-578	Report of Acreage		1489.6
FSA-603	Collection Register for State and County Offices		726
FSA-604	Debt Register		901
UCC-1	Financing Statement		356, 552

Menu and Screen Index

The following menus and screens are displayed in this handbook.

Menu or Screen	Title	Reference
	Select Records	1489, 1489.5, 1489.6
	Print Options	1489.6
ANK52020	Amount Due Screen	1979
PCA005	Price Support - Main Menu	1
PCA11000	GRAZE OUT Payments Screen	1978
PCA11000	GRAZE-OUT ID Entry Screen	1979
PFA10000	Price Support – Loan Forfeiture	1001
PGA000	Price Support - Loan Deficiency Payment Making Menu	1902
PGG1000	GRAZE-OUT Payment Application Screen	1978
PGG13000	GRAZE-OUT Correction Screen	1980
PGG13000	GRAZE-OUT Payment Application Screen	1978
PGG14000	GRAZE-OUT Payments Summary Screen	1978
PGG50000	GRAZE-OUT Cancel Process Screen	1979
PQA01103	Cotton Loan/LDP Menu	1489
PQA01104	Query Type Selection Screen	1489
PQA01105	Output Device Selection Screen	1489
PQA01106	Run Reports Screen	1489
PQA01109	Printed Report Format Selection Screen	1489
PQA01111	ELDP Cotton LDP Menu	1489
PQA01130	Price Support - Commodity Menu	1489
PQA015	Price Support - Query Menu	1480
PQA020	Price Support - Crop Year Selection Menu	1489
PVA30000	Display Loan Information	200

Menu and Screen Index (Continued)

Menu or Screen	Title	Paragraph
PVA30005	Additional Loan Information	201
PVA30100	General LDP Information	202
PVA30105	LDP Amount Calculations	203
PVA31000	Display of Farm Numbers Where Produced	201, 203
PVA32000	Display of Previous Loan Numbers	201
PVA33300	Display of Bin Information	201
PVA33400	Display of LDP Bin/Lot/Receipt Information	203
PVA33501	Receipt Information	201
PVA36000	Display of Disbursement Information/Producer Share	201
PVA37000	Display of Liquidated Information	201
PVA37010	Display of LDP Refund Information	203
PVA38000	Display of Receivables/Overdisbursements	201
PVA38100	Display of LDP Overpayments	203
PVA39000	Display of Market Gain Information	201, 203

CCC-633 EZ Reminder Letter

Following is an example of the CCC-633 EZ reminder letter.

*--

<p>United States Department of Agriculture Farm Service Agency (County Office Address)</p>
<p>(Date)</p>
<p>Michael Robinson 12 Shortledge Drive Anytown USA</p>
<p>Dear Michael Robinson:</p>
<p>In July 2005, the CCC-633-EZ, Loan Deficiency Payment Agreement and Request form was made available to producers to request LDP benefits. The CCC-633-EZ is a 2-part form available to producers to request LDP benefits. The CCC-633-EZ is a 2-part form consisting of multiple pages. The CCC-633 EZ;</p>
<ul style="list-style-type: none">• page 1 includes terms and conditions, and serves as your intention to request and receive LDP benefits• page 2 is applicable to feed grains, minor oilseeds, rice, and pulses• page 3 is applicable to cotton• page 4 is applicable to wool, mohair, and unshorn pelts.
<p>Depending on your commodity, Pages 2 through 4 of the CCC-633-EZ must be completed to request the actual LDP benefit.</p>
<p>The CCC-633-EZ will be the only LDP form accepted. Both parts of the form must be submitted in order to receive your loan deficiency payment. You are reminded that the CCC-633-EZ, Page 1 MUST be filed before losing beneficial interest in the applicable crop.</p>
<p>Producers with level 2 eAuthentication, who wish to submit their LDP requests through eLDP, will be required to submit a completed CCC-633 EZ, Page 1 to their County FSA Office prior to loss of beneficial interest. Upon receipt of an approved CCC-633-EZ, Page 1, the County Office will update the customer's eLDP profile to reflect that the CCC-633-EZ, Page 1 was received in the County Office.</p>
<p>Enclosed with this letter is a CCC-633-EZ. Please complete Page 1 and submit to your local FSA Office.</p>
<p>Sincerely,</p>
<p>County Executive Director</p>

--*

