

For: State and County Offices

LFP Producer Online Self-Service and Internal FSA County Office Registers

Approved by: Deputy Administrator, Farm Programs



1 Overview

A Background

On September 2, 2014, Secretary Vilsack encouraged producers who have suffered eligible disaster-related losses to act to secure assistance by September 30, 2014. Producers who have not acted by September 30, 2014, may be subject to Congressionally mandated payment reductions. Livestock producers, who have experienced grazing losses since October 2011, **must** contact their local FSA County Office as soon as possible to secure assistance, if they have not already done so.

The Budget Control Act passed by Congress in 2011 **requires** USDA to implement reductions of 7.3 percent to LFP in the new fiscal year that begins October 1, 2014. However, producers seeking LFP benefits who have scheduled appointments with their local FSA County Office before October 1, 2014, even if the appointment occurs after October 1, will **not** see reductions in the amount of disaster relief they receive.

USDA is encouraging producers to register, request an appointment, or begin an LFP application with their FSA County Office **before October 1, 2014**, to lock in the current zero percent sequestration rate.

To assist qualified producers with registering for LFP before October 1, 2014, a producer online self-service “LFP Register” tool has been developed. County Offices will continue to keep internal County Office registers for producers who visit or contact the County Office to schedule an appointment.

To be placed on the LFP registers, producers shall do either of the following **before October 1, 2014**:

- visit or contact their local County Office
- use the producer online self-service “LFP Register” tool.

Disposal Date

November 1, 2014

9-3-14

Distribution

State Offices; State Offices relay to County Offices

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1 Overview (Continued)

A Background (Continued))

LIP, NAP Frost Freeze, and TAP payments will also be reduced by 7.3 percent after September 30, 2014. **No** county register or producer online self-service “LFP Register” tool is available for these programs. Applications **must** be fully completed **before** October 1, 2014, to avoid the Congressionally mandated payment reduction. Producers are encouraged to contact their FSA County Office to begin the application process as soon as possible for these programs.

B Purpose

This notice advises State and County Offices:

- that an internal County Office LFP register spreadsheet has been developed for County Office usage to place all producers on the LFP register
- of instructions for accessing and using the internal LFP register spreadsheet template
- that a producer online self-service “LFP Register” tool has been developed so that producers can remotely place their name on the LFP register
- of instructions for producers to access the producer online self-service “LFP Register” tool.

2 Internal County Office LFP Register Spreadsheet

A Overview

An internal LFP register spreadsheet has been created for use by County Offices. This internal LFP register is being provided as an Excel spreadsheet and shall be used in place of manual appointment registers being used in County Offices.

Note: This internal County Office register is to be used **only** for producers who visit or contact the County Office to register for LFP. Producers also have the option of registering online using the producer online self-service “LFP Register” tool as described in paragraph 3.

B Accessing the LFP Register

County Offices can download the internal LFP register from the Program Delivery Branch Intranet site at <http://fsaintranet.sc.egov.usda.gov/ffas/farmbill/ccc/>. Under “LFP”, CLICK “**LFP Register**” and save locally.

County Offices should begin using the internal LFP register spreadsheet immediately.

2 Internal County Office LFP Register Spreadsheet (Continued)

C Internal LFP Register Instructions

The following producers shall be listed on the internal LFP register spreadsheet:

- producers who visit or contact the County Office to register

Note: Producers who register remotely online using the “LFP Register” tool according to paragraph 3 shall **not** be added to this internal LFP register.

- all producers that have submitted LFP applications, but will **not** be approved for payment before October 1, 2014

Note: These producers should not be immediately added to the LFP register spreadsheet as we are determining whether an automated report can be generated of in-process applications. They must be on an appropriate list by September 30, 2014, but further guidance will be provided in a subsequent notice.

- producers currently listed on an internal County Office existing manual register. All producers who visited or contacted the County Office **must** eventually be listed on the internal County Office LFP register spreadsheet.

Note: These producers can be added to the internal County Office LFP register spreadsheet as time permits; however, they **must** be added by **September 30, 2014**.

No producers shall be added to the internal LFP register spreadsheet **after** September 30, 2014.

Note: Instructions for submitting the internal LFP register spreadsheet to the National Office will be provided in a forthcoming notice.

3 Producer Online Self-Service “LFP Register” Tool

A Overview

To assist qualified producers with registering for LFP before October 1, 2014, a producer online self-service “LFP Register” tool has been developed. This provides an alternative to producers visiting or contacting County Offices to be placed on the LFP register.

B Accessing the Producer “LFP Register” Tool

To place their name on self-service LFP register, producers may access the self-service “LFP Register” tool at www.fsa.usda.gov/disaster-register.

Note: Producers who register with the County Office according to paragraph 2 shall **not** use this self-service “LFP Register” tool.

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3 Producer Online Self-Service “LFP Register” Tool (Continued)

C County Office Access to Self-Service LFP Register

Reports or other methods of accessing and summarizing the self-service LFP register submissions are being developed to assist County Offices. While county-level reconciliation is not going to be required knowing whether producers have used this self-service option should assist County Offices in better targeting its outreach efforts. Additional details will be provided in a forthcoming notice.

D Confirmation E-Mail to Producers Using Self-Service LFP Register

Producers that use the online self-service register will receive a confirmation e-mail similar to the following:

“You have received this email because you have requested to be put on the Livestock Forage Disaster Program (LFP) register so you may complete your LFP application at a later date. Your request has been successful. Producers registering on this site must have experienced a qualifying drought or fire-related grazing losses after September 30, 2011. Your FSA county office will contact you to complete and sign the Livestock Forage Disaster Program Application (CCC-853) by January 30, 2015. The LFP application requires additional information, such as the location of your grazing land, number of acres grazed, leasing agreements, or evidence of mitigated livestock sold in the current or prior production years due to drought.

Do not use this register for other programs. Visit or call your local FSA county office to participate in all other FSA disaster programs, including the Livestock Indemnity Program, the Tree Assistance Program, the Emergency Assistance for Livestock, Honey Bees, and Farm-Raised Fish Program, and Noninsured Crop Disaster Assistance Program.

Here is the reference number for your submission: 12345-000000”

4 Action

A State Office Action

State Offices shall ensure that County Offices are immediately notified of the contents of this notice.

B County Office Action

County Offices shall immediately begin to use the internal LFP register spreadsheet to place producers on the LFP register **before** October 1, 2014, as described in paragraph 2.

Publicize the availability of the producer online self-service “LFP Register” tool described in paragraph 3.