

For: State and County Offices

**Completing and Submitting 2014 ELAP Automated CCC-851-1's and CCC-934-1's**

Approved by: Deputy Administrator, Farm Programs



**1 Overview**

**A Background**

Notice LDAP-69 reminded State and County Offices that ELAP signup for 2014 livestock honeybees and farm-raised fish losses that occurred on or after October 1, 2013, through September 30, 2014, ended **COB November 3, 2014**.

**B Purpose**

This notice instructs:

- County Offices to do the following no later than **COB, February 27, 2015**:
  - act on all timely filed 2014 ELAP applications (CCC-851's and CCC-934's)
  - create automated CCC-851-1 and CCC-934-1-for **all** approved 2014 CCC-851's and CCC-934's
  - successfully submit automated CCC-851-1 and CCC-934-1-to the ELAP database, according to subparagraph 2 B
- State Offices to do the following no later than **COB February 27, 2015**:
  - verify that County Offices have created automated CCC-851-1's and CCC-934-1's for **all** approved 2014 ELAP CCC-851's and CCC-934's and have successfully submitted the automated CCC-851-1's and CCC-934-1's to the ELAP database, according to subparagraph 2 B
  - provide the National Office an estimated amount of requested benefits for 2014 CCC-851's and CCC-934's in the State that are in appeal status, or are anticipated to be appealed, according to paragraph 3.

Disposal Date	Distribution
May 1, 2015	State Office; State Offices relay to County Offices

## Notice LDAP-71

### 2 Automated CCC-851-1's and CCC-934-1's

#### A Accessing Automated CCC-851-1's and CCC-934-1's

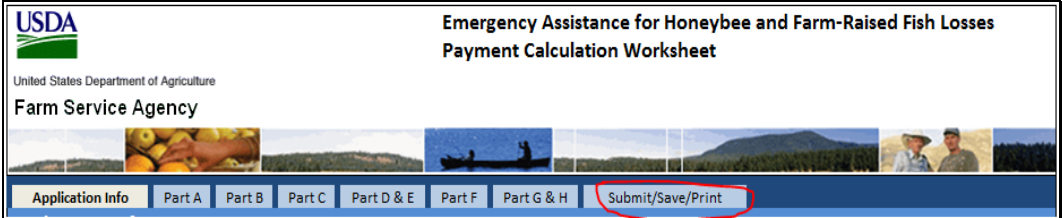
Because an automated application process is **not** available, the data captured on CCC-851's and CCC-934's **must** be entered into the automated CCC-851-1 and CCC-934-1 developed in Microsoft InfoPath, and submitted to the ELAP database.

To access the automated CCC-851-1 and/or CCC-934-1, go to FSA's DAFP Intranet web site at <http://fsaintranet.sc.egov.usda.gov/dafp/>, scroll to the bottom of the page, and CLICK "ELAP Payment Calculation Worksheets (SharePoint)".

#### B Successfully Submitting CCC-851-1 and CCC-934-1 to the ELAP Database

After creating automated CCC-851-1 and/or CCC-934-1 in Microsoft InfoPath, County Offices **must** submit CCC-851-1 and/or CCC-934-1 to the ELAP database, according to the instructions in the following table.

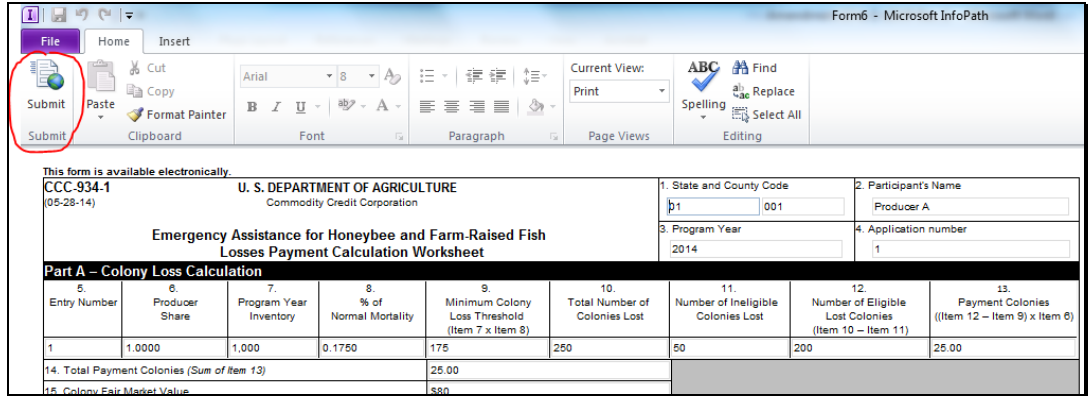
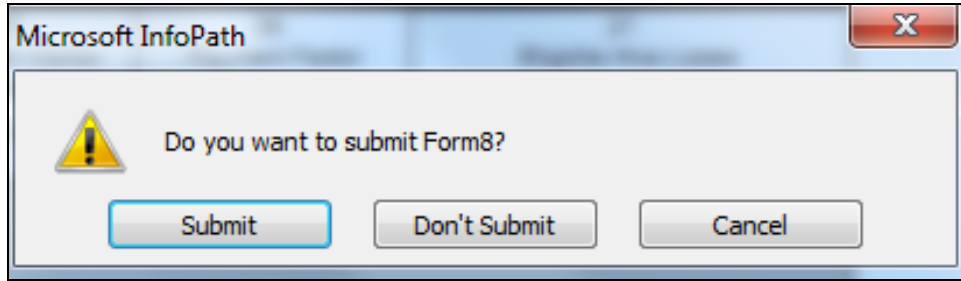
**Important:** For 2014, steps for submitting automated CCC-851-1 and/or CCC-934-1 to the ELAP database have changed.

Step	Instruction
1	<p>From any screen in the automated CCC-851-1 or CCC-934-1, CLICK "Submit/Save/Print" tab.</p> 

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### 2 Automated CCC-851-1's and CCC-934-1's (Continued)

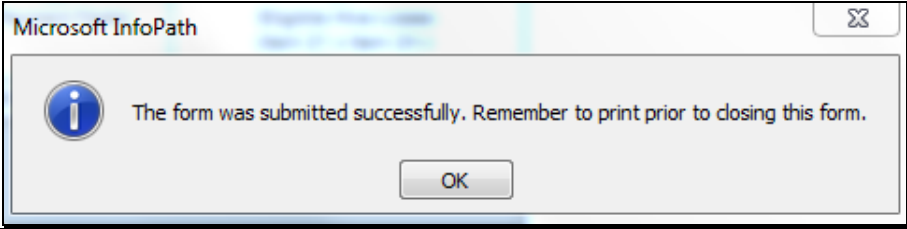
#### B Successfully Submitting CCC-851-1 and CCC-934-1 to the ELAP Database (Continued)

Step	Instruction
2	<p>The “Print View” of the automated CCC-934-1 or CCC-851-1 will be displayed. After reviewing CCC-934-1 or CCC-851-1 for accuracy, CLICK “<b>Submit</b>”.</p> <div style="text-align: center;">  </div> <p><b>Important:</b> CCC-934-1's and CCC-851-1's will no longer automatically be saved to the ELAP database as previously provided. To submit CCC-934-1's and CCC-851-1's to the ELAP database, the user <b>must</b> CLICK “<b>Submit</b>” when viewing CCC-934-1 or CCC-851-1 in “Print View”.</p> <p>If the user does <b>not</b> click “Submit” <b>before</b> exiting the “Print View”, the following message will be displayed.</p> <div style="text-align: center;">  </div> <p>Click 1 of the following:</p> <ul style="list-style-type: none"> <li>• “<b>Submit</b>” to submit CCC-934-1 or CCC-851-1 to the ELAP database</li> <li>• “<b>Don't Submit</b>” or “<b>Cancel</b>” to <b>not</b> submit CCC-934-1 to the ELAP database.</li> </ul>

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### 2 Automated CCC-851-1's and CCC-934-1's (Continued)

#### B Successfully Submitting CCC-851-1 and CCC-934-1 to the ELAP Database (Continued)

Step	Instruction
3	<p>The following message will be displayed if CCC-934-1 or CCC-851-1 was successfully submitted to the ELAP database. CLICK “<b>OK</b>”.</p> <p><b>Important:</b> If the following message is <b>not</b> displayed, the automated CCC-851-1 and/or CCC-934-1 have <b>not</b> been successfully submitted to the ELAP database.</p> 

### 3 2014 ELAP Appeal Cases

#### A Benefits in Appeal Status

To ensure that the \$20 million FY funding limitation is **not** exceeded, State Offices shall provide the National Office with an approximate amount of requested benefits for 2014 CCC-851's and CCC-934's that are in appeal status or anticipated to be appealed in the State.

**Important:** For CCC-851's and CCC-934's in appeal status, automated CCC-851-1 and/or CCC-934-1 shall **not** be created or submitted to the ELAP database.

#### B Submitting Total ELAP Benefits In Appeal Status

State Offices shall provide an approximate amount of requested benefits for 2014 CCC-851's and CCC-934's that are in appeal status or anticipated to be appealed in the State, by e-mail, to Amy Mitchell, Special Programs Manager at [amy.mitchell1@wdc.usda.gov](mailto:amy.mitchell1@wdc.usda.gov).

## Notice LDAP-71

### 4 Action

#### A County Office Action

Because ELAP is limited to \$20 million each FY, it is likely that the National Office will determine a 2014 national payment factor. Therefore, it is critical that, by no later than **COB February 27, 2015**, County Offices:

- act on all 2014 ELAP CCC-851's and CCC-934's, according to 1-LDAP (Rev. 1), paragraph 888
- complete automated CCC-851-1's and/or CCC-934-1's for all approved 2014 ELAP CCC-851's and CCC-934's, according to 1-LDAP (Rev. 1)
- submit automated CCC-851-1's and/or CCC-934-1's to the ELAP database, according to subparagraph 2 B
- use "Report of Completed 851-1" and/or "Report of Completed 934-1", from the ELAP database's Main Menu, to ensure that automated CCC-851-1's and/or CCC-934-1's have been successfully submitted to the ELAP database for all approved ELAP CCC-851's and CCC-934's.

#### B State Office Action

State Offices shall, by no later than COB **February 27, 2015**:

- use the "Report of Completed 851-1" and/or "Report of Completed 934-1", on the ELAP database's Main Menu, to verify with each County Office that:
  - automated CCC-851-1's and/or CCC-934-1's have been created for **all** approved 2014 ELAP CCC-851's and CCC-934's
  - all automated CCC-851-1's and/or CCC-934-1's were successfully submitted to the ELAP database
- provide the National Office an approximate amount of requested benefits for 2014 CCC-851's and CCC-934's that are in appeal status or anticipated to be appealed in the State, according to subparagraph 3 B.