

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

Notice MFP-1

For: State and County Offices

2018 Market Facilitation Program (MFP)

Approved by: Acting Deputy Administrator, Farm Programs



1 Overview

A Background

MFP:

- is effective August 30, 2018, under the statutory authority of the Commodity Credit Corporation (CCC) Act and under the administration of FSA
- authorizes payments to producers with commodities that have been significantly impacted by actions of foreign governments resulting in the loss of traditional exports.

Eligible producers or owners of the following designated commodities are eligible for MFP for the 2018 crop or marketing year:

- corn
- cotton
- sorghum
- soybeans
- wheat
- dairy
- hogs.

From **September 4, 2018, through January 15, 2019**, County Offices can accept CCC-910, 2018 MFP Application, from persons and legal entities who had an ownership interest in 1 or more of the designated commodities in the 2018 crop or marketing year. Because MFP payments for designated commodities other than dairy and hogs are based upon actual harvested production, producers of those commodities are encouraged to apply for MFP **after** 2018 harvest of the commodity is complete.

Disposal Date	Distribution
September 1, 2019	State Offices; State Offices relay to County Offices

9-4-18

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1 Overview (Continued)

B Purpose

This notice provides State and County Offices with the following for MFP:

- general policies and provisions
- eligibility requirements
- guidance for notifying producers of the signup period
- instructions for accepting and processing CCC-910's
- producer actions for completing CCC-910 and reporting production
- policy on reviewing and approving CCC-910's
- instructions for processing CCC-910's for payment
- payment and overpayment procedure.

Note: Spot-checking provisions will be provided in a future notice.

2 Contacts

A Contacts

State program specialists will direct questions to the appropriate person(s) according to this table.

IF the question is about...	THEN contact...
MFP policy	Kelly Hereth Dawson by either of the following: <ul style="list-style-type: none">• e-mail to kelly.hereth@wdc.usda.gov• telephone at 202-720-0448.
MFP application automation issues	Brittany Ramsburg by either of the following: <ul style="list-style-type: none">• e-mail to brittany.ramsburg@wdc.usda.gov• telephone at 202-260-9303.
MFP payment issues	Tina Nemec by either of the following: <ul style="list-style-type: none">• e-mail to tina.nemec@wdc.usda.gov• telephone at 202-690-4027.

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3 MFP Policies

A MFP General Program Policies and Provisions

The MFP payment is:

- available to persons and legal entities who had an ownership interest in 1 or more of the designated commodities in 2018
- calculated based upon the producer's share of the total production of the eligible commodity times the applicable payment rate(s)
- **not** subject to sequestration.

The following persons or legal entities are **ineligible** for MFP payments:

- foreign persons and foreign entities as defined in 5-PL
- Federal, State, and local governments, including public schools as defined in 5-PL
- persons or legal entities who did not have a reported ownership interest in any of the 2018 designated commodities.

B MFP Payment Rates

MFP will consist of 2 payment rates. The payment rates are as follows:

- the initial payment rate is effective September 4, 2018, and applies to the first 50 percent of actual production or number of animals
- if determined necessary, the second payment rate will be announced on or around December 3, 2018, and applies to the remaining 50 percent of actual production or number of animals.

C MFP Payment Rates

The following table provides the MFP initial payment rate.

MFP Initial Payment Rates Effective September 4, 2018		
Commodity	Unit of Production	Rate (\$/Unit)
Corn	Bushels	\$0.01
Cotton	Pounds	\$0.06
Sorghum	Bushels	\$0.86
Soybeans	Bushels	\$1.65
Wheat	Bushels	\$0.14
Dairy (milk)	CWT (hundredweight)	\$0.12
Hogs	Live Animals (as of August 1, 2018)	\$8.00

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3 MFP Policies (Continued)

D Payment Limits, AGI, and Other Compliance Provisions

MFP has a per person and legal entity program payment limitation of:

- a combined \$125,000 for MFP payments on corn, cotton, sorghum, soybeans, and wheat
- a combined \$125,000 for MFP payments on dairy and hogs.

Average AGI for the 2018 crop year must **not** be in excess of \$900,000.

Other compliance provisions applicable to persons and legal entities requesting an MFP payment include:

- HELC/WC compliance
- controlled substance
- payment limitation and attribution
- for corn, upland cotton, sorghum, soybeans, and wheat MFP payments, actively engaged in farming according to 5-PL
- DCIA, controlled substance and FCIC fraud.

Failure to satisfy or comply with any of these provisions may result in a loss or reduction of payment eligibility.

4 Program Requirements

A Program Notification

Persons and legal entities that have either a reported to FSA a crop acre share interest in the 2018 eligible MFP commodities, have recorded production history under the Margin Protection Program (MPP) for dairy producers, or those persons for whom FSA has information that they may have an ownership interest in commercial hogs, will receive a postcard informing them of the start date for MFP, the payment calculation, and how to apply for MFP. A copy of the postcard is provided in Exhibit 1. Encourage producers to visit www.farmers.gov/MFP for MFP eligibility requirements, including payment eligibility, and initiating their MFP application electronically.

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4 Program Requirements (Continued)

B Application

A producer may submit an application using any of the following methods:

- in person
- by mail
- electronically by:
 - FAX
 - e-mail with a scanned or photo copy of CCC-910 attached
 - online through **www.farmers.gov/MFP**.

Note: Submitting CCC-910 online requires an active Level 2 eAuthentication account. Individual producers can register for a Level 2 eAuthentication account at **www.eauth.usda.gov**. A fillable format of CCC-910 will also be available for applicants to apply.

C Eligible MFP Commodities

The following table lists the eligible commodities and types of production for MFP.

Commodity	Eligible Production
Corn, Cotton, Grain Sorghum, Soybeans, Wheat	2018 actual harvested production.
Dairy	Higher of 2011, 2012, or 2013 milk production for producers enrolled in MPP. Producers not enrolled, or new producers, will follow the MPP rules for establishing production history. Note: Producers must have had an active dairy operation as of June 1, 2018.
Hogs	Number of live hog animals in ownership inventory as of August 1, 2018.

D Acreage Reporting Requirements for Crop Commodities

To be considered eligible for MFP on corn, cotton, grain sorghum, soybeans, or wheat individuals or legal entities must have a reported crop acre share ownership interest in the crop harvested in the 2018 crop year as shown on FSA-578 according to 2-CP.

Follow 2-CP for rules governing acreage reporting, including but not limited to, revisions or late-filed acreage reports.

Note: Late-filing fees will **not** be waived.

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4 Program Requirements (Continued)

D Acreage Reporting Requirements for Crop Commodities (Continued)

Any production claimed to have been from acreage reported as prevented planted, failed, experimental, volunteer acreage, abandoned, or acreage reported with an intention of left standing or for grazing is **not** eligible for a MFP payment.

County Offices are to inform producers that changes to the CARS data may adversely impact other program payments, such as ARC/PLC, or LDP's.

The following table outlines the designated commodity crops and crop types from which production is eligible for MFP.

Crop Code	Covered Commodity Crop Name	FSA-578 Type Code	FSA-578 Type Name	Intended Uses ^{1/}
0021	Cotton Upland	All	All	
0022	Cotton, ELS	All	All	
0041	Corn	POP	Popcorn	GR, SD
		WHE	White	
		YEL	Yellow	
		AMY	Amylose	
		WXY	WAXY	
0051	Grain Sorghum (SORGH and SORGD)	GRS	Grain	GR, SD
		HIG	Hybrid	
		HIF	Hybrid Interplanting Forage	
		HSF	Hybrid Standardplant Fg	
		HSG	Hybrid Standardplant Gr	
		HSS	Hybrid Standardplant Su	
0052		All	All	
0081	Soybeans	All	All	GR, SD
0011	Wheat	All	All	GR, GS, SD

^{1/} Acreage must be mechanically harvested. Acreage intended to be harvested as grain, but mechanically harvested as other than grain, are eligible for MFP and must be converted to grain basis.

E Certifying Production

Producers can self-certify production and may be required to provide production evidence as required under subparagraph 5 B.

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4 Program Requirements (Continued)

F MFP Application Requirements for Dairy

State Offices will be provided a file (labeled **Production History for MFP-09042018tp.xlsx**) to disseminate to applicable County Offices of MPP-Dairy participating operations that will include their current MPP-Dairy production history for 2018, including all applicable bumps. Production is recorded in CWT and is to be recorded on CCC-910, item 5. Producers with dairy operations not registered in MPP-Dairy must complete actions according to the following table.

IF the dairy was in operation...	THEN...
on or before February 7, 2013	<ul style="list-style-type: none">• complete CCC-781 in the MPP-Dairy Automated System, according to 2-MPP, paragraph 23• use the higher of 2011, 2012, or 2013 annual marketings to establish production history.
after February 7, 2013	<ul style="list-style-type: none">• complete CCC-781 in the MPP-Dairy Automated System, according to 2-MPP, paragraph 23• follow MPP-Dairy program guidelines for establishing production history for new dairy operations according to 1-MPP, paragraph 20. <p>Note: Producers with dairy operations establishing production history using the rolling herd method must use current herd numbers and the 2018 rolling herd average of 22,774 lbs.</p>

Note: New production history established for dairy operations not registered in MPP-Dairy will **not** receive production bumps.

G Payment Eligibility Requirements

To be considered eligible for MFP payment, persons or legal entities must have filed the following forms for the 2018 production year:

- AD-1026 according to 6-CP
- CCC-902 according to 5-PL
- CCC-941
- FSA-578 for crops.

Note: 2014, 2015, and 2016 tax years are used to calculate AGI for 2018 MFP. All required eligibility forms **must** be filed before a MFP payment can be issued.

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5 Recording Receipt of CCC-910's

A Recording Receipt CCC-910's and Accessing MFP Application

County Offices **must** record all CCC-910's received in MFP software **before** a COC determination is made. County Office will follow the instructions provided in the MFP User Guide when recording CCC-910's.

See Exhibit 2 for instructions on completing CCC-910.

To access the MFP Main Menu,

- go to FSA's Applications Intranet web site at **<http://fsaintranet.sc.egov.usda.gov/fsa/applications.asp>**
- from the FSA Intranet Screen, under "FSA Applications" and "Applications Directory", CLICK "**G-O**"

Note: The FSA Intranet Screen will be redisplayed with applications with names starting from G to O.

- CLICK "**MFP Application**".

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5 Recording Receipt of CCC-910's (Continued)

B Acceptable Forms of Production Evidence

Producers requesting an MFP payment may certify to their actual production; however, if selected for spot-check, the producer must provide acceptable forms of production evidence. The MFP software will provide a drop-down menu for the user to select from the following table. Users can select more than 1 source per commodity.

The following table provides a list of acceptable production evidence. The MFP software will allow the user to select "Other" and manually enter in the source of production evidence.

Commodity	Source of Production Evidence
Corn Sorghum Soybeans Wheat	<ul style="list-style-type: none"> • Cleaning Tickets for Seed • Combine Yield Monitor • Delivery Receipts • Feeding Records • Measurement Service • RMA Production Records • Sales Receipts • Scale Tickets • Warehouse Receipts • Other
Cotton	<ul style="list-style-type: none"> • Gin Bale Listing • Warehouse Receipts • Other
Dairy	<ul style="list-style-type: none"> • MPP Production Records • For dairy operations not enrolled in MPP, see 1-MPP for new producers • Other <p>Note: Production evidence must show the dairy operation was in business as of June 1, 2018.</p>
Hogs	<ul style="list-style-type: none"> • Breeding Records • Feeding Records • Inventory Records • Rendering Receipts • Sales Receipts • Veterinary Records • Other <p>Note: Production evidence must show the number of live hogs claimed were owned and in inventory as of August 1, 2018.</p>

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6 Instructions for Reviewing and Approving CCC-910

A Reviewing CCC-910's

County Offices must not delay acting on completed CCC-910's. The County Office will date stamp CCC-910 after verifying all of the following:

- Part D has been completed by the producer and is signed by either the producer or someone authorized to sign on behalf of the producer
- acreage report has been certified for the applicable crop
- reasonableness of certified production.

Note: A workbook of estimated crop production is being provided to assist County Offices for all wheat producers. All other crops will have an estimated crop production available with the MFP software.

B Approving CCC-910's

After CCC-910 has been date stamped and verified by the County Office, the recording County COC or CED will sign and date in Part E and follow guidance in this table.

ON CCC-910, select...	IF the data on CCC-910 indicates...
Approved	that the reviewing official has determined all of the following conditions have been met: <ul style="list-style-type: none">• authorized person signed CCC-910 in Part D• certified production is reasonable or has been adjusted by COC in Part C• CCC-910 was received or postmarked by FSA by January 15, 2019.
Disapproved	any of the following: <ul style="list-style-type: none">• acreage report has not been certified for the applicable crop or the certified acreage reports for the producer will not substantiate the amount of production claimed• evidence that applicant did not have a reported ownership share interest in the commodity or animal• dairy operation was not in business as of June 1, 2018• number of live hogs claimed as owned and in inventory as of August 1, 2018, is unreasonable• person or legal entity applying for MFP on hogs is a contract grower <p>Note: If CCC-910 was completed but never signed by the producer or someone on behalf of the producer, take no action on CCC-910. It is not considered filed unless it is signed.</p> <ul style="list-style-type: none">• CCC-910 was submitted or postmarked after January 15, 2019.

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6 Instructions for Reviewing and Approving CCC-910 (Continued)

C Re-Delegation of Authority

COC can re-delegate authority to CED or Acting CED to approve CCC-910's; however, CED **cannot** further re-delegate authority to program technicians.

Important: Approved CCC-910's are subject to prompt pay interest; therefore, every effort must be made to complete the payment process as soon as possible for approved CCC-910's. See subparagraph 7 H.

D Disapproved CCC-910's

If CCC-910 is disapproved because of reasons listed in subparagraph B, the County Office must inform the producer of the determination in writing and provide applicable rights of appeal according to 1-APP.

7 General Payment Provisions for MFP Payments

A Introduction

The MFP payment process is an automated process that determines:

- whether the producer is eligible to receive payment
- the payment amount that can be sent to NPS for disbursement
- the overpayment amount that will be updated to the Pending Overpayment Report.

B Frequency of Payment Processing

MFP payments are processed nightly for the following:

- payment amounts recorded through the MFP payment process during the workday
- changes made in the system that could affect the producer's payment or overpayment amount determination.

C Obtaining FSA-325 for Deceased, Disappeared, or Incompetent Producers

Follow 1-CM provisions for persons who have died, disappeared, or been declared incompetent.

D Administrative Offset

MFP payments are subject to administrative offset.

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7 General Payment Provisions for MFP Payments (Continued)

E Assignments

A producer entitled to an MFP payment may assign the payment according to 63-FI.

F Bankruptcy

Bankruptcy status does **not** exclude a producer from requesting MFP benefits.

Important: Contact the OGC Regional Attorney for guidance on issuing MFP payments on all bankruptcy cases.

G Payments Less Than \$1

MFP payment process will:

- issue payments that round to at least \$1
- not issue payments less than 50 cents.

H Payment Due Date

See 61-FI for general guidance for determining payment due dates for MFP. The MFP payment system sends the current system date plus 30 days to NPS as the payment due date. The system **cannot** determine the payment due date because of numerous factors. County Offices will manually determine the payment due date as the later of the following:

- date producer signed CCC-910
- date producer filed payment eligibility documentation, including the following:
 - AD-1026
 - CCC-902
 - CCC-941
- if the producer is an entity or joint operation, date members filed the requisite payment eligibility documentation
- availability of software to process the payment.

If the payment is **not** issued within 30 calendar days after the later of the dates in this subparagraph, then prompt payment interest is payable to the producer. County Offices will:

- manually determine the payment due date based on the factors identified in this subparagraph
- follow the provisions of 61-FI for issuing the interest payment.

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7 General Payment Provisions for MFP Payments (Continued)

I Sequestering MFP Payments

MFP payments are not subject to sequestration.

J Funds Control Process

The MFP payment process uses the e-Funds accounting process that controls funding allotments by program year, monitors program spending, and halts program disbursements when the funding allocation has been exhausted.

The funds for MFP payments will be controlled at the National level. If adequate funding is not available, those producers that cannot be paid will be listed on the Failed Obligations / Insufficient Funds Report in the Common Payment Reports System.

K e-Funds Access

Funding for MFP payments is established as follows:

- MFP Crops - accounting code 2867
- MFP Livestock – accounting code 2868.

L General Payment Policy

See 9-CM, Part 2 for general payment policy for the following:

- eligible ID types and business types
- payment eligibility
- cropland factor
- payment limitation
- joint operations and entities
- general provisions for overpayments.

M Offsets

MFP payments are subject to offset, including Treasury Offset Program Services (TOPS), and may be assigned, provided CCC-36 is submitted by the applicant before payment is made. County Offices will follow 63-FI to process assignments. See subparagraph 8 E.

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8 Payment Limitation Provisions

A Payment Eligibility and Limitation Information for MFP Payments

MFP has its own per person or legal entity payment limitation separate from other programs authorized under the 2014 Farm Bill. The per person or legal entity payment limitation for 2018 MFP is provided in the following table and will be attributed through direct attribution. Additionally, actively engaged in farming program payment eligibility provisions apply to corn, upland cotton, sorghum, soybeans, and wheat.

Program and Type	Payment Limitation Amount - per person or legal entity
MFP - Crops (corn, cotton, sorghum, soybeans, and wheat)	\$125,000 for corn, cotton, sorghum, soybeans, and wheat
MFP – Livestock (dairy and hogs)	\$125,000 for dairy and hogs

See 5-PL, paragraph 17 for payment limitation amounts for a person or legal entity.

As each payment is processed, the available payment limitation for the person or legal entity will be reduced until:

- all MFP payments are issued for the person or legal entity
- the maximum payment limitation has been attributed to a person or legal entity.

9 MFP Subsidiary Eligibility

A Introduction

The payment process reads the web-based eligibility system, for the year associated with CCC-910 to determine whether a producer or member of a joint operation is eligible to be paid. If the producer or member is ineligible to be paid, the payment will not be issued or will be reduced, and the producer or member will be listed on the Nonpayment Report with the applicable message.

B MFP Subsidiary Eligibility

The following identifies web-based eligibility determinations applicable to MFP payments and how the system will use the web-based subsidiary eligibility data for payment processing.

If a producer has multiple invalid subsidiary eligibility conditions, only the highest priority ineligible condition as provided in subparagraph C, will be printed on the Nonpayment Report.

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9 MFP Subsidiary Eligibility (Continued)

B MFP Subsidiary Eligibility (Continued)

The following eligibility provisions apply to MFP payments.

Eligibility Determination/Certification	Value	Eligible for MFP Payment	Exceptions
Actively Engaged and cash tenant (corn, upland cotton, sorghum, soybeans, and wheat) Note: This value does not apply to MFP – dairy or hog payments.	Actively Engaged	Yes	
	Not Filed	No	
	Awaiting Determination	No	
	Awaiting Revisions	No	
	Not Actively Engaged	No	
	Exempt	Yes	
AD-1026	Certified	Yes	
	Not Filed	No	
	Good Faith Determination	Yes	
	COC Exemption	Yes	
	Awaiting Affiliate Certification	No	
	Affiliate Violation	No	
AGI Notes: See 5-PL for additional information about AGI determinations. Attribution rules apply.	Not Filed	No	<u>1/</u> If an IRS determination has: <ul style="list-style-type: none"> not been returned, then the payment process will use the producer certification value been returned, then the payment process will use the IRS returned value. <u>2/</u> If the IRS value is not processed, then the payment process will use the producer certification value.
	Filed CCC-941	Yes <u>1/</u>	
	Exempt	Yes	
	Not Met - Producer	No	
	Not Processed	<u>2/</u>	
	Compliant - Producer	Yes	
	Compliant - Less than 3 years	Yes	
	Not Compliant	No	
	Failed Verification	No	

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9 MFP Subsidiary Eligibility (Continued)

B MFP Subsidiary Eligibility (Continued)

Eligibility Determination/Certification	Value	Eligible for MFP Payment	Exceptions
Cash Rent Tenant	Eligible	Yes	If a determination is “Partially Eligible” then a cropland factor payment reduction will apply.
	Partially Eligible	Yes	
	Ineligible	No	
	Not Applicable	Yes	
	Awaiting Determination	No	
	Exempt	Yes	
Conservation Compliance – Farm/Tract Eligibility	In Compliance	Yes	3/ A partial compliance value of Yes” will result in an additional determination for the farm.
	Partial Compliance	Yes 3/	
	In Violation	No	
	No Association	Yes	
	Past Violation	No	
	Reinstated	Yes	
Controlled Substance	No Violation	Yes	
	Growing	No	
	Trafficking	No	
	Possession	No	

C Eligibility Conditions Priority

If a person or legal entity has multiple invalid subsidiary eligibility conditions, only the highest priority ineligible condition will be printed on the Nonpayment Report and Pending Overpayment Reports. The following table provides the priority of conditions.

Priority	Eligibility Provision
1	Conservation Compliance
2	Controlled Substance
3	Actively Engaged
4	AD-1026

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10 MFP Payments

A Supporting Files for Integrated Payment Processing

The MFP payment process is a web-based integrated process that uses a wide range of information and other program determinations and values to determine whether a payment should be issued, the amount of gross payment, reductions, and the net payment amount. For payments to be calculated correctly, all supporting files must be updated correctly, including **all** of the following.

Type of Information	How Information Is Used for Payment Processing	Source
CCC-910 Data	The information from CCC-910 is used to complete the Gross Payment Report for Approved commodities which determines the MFP-Crops or MFP-Livestock gross payment amount for the producer.	Application System
Payment Eligibility Information	Used to determine whether the producer and/or member of a joint operation is eligible for payment for the year for which CCC-910 was filed.	Web-Based Eligibility System
General Name and Address Information	Used to determine the producer's business type and general name and address information.	Business Partner/ SCIMS
Entity and Joint Operation Information	Used to determine the following for the year for which CCC-910 was filed: <ul style="list-style-type: none">• member contribution value• substantive change value• members and member's share of the following:<ul style="list-style-type: none">• entities• general partnerships• joint ventures.	Business File
Combined Producer Information	Used to determine whether MFP producers or members of entities or joint operations are combined with other producers. This information is used to ensure that the payment limitation is controlled properly.	Combined Producer System
Available Payment Limitation	Used to determine payment limitation availability.	Payment Limitation System
Financial Related Information	<ul style="list-style-type: none">• Calculated payment information is provided to NPS.• Determined overpayment amount may be provided to NRRS.	NPS or NRRS

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10 MFP Payments (Continued)

B Prerequisites for Payment

The following table details the actions that must be performed or verified as having been completed to properly issue payments. COC, CED, or designee will ensure that the actions are completed.

Step	Action
1	CCC-910 has been approved and the approval date has been recorded in the system according to Exhibit 2.
2	AD-1026 is on file for the applicable year for those seeking payment and the eligibility information is recorded in the web-based eligibility system.
3	CCC-902 is on file and a determination made, as is applicable for corn, upland cotton, sorghum, soybeans, and wheat, under actively engaged and cash rent tenant provisions of 5-PL for the applicable year for producers and members of joint operations.
4	CCC-941 is on file for the applicable year for persons and legal entities and the certification information is recorded in the web-based eligibility system. See 5-PL.
5	All other eligibility determinations have been updated according to the determinations made by COC for producers and members of joint operations. See 5-PL.
6	Joint operation and entity ownership structure information is updated in Business File for the applicable year. See 3-PL (Rev. 2).
7	Member contribution and substantive change values are updated according to 5-PL.
8	Combined producer files are updated correctly for the applicable year. See 5-PL.
10	Assignments and joint payees have been updated in NPS if CCC-36, CCC-37, or both were filed for MFP.

11 Recording MFP Payment Amounts

A Overview

Because a fully automated application process is **not** available for MFP, the amounts calculated and provided on the Gross Payment Report for Approved commodities will be recorded in the web-based MFP payment process by the **recording State and county** for the producer.

Note: The recording State and county for a producer is identified in the Subsidiary Eligibility System.

B Accessing the Gross Payment Report for Approved Commodities

The Gross Payment Report for Approved commodities will be available in the MFP Application software.

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11 Recording MFP Payment Amounts (Continued)

C Adding or Modifying Payment Amounts

MFP payments will be entered based on the recording State and county for the producer and payment amounts should be added or modified according to the following table.

Step	Action	Result						
1	Select the applicable payment process. <ul style="list-style-type: none">• MFP Payment Process – Crops• MFP Payment Process – Livestock	The MFP Select a Program Year Page will be displayed.						
2	On the MFP Select a Program Year Page, select Program Year 2018 and CLICK “Continue”.	The SCIMS Search Page will be displayed.						
3	The SCIMS Search Page provides various options for selecting a producer. Record the producer information using the desired option and select the applicable producer to continue. Note: If the State / county attempting to enter the producer’s MFP payment is not the Recording State and county for the producer, the error message shown in subparagraph 13 B will be displayed.	The Add/Modify a Payment Page will be displayed.						
5	On the Add/Modify a Payment Page, users will do 1 of the following based on the selected program and commodity: <table border="1"><thead><tr><th>Program</th><th>Commodities</th></tr></thead><tbody><tr><td>MFP Program - Crops</td><td><ul style="list-style-type: none">• corn• cotton• sorghum• soybeans• wheat</td></tr><tr><td>MFP Program - Livestock</td><td><ul style="list-style-type: none">• dairy• hogs</td></tr></tbody></table> <ul style="list-style-type: none">• record the payment amount provided by the MFP Gross Payment Report for Approved commodities• modify the payment amount to the revised payment amount provided by the MFP Gross Payment Report for Approved commodities• modify the payment amount to zero if the payment amount should be zero. CLICK “ Submit ”, to continue with the process. Note: Amounts shall be recorded in whole dollars without dollar signs or commas.	Program	Commodities	MFP Program - Crops	<ul style="list-style-type: none">• corn• cotton• sorghum• soybeans• wheat	MFP Program - Livestock	<ul style="list-style-type: none">• dairy• hogs	The Add/Modify a Payment Confirmation Page will be displayed with the recorded payment amounts.
Program	Commodities							
MFP Program - Crops	<ul style="list-style-type: none">• corn• cotton• sorghum• soybeans• wheat							
MFP Program - Livestock	<ul style="list-style-type: none">• dairy• hogs							
6	On the Add/Modify a Payment Confirmation Page, CLICK “Confirm”, to record the payment amounts entered.	The Success Menu Page will be displayed which indicates that the payment amount was successfully added or modified.						

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12 Program Year Selection Page

A Accessing the Program Year Selection Page

To access the MFP Main Menu, complete the following:

- go to FSA's Applications Intranet web site at **<http://fsaintranet.sc.egov.usda.gov/fsa/applications.asp>**
- from the FSA Intranet Screen, under "FSA Applications" and "Applications Directory", CLICK "**G-O**"

Note: The FSA Intranet Screen will be redisplayed with applications with names starting from G to O.

- click either "**MFP Payment Process - Crops**" or "**MFP Payment Process – Livestock**".

Note: Internet Explorer shall be used when accessing either MFP payment process.

Users may be prompted to login through the USDA eAuthentication Login Screen. CLICK "**Login with LincPass (PIV)**" or enter user ID and password and CLICK "**Login**".

The MFP Select a Program Year Page will be displayed.

B Example of Select a Program Year Page

The following is an example of the Program Year Selection Page.

USDA United States Department of Agriculture
Farm Service Agency Market Facilitation Program MFP-Crops

MFP-Crops Home About FSA Help Contact Us Exit MFP-Crops Logout of eAuth

MFP-Crops Menu
Welcome
Role: County User

Select a Program Year

Select a Program Year
Program Year: 2018 ▼
Continue

C Action

Users will select Program Year 2018 and CLICK "Continue". The SCIMS Select a Customer Page will be displayed.

Notice MFP-1

13 Payment Entry Attempt by Non-Recording State and County

A Selecting a Producer When Not the Recording State and County

Only the recording State and county can enter the MFP payment for the producer. If a State or county other than the recording State and county attempts to select a producer from the SCIMS Select a Customer Page, then the error message in subparagraph B will be displayed.

Note: The recording State and county is identified in the Subsidiary Eligibility System.

B Example of Error Message Displayed on Select a Program Year Page

The following is an example of the error message that will be displayed if a producer is selected by a non-recording State and county.

The screenshot displays the USDA Farm Service Agency Market Facilitation Program MFP-Livestock interface. At the top, the USDA logo and 'United States Department of Agriculture Farm Service Agency' are visible. The page title is 'Market Facilitation Program MFP-Livestock'. A navigation bar includes links: 'MFP-Livestock Home', 'About FSA', 'Help', 'Contact Us', 'Exit MFP-Livestock', and 'Logout of eAuth'. On the left, a sidebar shows 'MFP-Livestock Menu' with 'Welcome' and 'Role: County User'. The main content area is titled 'Select a Program Year'. A yellow warning icon is displayed next to the message: 'Payment data can only be recorded by administrative or recording state and county, as applicable.' Below this, there is a 'Select a Program Year' section with a dropdown menu showing '2018' and a 'Continue' button.

C Action

The non-recording State and county should ensure that the recording State and county enters the payment information for the producer.

14 Adding or Modifying MFP Payment Data

A Adding or Modifying MFP Payments

After selecting a producer for processing on the SCIMS Selection Page, the Add/Modify a Payment Page will be displayed and allows the user to add or modify the calculated MFP payment amounts. Only the recording State and county will be able to add or modify the payment amounts for the producer.

Notice MFP-1

14 Adding or Modifying MFP Payment Data (Continued)

B Example of Add/Modify a Payment Page

The following is an example of the Add/Modify a Payment Page. Select the drop-down arrow to select the specific commodity.

USDA United States Department of Agriculture
Farm Service Agency
Market Facilitation Program MFP-Crops

USDA Internet

MFP-Crops Home About FSA Help Contact Us Exit MFP-Crops Logout of eAuth

MFP-Crops Menu
Welcome
Role: County User
[Change Program Year](#)
[Change Producer](#)

Add/Modify a Payment

Year: 2018

Producer: PRODUCER, IMA

2018 MFP-Crops
Original Approval Date/
Register Date:
(mm/dd/yyyy) 08/15/2018

Action	Program	Payment Amount
Remove	Corn	\$ 1000
Remove	Cotton	\$ 5432
Remove	Soybeans	\$ 7900

Program: Select

[Back](#) [Cancel](#) [Submit](#)

C Add/Modify a Payment Page Options

The following options are available on the Add/Modify a Payment Page.

Option	Action
Back	Returns the user to the SCIMS Select a Customer Page.
Cancel	Discontinues the process and returns to the MFP Main Menu without updating the payment amounts.
Submit	Continues the process of recording MFP payment data after amounts have been recorded.

Notice MFP-1

14 Adding or Modifying MFP Payment Data (Continued)

D Error Messages

The following error messages may be displayed depending on the data recorded.

Error Message	Description of Problem	Corrective Action
"The amount recorded in each field must be in whole dollars."	<ul style="list-style-type: none"> Amounts entered must be in whole dollars. An amount must be recorded in each field, even if 1 amount is \$0. Amounts entered include dollar signs or commas. 	Correct the amount recorded and ensure that: <ul style="list-style-type: none"> only numeric data is entered amount entered is greater than \$0, if the payment amount is being added for the first time payment amount does not include dollar signs or commas.
"An amount must be entered for each type of payment. The amount can be \$0 for 1 or more of the payment amounts, but not all."	User attempted to record \$0 in all payment amount fields. Do not record payment amounts in the MFP payment process if the calculated payment amounts for all commodities from the MFP Gross Payment Report for Approved commodities is \$0.	<ul style="list-style-type: none"> payment amount does not include dollar signs or commas.
Payment Amount is empty. A value must be entered.	An amount was not entered and "Submit" was selected.	Payment amount must be \$0 or greater than zero. Note: Payment amount must be greater than \$0 when updating the initial payment amount.

E Example of Add/Modify a Payment Confirmation Page

The following is an example of the Add/Modify a Payment Confirmation Page.

United States Department of Agriculture
Farm Service Agency

Market Facilitation Program MFP-Crops

MFP-Crops Menu
 Welcome
 Role: County User
[Change Program Year](#)
[Change Producer](#)

[MFP-Crops Home](#)
[About FSA](#)
[Help](#)
[Contact Us](#)
[Exit MFP-Crops](#)
[Logout of eAuth](#)

Add/Modify Payment Confirmation

Year: 2018

Producer: PRODUCER, IMA

i

• Payment Confirmation. Press "Confirm" to proceed.

2018 MFP-Crops

Original Approval Date/
Register Date:

08/15/2018

Program	Payment Amount
Corn	\$ 1,000
Cotton	\$ 5,432
Soybeans	\$ 7,900
Total	\$ 14,332

Back

Cancel

Confirm

Notice MFP-1

14 Adding or Modifying MFP Payment Data (Continued)

F Add/Modify a Payment Confirmation Page Options

The following options are available on the Record Calculated Payment Confirmation Page.

Option	Action
Back	Returns to the Add/Modify a Payment Page so the amounts can be modified, if necessary.
Cancel	Discontinues the process and returns to the MFP Main Menu without updating the payment amounts.
Confirm	Records the payment amounts and triggers the payment process. Note: The message, "Payment(s) has been successfully added and/or modified." will be displayed.

15 Modifying Previously Recorded MFP Payment Data

A Introduction

Previously entered payment amounts can be modified to be a different amount or zero if the producer is no longer due an MFP payment.

B Effect on Previously Processed Payments

Modifying a previously recorded payment amount impacts previously processed payments in different ways depending on whether the original payment was sent to NPS and certified and signed. This table describes how a previously recorded payment is affected when the amount is modified.

IF previously recorded payment amounts are...	AND previously recorded payment amounts were...	AND the payment in NPS was...	THEN...
modified	not sent to NPS because of a nonpayment condition sent to NPS		system will trigger the payment to reprocess the payment transaction.
		certified and signed	system will retrigger the payment to reprocess to determine whether the producer is overpaid or underpaid. A transaction will be sent to NPS or the Pending Overpayment Report, as applicable.
		either of the following: <ul style="list-style-type: none"> not certified certified, but not signed 	<ul style="list-style-type: none"> original amount in NPS will be canceled and the system will retrigger the payment to reprocess new payment amount will be listed in NPS for certification and signature, provided all eligibility requirements are met.

Notice MFP-1

15 Modifying Previously Recorded MFP Payment Data (Continued)

B Effect on Previously Processed Payments (Continued)

IF previously recorded payment amounts are...	AND previously recorded payment amounts were...	AND the payment in NPS was...	THEN...
Changed to \$0	not sent to NPS because of a nonpayment condition		<ul style="list-style-type: none"> payment amounts will be set to \$0. system will retrigger the payment to reprocess to determine whether the producer is overpaid an overpayment may be put on the Pending Overpayment Report if a portion or all of the original payment amount was certified or signed.
	sent to NPS	certified and signed	system will retrigger the payment to reprocess to determine the overpayment amount for the producer. A transaction will be sent to the Pending Overpayment Report.
		either of the following: <ul style="list-style-type: none"> not certified certified, but not signed 	original amount in NPS will be canceled.

16 General Provisions for Canceling Payments

A Canceling Payments

After payment processing has been completed, County Offices must review the Payment History Report in CPR or the NPS payment worklist to ensure that the correct payments have been generated. The user will complete the following if an error is determined:

- not** sign the payment in NPS
- correct the condition causing the incorrect payment or overpayment.

Notes: User intervention is **not** allowed for the cancellation process. If the condition causing the incorrect payment is corrected, the system will automatically cancel the unsigned payment and recalculate the payment amount due.

If the payment amount is determined to be incorrect and the payment has been signed in the NPS system, the payment can no longer be canceled. The producer will be underpaid or overpaid once the condition causing the incorrect payment has been corrected.

Notice MFP-1

17 Overpayments

A Introduction

The MFP payment process is an integrated process that reads data from many systems to determine whether payments issued to a producer were earned in-full or in-part. These systems include the following:

- MFP Payment Process where payment amounts from the MFP Gross Payment Report for Approved commodities are recorded
- subsidiary system including data about eligibility, combined producer, and Business File
- payment limitation system
- SCIMS.

If something changes in any of these systems, the MFP payment process is automatically triggered to recalculate the payment. The producer is overpaid if the information that has been changed results in the current calculated amount being less than the amount originally paid to the producer.

B Determined Overpayments

For any overpayment amount calculated as \$1 or greater, the system will update the applicable information to the Pending Overpayment Report. See 9-CM, paragraph 65 for information on the Pending Overpayment Report.

C Handling Debts Less Than \$100

County Offices must follow 58-FI for handling receivables less than \$100.

D Debt Basis Codes

The system automatically assigns the debt basis code to the receivable when it is updated to the Pending Overpayment Report. The following are the debt basis codes used for MFP overpayments.

IF the reason the payment entity/member is overpaid is because of...	THEN the discovery/debt basis reason is...
payment limitation issues	10-426.
payment eligibility	10-427.
prior payments exceed the current payment	10-428.

17 Overpayments (Continued)

E Charging Interest

Interest accrues on receivables from the date of disbursement if COC determines the producer is ineligible because of the following reasons:

- producer provided information on CCC-910 that is subsequently determined inaccurate
- producer erroneously or fraudulently represented any fact affecting a payment eligibility determination, including the following:
 - violation of conservation compliance provisions
 - violation of controlled substance provisions
- producer adopted a scheme or device that tended to defeat the purposes of MFP.

Interest will not accrue from the date of disbursement if:

- overpayment resulted based on revised information that the producer would **not** have had reason to know was invalid
- National, State, or County Office error
- producer voluntarily refunds the payment that was issued and COC has **not** determined that the producer is ineligible.

Notes: Software does **not** currently support charging interest from the date of disbursement. Any receivable established is sent to NRRS with the current system date. If the receivable is **not** repaid within 30 calendar days from the date the initial notification letter is issued, interest will start accruing from the date the receivable was established.

If COC determines that the producer is ineligible and interest should accrue from the date of disbursement:

- County Offices must contact their State Office for assistance
- State Offices must contact OBF for guidance.

F Overpayment Due Dates

Overpayments can occur for a number of reasons and County Offices are required to take necessary action to collect overpayments. The following table lists situations that may cause overpayment and the overpayment due dates.

Notice MFP-1

17 Overpayments (Continued)

F Overpayment Due Dates (Continued)

Time of Determination	Situation	Overpayment Due Date
Any time	Payment was issued to the wrong producer.	Immediately
After an entry affecting the payment amount is changed on CCC-910.	Payment was issued and later something occurred that changed the MFP payment.	
After producer misrepresentation is determined.	Producer received a MFP payment and COC determines that the producer misrepresented their interest.	
After payment limitation is exceeded.	It is determined that payments have been issued exceeding the producer's effective payment limitation amount.	
After an eligibility value changes that make the producer ineligible for payment.	Producer's eligibility value changed that makes the producer ineligible for payment.	
Anytime CCC-910 is disapproved.	CCC-910 was disapproved after payments were issued to the producer.	

18 MFP Payment Reports

A Displaying or Printing MFP Payment Reports

MFP Payment Reports are available to provide information about each payment or nonpayment. Most of the payment reports have information that is common between program areas. Information about these reports is in 9-CM. The MFP Payment History Report – Detail has program-specific data so information for this report is in this handbook.

MFP Payment Report information is available according to the following.

Report Name	Type of Data	Reference
Submitted Payments Report	Live	9-CM, paragraph 63
Submitted Overpayments Report	Live	9-CM, paragraph 64
Pending Overpayment Report	Live	9-CM, paragraph 65
Note: The Pending Overpayment Report is accessed through the Pending Overpayment Summary Report according to 9-CM, paragraph 64.5.		
Nonpayment/Reduction Report	Live	9-CM, paragraph 66
Insufficient Funds Report	Live	9-CM, paragraph 67
Payments Computed to Zero Report	Live	9-CM, paragraph 68
Payment History Report – Summary	Report Database	9-CM, paragraph 69
Payment History Report – Detail	Report Database	9-CM, paragraph 70

Notice MFP-1

18 MFP Payment Reports (Continued)

A Displaying or Printing MFP Payment Reports (Continued)

Note: See 9-CM, paragraph 52 for complete instructions on accessing the Common Payment Report System.

19 Payment History Report – Detail

A Background

The Payment History Report – Detail is a report that provides detailed information about an MFP payment.

B Payment History Report – Detail Description

The following information will be displayed/printed on the Payment History Report – Detail.

Field	Description
Program Year	2018.
Program Name	<ul style="list-style-type: none">• Market Facilitation Program – Crops• Market Facilitation Program - Livestock
State	Full name of the State selected by the user.
County	Full name of the county selected by the user.
Producer Name and Address	Name from SCIMS as follows: <ul style="list-style-type: none">• for individuals, last name, middle name, first name, and suffix• for businesses, business name.
Date (Report)	Date the report is generated by the user.
Date (Payment)	Date the payment was processed and sent to NPS, or the date the overpayment transaction was processed and sent to NRRS.
State/County	State and county code associated with the applicable transaction record.
Payment Entity/Member Name	The “Payment Entity/Member Name” field will provide payment entity or member name information if the MFP Payment History Report – Detail is generated for: <ul style="list-style-type: none">• an entity or joint operation where amounts were attributed to members• a member to show the payment entity through whom the amount was attributed.
Payment ID Number	Unique number that ties the program history data to the NPS history data.
Business Type	Business type of the producer and/or member.

Notice MFP-1

19 Payment History Report – Detail (Continued)

B Payment History Report – Detail Description (Continued)

Field	Description
Type of Transaction	One of the following transaction types will be displayed: <ul style="list-style-type: none"> • “Payment” • “Receivable” • “Canceled Payment” • “Canceled Receivable”.
Commodity	Name of the commodity.
Gross Payment Amount	Amount of the payment initially attributed to the producer or entity member.
Subsidiary Eligibility Reduction Amount	Reduction amount because of a subsidiary eligibility value.
Payment Limitation Reduction Amount	Reduction amount because of payment limitation.
Net Payment Amount	Net payment amount for the producer after all reductions have been applied.
Totals	Total payment amount for the payment entity or member.

C Example of Payment History Report – Detail

The following is an example of the Payment History Report – Detail.

East Otter Tail
Minnesota

United States Department of Agriculture
Farm Service Agency

2018 Market Facilitation Program - Crops
Payment History Report - Detail Level

Date: 08/16/2018

Producer Name : PRODUCER, IMA
Business Type: Individual

Date	State/ County	Payment Entity/Member Name	Payment ID Number	Business Type	Contract/ Application/ Farm	Commodity/ Payment Type	Transaction Type	Reduction Amount	Net Payment
08/13/2018	27/111	PRODUCER, IMA		00		Wheat	Payment	\$145,000	\$0
Producer or member is not compliant with actively engaged in farming provisions.								\$125,000	
Calculated payment exceeds the applicable program payment limitation.								\$20,000	
08/13/2018	27/111	PRODUCER, IMA	33641268	00		Wheat	Payment	\$0	\$125,000
Calculated payment exceeds the applicable program payment limitation.								\$0	

* Name may have changed due to a customer merge.

Previous **Print** Next

Notice MFP-1

19 Payment History Report – Detail (Continued)

D Report Options

The following options are available on the Payment History Report – Detail.

Option	Action
Previous	The previous Payment History Report – Detail will be displayed. Note: If a single producer was selected for processing, this button will not be available.
Print	The Payment History Report – Detail will be sent to the applicable printer.
Next	The Payment History Report – Detail for the next producer will be displayed. Note: If a single producer was selected for processing, this button will not be available.

20 Electronic Filing Cabinet

A Overview

MFP uses the MFP software to store CCC-910's and production evidence electronically. County Offices will not be creating individual producer folders for MFP, however batch folders for storing original copies of CCC-910's are allowed.

CCC-910's will be scanned:

- into designated share folder
- after all commodities have been certified or for each manual form received in the County Office.

Example: Producer grows wheat, corn, and soybeans. Producer completes Part C and Part D on 9/4 for wheat. On 10/30, the producer completes Part C for corn, and on 11/30 completes Part C for soybeans. CCC-910 with the 11/30 signature in Part C will be the version that is uploaded.

Note: If the producer submits a manual CCC-910 for each commodity, then there will be multiple CCC-910's uploaded.

20 Electronic Filing Cabinet (Continued)

A Overview (Continued)

When a producer provides production evidence, the County Office will:

- date stamp the production evidence
- scan documents into designated share folder
- upload production evidence in the MFP software
- return original documents after scanning to producer.

Each document is limited to 25 MB and can be any of the following extensions:

- .doc
- .xls
- .jpg
- .pdf.

B Naming Convention – CCC-910

The following naming convention will be used for storing CCC-910's in the MFP software:

Producername_SS_CCC_CCC910_MM_DD_YYYY

- **Producername** is the producer's last, first, suffix or business
- **SS** is the 2-digit numerical recording State code
- **CCC** is the 3-digit numerical recording county code
- **CCC910** is the form name
- **MM** is the 2-digit numerical month the file is being saved
- **DD** is the 2-digit numerical day the file is being saved
- **YYYY** is the 4-digit numerical year the file is being saved.

C Naming Convention – Production Evidence

The following naming conventions should be used when storing production evidence files electronically in the system:

Producername_SS_CCC_PE_CROP_MM_DD_YYYY

- **Producername** is the producer's last, first, suffix or business
- **SS** is the 2-digit numerical recording State code
- **CCC** is the 3-digit numerical recording county code
- **PE** is production evidence
- **CROP** is the production evidence was submitted for the crop commodity
- **DD** the 2-digit numerical day the file is being saved
- **MM** is the 2-digit numerical month the file is being saved
- **YYYY** is the 4-digit numerical year the file is being saved.

Notice MFP-1

20 Electronic Filing Cabinet (Continued)

D Uploading Documents

Instructions for uploading CCC-910 and production evidence is provided in the MFP User Guide.

21 Submitting Application and Payment Issues to PECD SharePoint Site

A Submitting Application or Payment Issues

If there is an issue with an MFP application or payment, the State Office specialist will update the applicable information to the MFP Problems SharePoint site. The link for the payment problem SharePoint site is

https://sharepoint.fsa.usda.net/mgr/dafp/PECD/Payment_Issues/default.aspx.

Note: County Offices are not authorized to submit a remedy ticket unless authorized by the National Office.

B Providing State Office Access to the PECD SharePoint Site

Access to the MFP payment problem SharePoint site will be provided to State Office specialists that attended the MFP National Training.

If access is needed, **State Office specialists** should request access to the MFP payment problem SharePoint site by e-mailing a request to **tina.nemec@wdc.usda.gov**.

MFP Signup Notification Postcard

Following is the MFP signup notification postcard sent to all producers with a record of an MFP commodity on file with FSA.



CCC-910, 2018 Market Facilitation Program (MFP) Application

A Example of CCC-910

Following is an example of CCC-910, page 1.

This form is available electronically.		OMB Control No. 0560-0292 OMB Expiration Date: 02-28-2019 (See Page 2 for Privacy Act and Paperwork Reduction Act Statements)	
CCC-910 (09-04-18)		U.S. DEPARTMENT OF AGRICULTURE Commodity Credit Corporation	
2018 MARKET FACILITATION PROGRAM (MFP) APPLICATION			
PART A – RECORDING COUNTY OFFICE (FOR COC USE ONLY)			
1A. Recording State & County Office Name	1B. Recording County Office Address	1C. Recording County Office Telephone No. (Include Area Code)	
		1D. Recording County Office Fax No. (Include Area Code)	
PART B – PRODUCER CONTACT INFORMATION			
2A. Producer Name	2B. Producer Address	2C. Contact Producer's Name	
		2D. Contact Producer's Telephone No. (Include Area Code)	
PART C – PRODUCTION INFORMATION			COC USE ONLY
3. Commodity	4. Unit of Measure	5. Actual Production (Producer's Share)	6. Source of Production Evidence
			7. Producer's Signature (By)
			8. Title/Relationship of Individual Signing in the Representative Capacity
			9. Date (MM-DD-YYYY)
			10. Adjusted Production
CORN	bushels		
COTTON	pounds		
SORGHUM	bushels		
SOYBEANS	bushels		
WHEAT	bushels		
DAIRY (MFP historical production)	cwt		
HOGS (August 1, 2018 inventory)	head		
PART D – PRODUCER CERTIFICATION			
The undersigned certifies that all the information entered on this form, whether personally entered by the undersigned or not, or by someone else, is true and correct. The undersigned certifies and acknowledges that the production on this form is accurately identified by the producer and represents only the producer's share of total production for the year shown. The undersigned understands that the information entered on this form is subject to verification by spot-check. Failure to certify any of the information on this form and application accurately may result in a loss of program benefits. Additionally, by signing this form, the undersigned authorizes the purchaser, warehouse operator, ginner, or any person who otherwise, stores or purchases crop production listed on this form to disclose the production records of such crops to USDA representatives for the purpose of verification. The undersigned (1) agrees to comply with all terms and conditions associated with MFP as stated in 7 CFR Part 1409 and notice of funds availability; and (2) will maintain and provide verifiable and reliable production evidence upon request.			
11A. Producer's Signature (By)	11B. Title/Relationship of Individual Signing in the Representative Capacity		11C. Date (MM-DD-YYYY)

CCC-910, 2018 Market Facilitation Program (MFP) Application (Continued)

A Example of CCC-910 (Continued)

Following is an example of CCC-910, page 2.

CCC-910 (09-04-18)				Page 2 of 2
PART E – COC DETERMINATION (FOR COC USE ONLY)				
12. Commodity	13A. Signature of COC Representative	13B. Title/Position of COC Representative	13C. Date (MM-DD-YYYY)	14. Action
CORN				<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED
COTTON				<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED
SORGHUM				<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED
SOYBEANS				<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED
WHEAT				<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED
DAIRY				<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED
HOGS				<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED
				<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED
				<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED

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 Sec. 5 of the Commodity Credit Corporation Act [15 U.S.C. 714 et seq.]. The information will be used to determine producer eligibility to participate in and receive benefits under the Market Facilitation Program. 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 concerning the processing of the cotton ginning cost-share payment request.

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0560-0292. 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. The provisions of appropriate criminal and civil fraud, privacy, and other statutes may be applicable to the information provided. **RETURN COMPLETED FORM TO YOUR COUNTY FSA OFFICE.**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at http://www.ascr.usda.gov/complaint_filing_cust.html and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov. USDA is an equal opportunity provider, employer, and lender.

CCC-910, 2018 Market Facilitation Program (MFP) Application (Continued)

B Instructions for Completing CCC-910

The following table provides instructions for completing CCC-910.

Item	Instructions
<i>Part A Recording County Office (For COC Use Only)</i>	
Items 1A through 1D will be completed using the producer's recording county information as recorded in the subsidiary system.	
1A	Enter the recording State and county.
1B	Enter the recording County Office address including the ZIP Code.
1C	Enter the recording County Office telephone number including the Area Code.
1D	Enter the recording County Office FAX number including the Area Code.
<i>Part B Producer Contact Information</i>	
Items 2A through 2D will be completed by the producer applying for MFP.	
Note: The producer must have a record in Business Partner.	
2A	Enter the producer's name.
2B	Enter the producer's address including the ZIP Code.
2C	Enter the contact producer's name (if different from item 2A) or the name of the authorized representative.
2D	Enter the contact producer's telephone number including the Area Code.
<i>Part C Production Information</i>	
Items 4 through 9 are to record production information for the commodity.	
3	The commodity name.
4	The unit of measure for the commodity.
5	Enter the net quantity of the producer's share total of the total production for the selected commodity. Example: Members of an informal joint venture have a share interest of 50 percent each on 10,000 bushels of harvested soybeans. Each member will complete a separate CCC-910 and enter 5,000 (bushels) in item 5 to represent their share of the total production.
6	Enter the source of the production evidence. Certified quantities are subject to spot-check and COC may require production evidence to support the certification. Note: This field is optional at time of certification, but does not preclude the producer from entering the source.
7	The producer must sign next to the applicable commodity.
8	If the individual identified in item 2A signs this document, this field should be left blank. If an authorized representative for the individual or business entity identified in Part A signs this document, use this field to show the individual's representative capacity (for example, "agent" or "attorney-in-fact").
9	Enter the date item 7 was signed.

CCC-910, 2018 Market Facilitation Program (MFP) Application (Continued)

B Instructions for Completing CCC-910 (Continued)

Item	Instructions
<i>Item 10 Adjusted Production – For CCC Use Only</i>	
10	Enter adjusted total production if COC determines the quantity is unreasonable or inaccurate, or it is adjusted to reflect the actual production based upon submitted production evidence.
<i>Part D Producer Certification</i>	
11A	Producer applying for MFP payments must sign after reading the certification statement.
11B	If the individual identified in item 2A signs this document, this field should be left blank. If an authorized representative for the individual or business entity identified in Part A signs this document, use this field to show the individual's representative capacity (for example, "agent" or "attorney-in-fact").
11C	Enter the date the producer signed CCC-910.
<i>Part E COC Determination (COC Use Only)</i>	
Items 13 through 14 are to be completed by COC or the COC designee when Part C has been completed for the selected crops and Part D has been signed by the applicant.	
12	The commodity name.
13A	COC or COC designee must sign next to each commodity the producer has certified production for a MFP payment.
13B	Enter title and/or relationship of the individual signing in a COC representative capacity.
13C	Enter the date the COC representative signs in item 13A.
14	Check the COC determination (Approve or Disapprove) for each commodity after Part C and Part D have been completed by the producer.
	Note: This action is required to be completed for each commodity.