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

For: State and County Offices

2015 ELAP Signup Deadline and Automated CCC-851-1 and CCC-934-1

Approved by: Deputy Administrator, Farm Programs

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1   Overview

A Background

The 2014 Farm Bill authorized $20 million each fiscal year for ELAP to provide emergency assistance to eligible producers of livestock, honeybees, and farm-raised fish. 2015 ELAP signup began on October 1, 2014, for eligible losses suffered during the 2015 program year (losses occurring on or after October 1, 2014, through September 30, 2015).

The data captured on CCC-851 and CCC-934 must be recorded by the County Office in the automated CCC-851-1 and CCC-934-1 payment calculation worksheets developed in the Microsoft InfoPath ELAP database.

B Purpose

This notice provides that:

- ELAP signup for 2015 livestock, honeybees, and farm-raised fish losses that occurred on or after October 1, 2014, through September 30, 2015, **ends COB November 2, 2015**

- 2015 automated CCC-851-1 and CCC-934-1 payment calculation worksheets are available on FSA's Intranet DAFP web site at **http://fsaintranet.sc.egov.usda.gov/dafp/**

- County Offices may begin entering 2015 application data into the automated CCC-851-1's and CCC-934-1's according to 1-LDAP (Rev. 1), Part 10, Section 7

- a new feature of the 2015 ELAP database allows users to delete CCC-851-1's or CCC-934-1's erroneously submitted to the database.

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

1   Overview (Continued)

C   2015 ELAP Signup Deadline

The signup deadline for 2015 ELAP ends COB November 1, 2015; however,
November 1, 2015, falls on a Sunday. Therefore, the signup deadline for 2015 ELAP is
extended to the next workday, **COB November 2, 2015**. In addition to filing a notice of
loss, producers must file a manual application for payment on the applicable CCC-851 for
livestock losses, or CCC-934 for honeybees and farm-raised fish losses, and supporting
documents, provided in 1-LDAP (Rev. 1), subparagraph 887 E, by **COB November 2, 2015**.

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

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

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)**".

County Offices shall follow procedure in 1-LDAP (Rev. 1), Part 10, Section 7 when entering
application data into the automated CCC-851-1 and CCC-934-1.

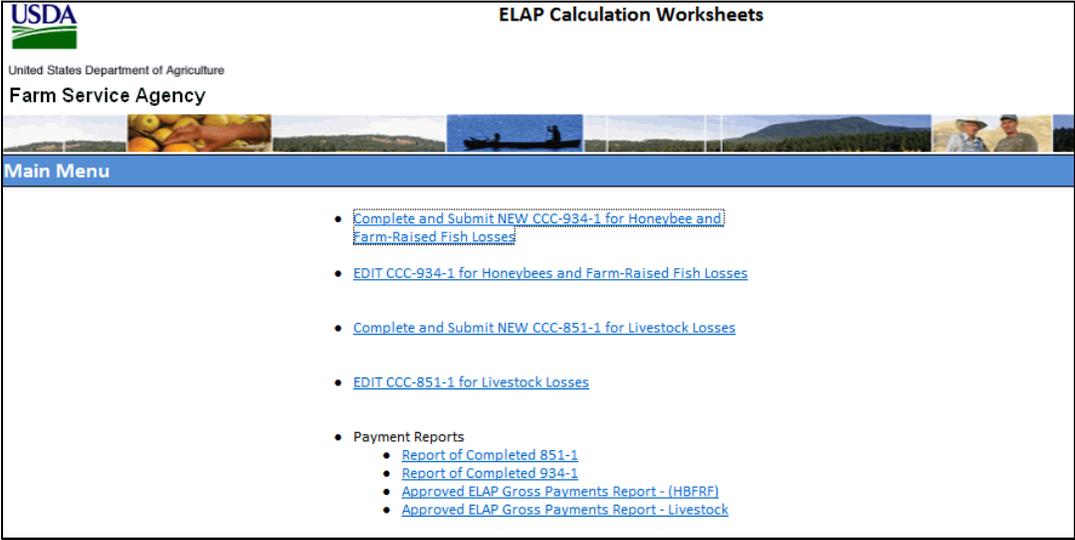**B   Deleting an Automated CCC-851-1 and CCC-934-1**

A new feature of the 2015 ELAP database allows users to delete a CCC-851-1 or CCC-934-1
erroneously submitted to the database. County Offices shall follow procedure in this
subparagraph to delete an automated CCC-851-1 or CCC-934-1 that was erroneously
submitted to the 2015 ELAP database.

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

B   Deleting an Automated CCC-851-1 and CCC-934-1 (Continued)

To delete a CCC-851-1 or CCC-934-1 erroneously submitted to the 2015 ELAP database, the County Office must follow the instructions in the following table.

Step	Instruction
1	From the ELAP Payment Calculation Worksheets Main Menu, CLICK either of the following: • "Edit CCC-851-1 for Livestock Losses", to retrieve and delete CCC-851-1. • "Edit CCC-934-1 for Honeybees and Farm-Raised Fish Losses", to retrieve and delete CCC-934-1.
2	The CCC-851-1 or CCC-934-1 Application Information Screen with the "Retrieve Worksheet" option will be displayed. Follow the instructions in 1-LDAP (Rev. 1), subparagraph 899.25 E to complete items 1 through 5 on the screen to retrieve the previously submitted CCC-851-1 or CCC-934-1 that needs to be deleted.

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

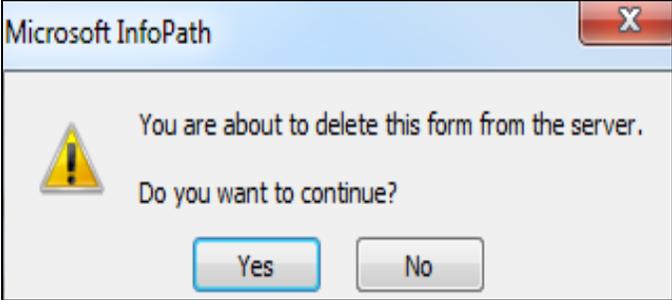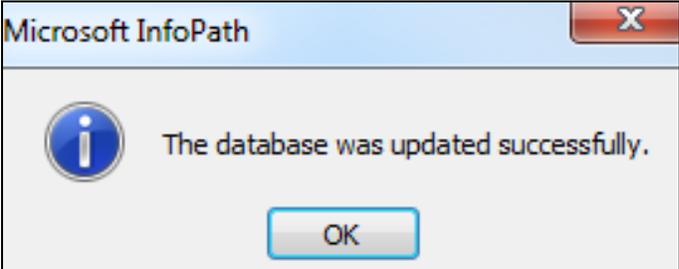**B Deleting an Automated CCC-851-1 and CCC-934-1 (Continued)**

Step	Instruction
3	The data previously submitted to the ELAP database for the applicable CCC-851-1 or CCC-934-1 will be prefilled on the bottom of the Application Information Section, as follows. **Important:** The user may need to click "Retrieve Worksheet" twice before all data is prefilled at the bottom of the Application Information Screen. Verify that the correct CCC-851-1 or CCC-934-1 to be deleted has been retrieved.

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

B   Deleting an Automated CCC-851-1 and CCC-934-1 (Continued)

Step	Instruction
4	CLICK **"Delete Workbook"**, in the bottom left corner of the screen. The following message will be displayed. Microsoft InfoPath ⚠ You are about to delete this form from the server. Do you want to continue? [Yes] [No]
5	CLICK either of the following: • "**Yes**", to delete CCC-851-1 or CCC-934-1 from the ELAP database • "**No**", to **not** delete CCC-851-1 or CCC-934-1 from the ELAP database. The following message will be displayed if CCC-851-1 or CCC-934-1 has been successfully deleted from the ELAP database. If this message is not displayed, CCC-851-1 or CCC-934-1 has not been successfully deleted from the ELAP database. Microsoft InfoPath ⓘ The database was updated successfully. [OK]

3   Action

A   State Office Action

State Offices must ensure that County Offices follow procedure in this notice.

B   County Office Action

County Offices must:

- act on all 2015 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 2015 ELAP CCC-851's and CCC-934's, according to 1-LDAP (Rev. 1), Part 10, Section 7

Important: Only applications that are approved shall be entered in the ELAP database.

A final date for submitting 2015 ELAP applications in the automated database will be provided in a future notice.