UNITED STATES DEPARTMENT OF AGRICULTURE
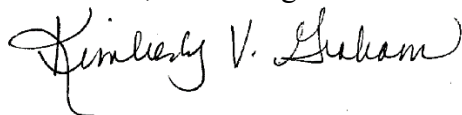Farm Service Agency
Washington, DC 20250

Dairy Margin Coverage Program Automation 2-DMC	**Amendment 5**

Approved by: Acting Deputy Administrator, Farm Programs

Kimberly V. Graham

Amendment Transmittal

A Reasons for Amendment

Subparagraph 11 B has been amended to exclude Chrome from the preferred browser for DMC.

Subparagraph 13 B has been amended to update the screenshot of the Contract Search Results Screen

Subparagraph 13 D has been amended to remove incorrect wording and add Supplemental Established Production history to the Contract Screen Search Results Information table.

Subparagraph 22 B has been amended to update the screenshot of the Production History Search Results Screen.

Subparagraph 22 C has been amended to include new options on the Production History Search Results Screen.

Paragraph 32 through 34 have been added to include Review Required and how to view and resolve dairy operations that have a status of review required.

Subparagraph 111 C has been amended to correct the table to include "county".

Subparagraph 301 B has been amended to state that the administrative bill is created when all signatures have been recorded.

Paragraph 302 has been amended to remove the note that is no longer applicable.

Page Control Chart		
TC	**Text**	**Exhibits**
1, 2	2-1, 2-2 2-5, 2-6 3-1, 3-2 3-23 through 3-48 5-3, 5-4 8-1 through 8-4	

Table of Contents

Part 2   DMC Automated System

11   Accessing the DMC System

A   Overview

All DMC functions:

- are within the web-based software currently used to process DMC production history, contract and annual coverage election, collection of administrative fees and premiums

- can only be updated by FSA employees with eAuthentication Level II certification.

See 1-DMC for DMC policy and provisions.

B   Accessing the DMC System

This table provides steps to access the DMC System.

Step	Action
1	Access the FSA Intranet, FSA Applications Page at **http://fsaintranet.sc.egov.usda.gov/fsa/applications.asp**.
2	Under "FSA Applications", "Applications Directory", CLICK "**D-F**".
3	CLICK "**Dairy Margin Coverage (DMC)**".
4	On eAuthentication Login Page, CLICK "**Login With LincPass (PIV)**" or enter user ID and password and CLICK "**Login**".
5	The DMC Main Menu Page will be displayed.

* --Edge will be used when accessing DMC. Some functions may not work correctly when using Chrome.**--***

12   DMC Home Page
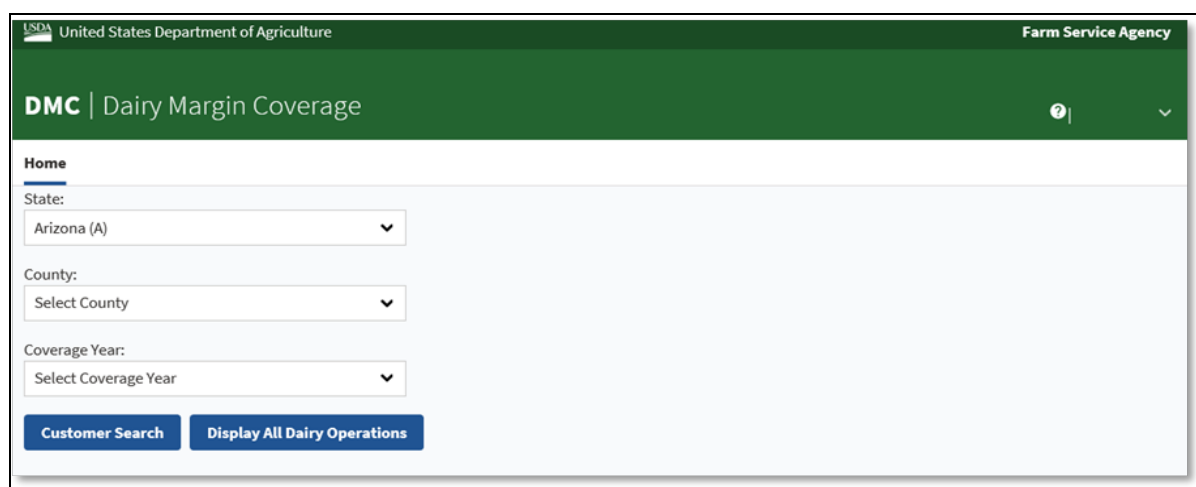
A Introduction

The DMC Main Menu Page allows users to select the applicable State, county, and coverage year. The system will default to the user's assigned State and county. If the user is assigned to multiple County Offices, the software will default to the State/county with the lowest State and county code first.

Once the user has selected the State, county, and coverage year, the software will retain these values and only reset once the user signs out of the system or if the user selects another combination of State, county, and coverage year.

B Example of DMC Home Page

The following is an example of the DMC Main Menu.

13   Selecting Dairy Operation

A   Overview

After the user selects the State, county, coverage year, and search option, the Contract Search Results Page will be displayed. From this page, users have the option of navigating to the various options available for creating and maintaining dairy operation information.

B Example of Contracts Search Results Page

Following is an example of the Contracts Search Results Page.
*--

	Home Admin Production History **Contracts** Collections Maintenance ∨

Coverage Year: 2022   State: **Virginia (51)**   County: **Hanover (085)**

Contracts Search Results

Sel	Dairy Operation	Dairy Operation Number	Farm	Tract	Established Production History (lbs)	Supplemental Established Production History (lbs)	Contract Status	Contract End Date
○	DMC Dairy Farm	26	46	127	1,247,549		Approved	12/31/2022
○	Doe, John	28	3	640	4,867,134	95,428	Approved	12/31/2022
○	Farmer, Ima	27	919	1891	1,299,387		Approved	12/31/2022

Create Contract   **Edit Contract**   **Revise Producer**   **Record Signatures**   View Forms   **Delete Revision**

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Note: The Contract Search Results Page is the default view.

C Top Navigation Bar

The top navigation bar is displayed on all screens within the DMC System. This table provides an explanation of the links in the top navigation bar.

Option	Explanation
Home	The DMC Main Menu will be displayed where users can change the State, county, and/or coverage year.
Production History	Navigates the user to the Production History Search Results Page.
Contracts	Navigates the user to the Contracts Search Results Page.
Collections	Navigates the user to the Collections Search Results Page.
Maintenance	Provides the following options: • "Approve Contracts", which provides the option for recording the contract approval for multiple dairy operations • "Review Required", which provides the option for identifying dairy operations that are no longer associated with a valid farm and/or tract.

D Contract Screen Search Results Information

The following provides information about the Contracts Screen, "Search Results" section.

Field/Button	Description
Coverage Year	Coverage year selected from the DMC Home Page.
State	State Office selected from the DMC Home Page.
County	County Office selected from the DMC Home Page.
Select	Allows the user to select the dairy operation for which action will be taken.
Dairy Operation	Business name for entities or last name, first name for individuals. Common customer name from SCIMS for the dairy operation.
Dairy Operation Number	Dairy operation number assigned when the production history COC determination was completed.
Farm	Farm number associated with the established production record for the dairy operation.
Tract	Tract number associated with the established production history record for the dairy operation.
Established Production History	Established production history for the dairy operation.
*--Supplemental Established Production History	Supplemental established production history for the dairy operation.--*

Part 3   Production History

Section 1   Production History Creation

21   Migrated Production History

A   Introduction

To establish production history for DMC, all approved MPP production history records with an "approved" status were migrated to DMC. In some cases that production history does not meet the requirements for participation in DMC.

B   Action

County Offices must disapprove production history in DMC that had migrated from MPP and had dissolved prior to January 1, 2019.

22   Production History Search Results Screen

A   Introduction

All production history modifications are accessed by using the Production History Search Results Screen.

B   Example of the Production History Search Results Screen

The following is an example of the Production History Search Results Screen.

Note: If the selected dairy operation has no prior production history in the selected State and county, an informational message will be displayed stating "No production history on file for the specified search criteria".

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22   Production History Search Results Screen (Continued)

C Field Descriptions and Actions for the Production History Search Results Screen

The following options are available on the Production History Search Results Screen.

Field	Description	Action
Create New	Allows user to begin the process of recording new production history for the selected dairy operation. **Note:** An informational message is displayed if no production history has ever been established for the dairy operation. It is not acceptable to record new production history unless specifically authorized by 1-DMC. New records should not be initiated to "correct" and existing record, etc.	CLICK "Create New".
Edit	Allows users to edit the production history.	Edit is only available when the production history does not have a COC determination.
Record Signatures	Allows user to record the date the dairy operation filed CCC-800 and enter the COC determination.	CLICK "Record Signatures".
Transfer	Begins the transfer process for the selected dairy operation.	Follow paragraph 51 for production history transfers.
Succession	Begins the succession-in-interest process.	See paragraph 57 to complete succession in interest.
Dissolution	Begins the dissolution process.	See paragraph 45 to complete dissolutions
View Forms	Allows user to view and print either the CCC-800, CCC-800A, CCC-800S, CCC-800T, CCC-800X or CCC-802.	CLICK "View Forms".
*--Record Supplemental	Begins the process to record the supplemental production history for the selected dairy operation.	See paragraph 200 to complete supplemental production history establishment.
Check RR	Forces a sync between DMC and Farm Records to try and resolve review required.	See paragraph 32 for more information on review required.--*

31   Production History COC Determination Screen (Continued)

D Production History COC Determination Screen Error Messages

Following table provides error messages on the Full Year Establishment Screen.

Message	Reason for Message	Corrective Action
Date filed date is required.	The "Date Filed" field was left blank.	Use the calendar icon to select or enter the applicable date CCC-800 was filed.
Response must be provided to indicate if more than one producer signature is required.	'Yes' was selected for needing more than one signature, but user did not enter the applicable number of signatures needed.	Enter the applicable number of signatures needed on CCC-800.
Number of signatures must be a number greater than 1 and less than or equal to 250.	The user answered 'yes' that more than one signature was required but did not provide the required number of signatures.	Enter how many signatures are required.
COC determination is required.	The users did not select whether or not the contract has been approved or disapproved.	Select one of the following: • "Approve" • "Disapprove".
COC Determination date is required.	The user did not enter the COC determination date.	Use the calendar icon to select or enter the applicable date the COC determination was made.
The COC Determination date should be in the format (mm/dd/yyyy).	The user entered the COC determination date in the wrong format.	Use the calendar icon to select or enter the applicable date the COC determination was made.

*--32   Production History Review Required

   A   Introduction

   When a dairy operation is associated with a farm or tract, the DMC software will
   automatically receive notification if any of the following actions occur in the MIDAS
   system:

   - farm transfer
   - farm reconstitution
   - tract reconstitution
   - dairy operation is deleted as the operator, owner, or other tenant on the farm and/or tract.

   Once the dairy operation/farm/tract receives notification of the update from MIDAS, the
   dairy operation status will be updated to "Review Required".

   B   Review Required Search

   Users will select the "Review Required" option under the Maintenance option found on the
   top navigation toolbar to review dairy operations that are in Review Required.

   Dairy operations will also have a secondary status of "Review Required" on the Production
   History Search Results screen.

   Note: When accessing the review required list from the Maintenance toolbar, only counties
   with dairy operations on the review required list will be available.**--***

*--32   Production History Review Required (Continued)

C   Example of Review Required Search Screen

The following is an example of the Maintenance toolbar and the Review Required Search Screen.

D   Field Description and Actions for the Review Required Search Screen

The following table provides the field description and actions for the Production History Review Required Search Screen.

Field	Description	Action
State	Defaulted to the user's administrative State. User can use the drop-down menu to make a different selection.	Select the applicable State, if different from the user's administrative State, from the drop-down menu.
County	Defaulted to the user's administrative county. User can use the drop-down menu to make a different selection.	Select the applicable county, if different from the user's administrative county, from the drop-down menu.

E   Page Options

The following page option is available.

Option	Action
Continue	Continues to the Review Required Screen.

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*--33   Review Required

   A   Introduction

   The Review Required Screen will be displayed with dairy operations requiring additional action because of an update in MIDAS/Farm Records.

   B   Example of Review Required Report

   The following is an example of the Review Required report for a county.

   C   Review Required Screen Descriptions

   The following table provides the field description and actions for the Review Required Screen.

Field/Button	Description
Dairy Operation	Dairy operation customer name.
State	Administrative State for the dairy operation.
County	Administrative county for the dairy operation.
Farm	Farm number for the dairy operation.
Tract	Tract number for the dairy operation.
Year	DMC Program year affected by the farm records change
Type	Application that was updated requiring the dairy operation review. FRS stands for "Farm Records System".

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*--33   Review Required (Continued)

    D   Review Required -Transfer

    The dairy operation status will be updated to "Review Required" when a dairy operation is associated with a farm or tract and any of the following actions occur in the MIDAS/Farm Records System:

- farm transfer
- farm reconstitution
- tract reconstitution.

    E   Review Required - Successor-In-Interest

        The dairy operation status will be updated to "Review Required" when a dairy operation is deleted as the operator, owner, or other tenant on the farm and/or tract.

        Users will perform the steps in paragraph 57 to update the dairy operation succession-in-interest.

        Note: If the dairy operation should not have been deleted as the operator, owner, or other tenant, the appropriate action should be taken in MIDAS/Farm Records.

    F   Page Options

        The following page option is available.

Option	Action
Back	Returns you to the Production History Review Required Search Screen.
Cancel	Returns you to the Contract Search Results Screen.

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*--34   Check Review Required

   A   Introduction

   If a dairy operation is incorrectly removed from the farm and tract and then re-added, DMC can become out of sync with Farm Records. The "Check RR" button has been added on the Production History Search Results Screen to force a sync between DMC and Farm Records.

   To check if DMC and Farm Records are out of sync, users should select the applicable dairy operation and then CLICK "Check RR". If the process is successful, the review required status will be removed.

   Note: This feature will not work to clear the review required if there is a mismatch between DMC and Farm Records. Ensure all information is correct if using this option does not remove the review required from the selected record.

   B   Check Review Required Option

   Example of the Production History Search Results Screen with "Check RR" as an option. See subparagraph 22 C for field descriptions.

35-44   (Reserved)

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C Field Descriptions and Actions

The following table provides the field descriptions and actions for the Contract Collections Screen.

Field	Description	Action
State	Defaulted to the user's administrative State. User can use the drop-down menu to make a different selection.	Select the applicable State if different from the user's administrative State from the drop-down menu.
County	Defaulted to the user's administrative *--county. User can use the drop-down menu to make a different selection.	Select the applicable county if different from the user's administrative county from--* the drop-down menu.
Remittance Office	Defaulted to "Select Remittance Office". If the user is associated with more than one service center, select the appropriate remittance office by using the drop-down menu.	Select the applicable remittance office from the drop-down menu.
Remitter	Common customer name of person submitting the remittance.	Select one of the following options: • "Select Dairy Operation", Automatically - adds the dairy operation on the contract • "Select From SCIMS" initiates a SCIMS search to select the applicable remitter. **Note:** The remitter should always match the name listed on the remittance type. Any person with a valid SCIMS ID can submit a remittance.

111   Introduction (Continued)

   C Field Descriptions and Actions (Continued)

Field	Description	Action
Remittance Type	User can select from the following options: • Cashier Check • Cash and Coin • Multi-Party Check • Money Order • Personal Check • Wire Transfer.	Select the applicable remittance type from the drop-down menu.
Check/Item Number	Check or item number on the remittance. **Note:** Check/item number is required for all remittance types except for "cash and coin"	Enter the applicable check/item number.
Check/Item Date	Date the remittance is received. This is defaulted to the current date but a prior date can be selected. This date should be the date the remittance was received in the County Office.	Enter the applicable date or select the calendar icon to select date.
Remittance Amount	Total amount of remittance. The amount may include fees to other FSA programs. Amount shall be: • entered in dollars and cents • greater than 0. **Example:** John Doe submits a check for $1000. $600 of the check is to be applied to his DMC contract, the other $400 is for other program fees. The user will enter $1000 for the total remittance amount in the DMC software.	Enter in the total amount listed on the remittance.
Amount to Apply to this Contract	Amount of remittance that is being applied to the contract in DMC.	Enter the amount to be applied to the DMC contract.

*--Part 8   Billing Service

300   Automated Billing Service

A   Introduction

A new process has been created to allow DMC and NRRS to communicate and provide real time balance updates to DMC contracts. The collection process has been removed from DMC for 2022 and subsequent years. Bills will automatically be established for the administrative fee when at least one producer signature has been recorded, unless waived. Premium fees will be established upon contract approval. Bills will automatically convert to a receivable on September 1 of the applicable coverage year. For 2022 and subsequent years, County Offices will no longer enter remittances through DMC and will now enter them through NRRS.

Note: Users will continue to enter or modify remittances in DMC for years prior to 2022. See Part 5 for additional information.

301   Administrative and Premium Fee Creation

A   Bills and Receivables

A bill is an amount owed by an individual or entity that is not yet an actual debt. The amount of the bill cannot be offset except for dairy operations that have elected to reduce their payment to apply to premium balances.

A receivable is a debt owed to FSA or CCC and payment has not been received by the applicable due date. The amount can be offset from most payables due to the producer. Receivables will be established for any unpaid administrative fees or premiums on September 1 on the applicable coverage year.

The Billing Service ensures that all administrative fees and premiums are established and collected while reducing County Office workload by automatically creating receivables after the due date of the premiums.--*

301   Administrative and Premium Fee Creation (Continued)

B   Bill Creation

--The administrative bill is created when all producer signatures have been recorded on the-- contract. If the administrative fee is waived, no bill will be created.

The premium bill is created when the COC determination is recorded for the contract.

This following table provides who the bills are established for in NRRS.

IF the dairy operation…	THEN the bill is set up…
has a valid or IRS verified TIN	using the TIN of the dairy operation listed in Part A of the CCC-801.
does not have a valid TIN	with any producer listed in Part D of the CCC-801 with a share, that is participating, and has not refused payment. **Note:** The point of contact selected on a contract will always be associated to the bill regardless of their participation status on the contract.

Note: A bill is not created if a contract is disapproved.

C   Receivable Creation

Outstanding bills will be automatically converted to receivables on September 1 of the applicable coverage year. Receivables will follow standard financial procedure for letter notification to all producers associated to the receivable.

302   Updated Contract Collection Screen

A   Introduction

The Contract Collection Screen has been updated to remove the functionality to enter remittances into DMC. There is a direct link to NRRS if a bill has been established for the contract in NRRS.

* * *

B   Example of the Updated Contract Collection Screen

The following is an example of the updated Contract Collection Screen for 2022 and subsequent years with the administrative fee waived, premium fee paid by credit, and the supplemental premium with a bill created.

Contract Collection

Coverage Year: **2022**
Dairy Operation: **DMC Dairy LLC**
Dairy Operation Number: **630**

State: **California (06)**
Production History: **3,500,000 lbs**

County: **Merced (047)**
Status: **Approved**
Supplemental: **1,125,000 lbs**

Contract Balance: **$343.76**   Remaining Premium Credit: **$0.00**

	Amount Due	Waived	Credited	DMC Collections	Bill Number	Established Bill Amount	Paid	Balance Due
Administrative Fee	$100.00	$100.00		$0.00		$0.00	$0.00	$0.00
Premium	$3,740.63		$3,740.63	$0.00		$0.00	$0.00	$0.00
Supplemental Premium	$1,603.13		$1,259.37	$0.00	26506107	$343.76	$0.00	$343.76
Totals :	**$5,443.76**	**$100.00**	**$5,000.00**	**$0.00**		**$343.76**	**$0.00**	**$343.76**

Cancel   **Continue**

*--302 Updated Contract Collection Screen (Continued)

C Field Descriptions and Actions for the Updated Contract Collection Screen

The following table provides the field descriptions and actions for the updated Contract Collection Screen.

Field	Description	Action
Contract Balance	Displays the balance due for the contract. **Note:** The contract balance will display as $0 until at least one producer signature is entered.	
Remaining Premium Credit	Displays any remaining MPP premium credit for the dairy operation.	
Amount Due	The amount due for the administrative fee, premium, and supplemental premium based on the election selected by the dairy operation.	
Waived	Any amount on the contract that is being waived.	
Credited	Any credited amount from the MPP premium credit being applied to either the regular premium or supplemental premium. **Note:** The credit does not apply to the admin fee.	
DMC Collections	Any collection that was recorded in DMC before Billing Service.	
Bill Number	The associated bill number that was established in NRRS.	Users can click on the link to be directed to NRRS.
Established Bill Amount	The amount that has been established for the administrative fee or premium fee in NRRS.	
Paid	Any amount paid through NRRS for the particular line item.	
Balance Due	The balance due for the applicable line item.	

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