

**UNITED STATES DEPARTMENT OF AGRICULTURE**

Farm Service Agency  
Washington, DC 20250

**Notice LDAP-76**

**For:** State and County Offices

**Completing and Submitting 2015 ELAP Payment Calculation Worksheets**

**Approved by:** Deputy Administrator, Farm Programs



**1 Overview**

**A Background**

Notice LDAP-74 reminded State and County Offices 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**.

**B Purpose**

This notice instructs:

- County Offices, by **COB December 4, 2015**, to:
  - act on all timely filed 2015 ELAP applications
  - create automated payment calculation worksheets for **all** approved 2015 ELAP applications
  - successfully submit automated payment calculation worksheets to the ELAP database, according subparagraph 2 B
- State Offices, by **COB December 4, 2015**, to:
  - verify that County Offices have created automated payment calculation worksheets for **all** approved 2015 ELAP applications and have successfully submitted the worksheets to the ELAP database, according to subparagraph 2 B
  - provide the National Office an estimated amount of 2015 ELAP benefits in the State th at are in appeal status or are anticipated to be appealed, according to subparagraph 3 B.

Disposal Date	Distribution
March 1, 2016	State Offices; State Offices relay to County Offices

## Notice LDAP-76

### 2 Automated Payment Calculation Worksheets

#### A Accessing Automated Payment Calculation Worksheets

Because an automated application process is not available, the data captured on ELAP applications (CCC-934 and CCC-851) must be entered into the automated CCC-934-1 and CCC-851-1 payment calculation worksheets developed in Microsoft InfoPath, and submitted to the ELAP database.

The automated CCC-934-1 and CCC-851-1 may be accessed on FSA's DAFF Intranet site at <http://fsaintranet.sc.egov.usda.gov/dafp/> by clicking on "ELAP Payment Calculation Worksheets (SharePoint)" at the bottom of the page.

#### B Successfully Submitting Worksheets to the ELAP Database

After creating automated payment calculation worksheets in Microsoft InfoPath, County Offices must submit worksheets to the ELAP database according to 1-LDAP (Rev. 1), subparagraphs 899.9 C and 899.24 C.

#### C Deleting Worksheets from ELAP Database

Notice LDAP-74 instructed that the 2015 ELAP database has a new feature that allows users to delete a CCC-851-1 or CCC-934-1 that was erroneously submitted to the 2015 ELAP database. County Offices shall follow procedure in Notice LDAP-74 to delete an automated payment calculation worksheet from the 2015 ELAP database.

### 3 2015 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 2015 ELAP benefits that are in appeal status or anticipated to be appealed in the State.

**Important:** For applications in appeal status, automated payment calculation worksheets shall not be created or submitted to the ELAP database.

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

State Offices shall, by COB December 4, 2015, provide an approximate amount of 2015 ELAP benefits that are in appeal status or anticipated to be appealed in the State, by e-mail, to Special Programs Manager Amy Mitchell at [amy.mitchell1@wdc.usda.gov](mailto:amy.mitchell1@wdc.usda.gov).

**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 2015 national payment factor. Therefore, it is critical that, by **COB December 4, 2015**, County Offices:

- act on all 2015 ELAP applications, according to 1-LDAP (Rev. 1), paragraph 888
- complete automated payment calculation worksheets for all approved 2015 ELAP applications, according to 1-LDAP (Rev. 1)
- submit automated payment calculation worksheets 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 automated payment calculation worksheets have been successfully submitted to the ELAP database for all approved ELAP applications.

**B State Office Action**

State Offices shall, by **COB December 4, 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 payment calculation worksheets have been created for **all** approved 2015 ELAP applications
  - all automated payment calculation worksheets were successfully submitted to the ELAP database
- provide the National Office an approximate amount of 2015 ELAP benefits that are in appeal status or anticipated to be appealed in the State, according to subparagraph 3 B.