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

For: State and County Offices

2015 ELAP Payment Process

Approved by: Deputy Administrator, Farm Programs

Bud Pfaff

1 Overview

A Background

The Agricultural Adjustment Act of 2014 authorizes up to $20 million in an FY for ELAP to provide emergency assistance to eligible producers of livestock, honeybees, and farm-raised fish that have losses because of disease, adverse weather, or other conditions, as determined by the Secretary.

To ensure that program funding allocation is not exceeded, Notice LDAP-76 required County Offices to complete 2015 automated ELAP payment calculation worksheets in the Microsoft InfoPath ELAP database, by COB, December 4, 2015.

In previous years, the National Office has determined the ELAP national payment factor before payment data is entered into the web-based payment system. This resulted in unspent ELAP funding because payment eligibility factors were not applied before the national payment factors were determined by the National Office.

For 2015 ELAP payments, the national payment factor will **not** be determined until after all 2015 ELAP payment data is loaded into the web-based payment system.

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

1   Overview (Continued)

B   Purpose

This notice informs State and County Offices that:

- a new process will be used to:

  - determine the national payment factor, as described in subparagraph 2 A
  - issue 2015 payments, as described in subparagraph 2 B

- **by no later than, COB March 4, 2016**, County Offices shall:

  - record 2015 ELAP payment data, from the approved 2015 ELAP Gross Payments Report located on the ELAP Payment Calculation Worksheets Main Menu of the ELAP InfoPath database, in the web-based payment system according to 1-LDAP (Rev. 1), Part 11

  - update eligibility certifications and determinations, that affect 2015 ELAP payments, in the subsidiary eligibility process

- 2016 sequestration rate of 6.8 percent will be applied to 2015 ELAP payments

- a forthcoming notice will announce the 2015 national payment factor and a date that 2015 ELAP payments will be processed and E-funds allotted to State and County Offices through the funds control process.

2   2015 ELAP Payments

   A   Determining National Payment Factor

   The 2015 ELAP national payment factor will be determined as follows:

   - County Offices will:

     - update eligibility certifications and determinations in the subsidiary eligibility process, according to subparagraph D

     - access, save, and print the Approved ELAP Gross Payment Reports from the Microsoft InfoPath database, according to subparagraph E

     - record 2015 ELAP payment data in the web-based payment system, according to paragraph 4

       Note: 2015 ELAP payments will appear on the Failed Obligations/Insufficient Funds Report and will be processed at a later date provided in a forthcoming notice.

   - National Office will determine the national payment factor based on payment data entered in the web-based payment system.

2   2015 ELAP Payments (Continued)

B   Payment Process

After the national payment factor is determined, according to subparagraph A, 2015 ELAP payments will be initiated as follows:

- 2015 ELAP allotments will be provided to County Offices through the funds control process

- the web-based payment system will process 2015 ELAP payments, according to a forthcoming notice.

C   2015 Sequestration Rate

It has been determined that 2015 ELAP payments are subject to the FY 2016 sequestration rate of 6.8 percent.

D   Updating Subsidiary Eligibility Values

The 2015 ELAP payment process uses various eligibility values to determine if the payment is due to the producer. Therefore, **by COB March 4, 2016**, County Offices must ensure that eligibility certifications and determinations, that affect the 2015 ELAP payments, are updated in the subsidiary eligibility process. This will ensure that payments and non-payments are identified correctly and will result in an accurate national payment factor.

Note: See 1-LDAP (Rev.1), paragraph 902 for the eligibility values that apply to ELAP payments.

E   Approved ELAP Gross Payments Reports

The 2015 ELAP Approved Gross Payments Reports will provide County Offices with the payment data required to be entered in the web-based payment system. County Offices must access **both** of the following reports for the 2015 program year, according to paragraph 3:

- Approved Gross Payments Report – Honeybees and Farm-Raised Fish (HBFRF)
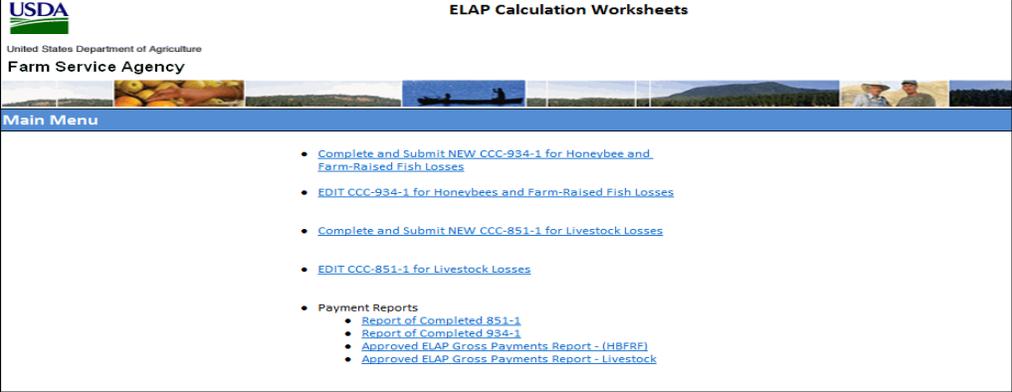- Approved Gross Payments Report – Livestock.

Note: If a producer suffered both a honeybee/farm-raised fish loss and a livestock loss in the 2015 program year, the County Office will need to record payment data from both reports.

3   Approved ELAP Gross Payments Reports

A   Access ELAP Payment Calculation Worksheets Main Menu

The 2015 ELAP Gross Payments Reports must be accessed on the ELAP Payment Calculation Worksheets Main Menu of the Microsoft InfoPath database. The following table provides the administrative County Offices with instructions for accessing the ELAP Payment Calculation Worksheets Main Menu.

Step	Action
1	Go to FSA's Intranet DAFP web site at **http://fsaintranet.sc.egov.usda.gov/dafp/**.
2	On the FSA Intranet DAFP Screen, scroll down and CLICK **"ELAP Payment Calculation Worksheets (SharePoint)"**. The ELAP Payment Calculation Worksheets Main Menu will be displayed. The following is an example of the ELAP Payment Calculation Worksheets Main Menu.

Notes: See subparagraph B for guidance on accessing the Approved ELAP Gross Payments Report – (HBFR).

See subparagraph C for accessing the Approved ELAP Gross Payments Report – Livestock.

3   Approved ELAP Gross Payments Reports (Continued)

B   Approved Gross Payments Report – Honeybees and Farm-Raised Fish

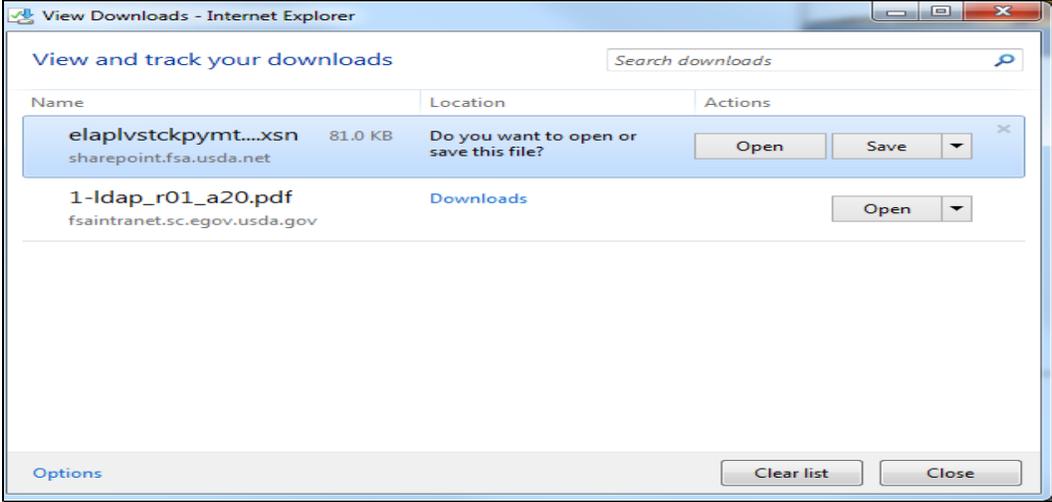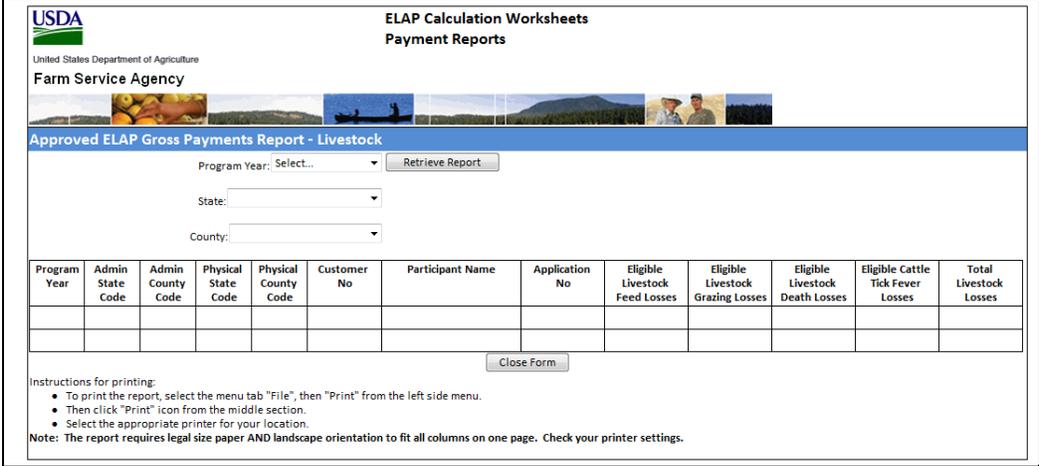The following table provides instructions for accessing the Approved Gross Payments Report – Honeybees and Farm-Raised Fish.

Step	Action
1	On the ELAP Payment Calculations Worksheet Main Menu, CLICK "Approved ELAP Gross Payments Report - (HBFRF)".
2	The following dialog box will be displayed. CLICK "Open".
3	The Approved ELAP Gross Payments – Honeybee/Farm Raised Fish Screen will be displayed. The following is an example of the Approved ELAP Gross Payments – Honeybee/Farm Raised Fish Screen. From the drop-down menus, SELECT the applicable program year, administrative State Office and the administrative County Office and CLICK "Retrieve Report".
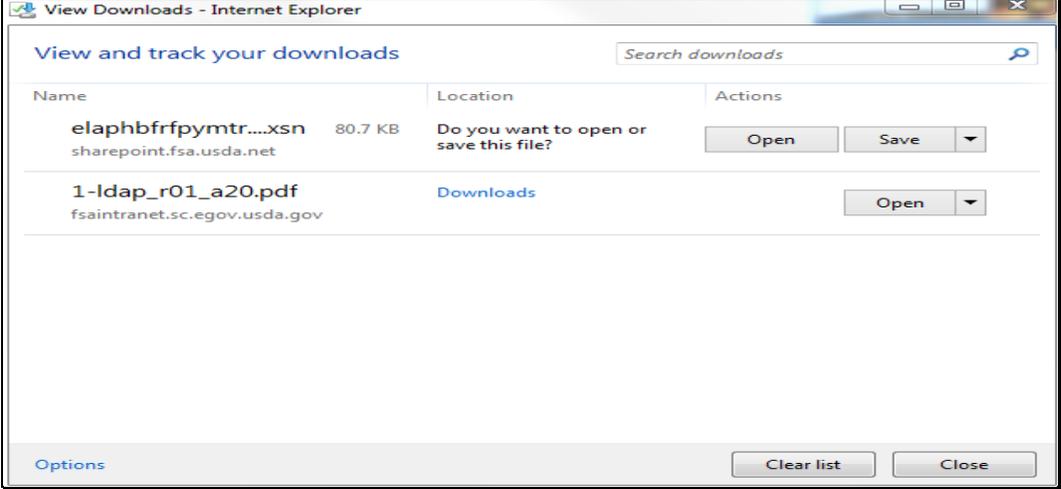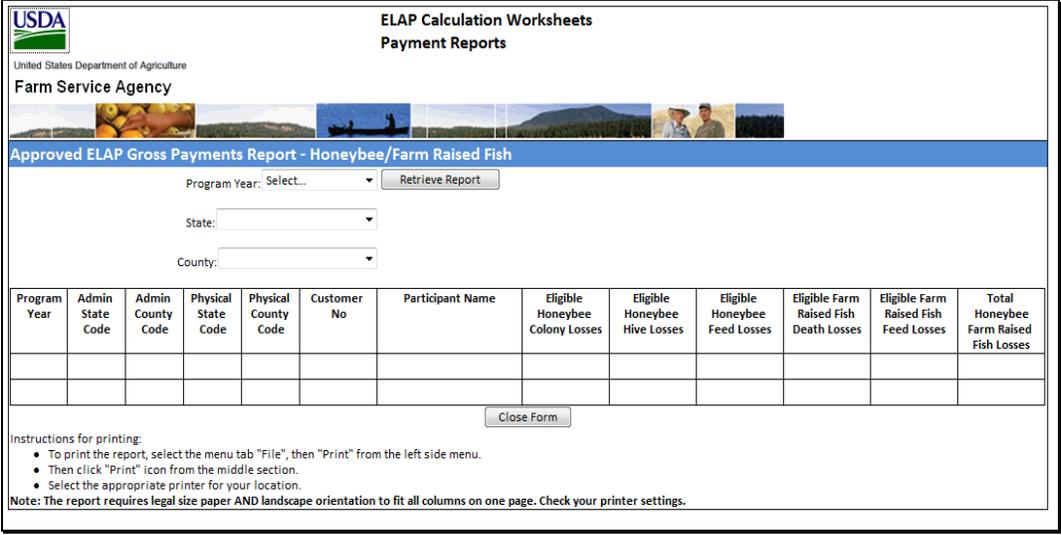
3 Approved ELAP Gross Payments Reports (Continued)

B Approved Gross Payments Report – Honeybees and Farm-Raised Fish (Continued)

Step	Action
4	The Approved ELAP Gross Payments Report for Honeybees and Farm Raised Fish for the applicable administrative State and County Office will be displayed. Following is an example of the Approved ELAP Gross Payments Report - Honeybees/Farm Raised Fish. If the administrative State and County Office selected does not have any honeybees or farm-raised fish payments for the program year selected, the following dialog box will be displayed. CLICK "OK". **Note:** See subparagraph D for instructions for saving and printing the report.

3   Approved ELAP Gross Payments Reports (Continued)

C   Approved Gross Payments Report – Livestock
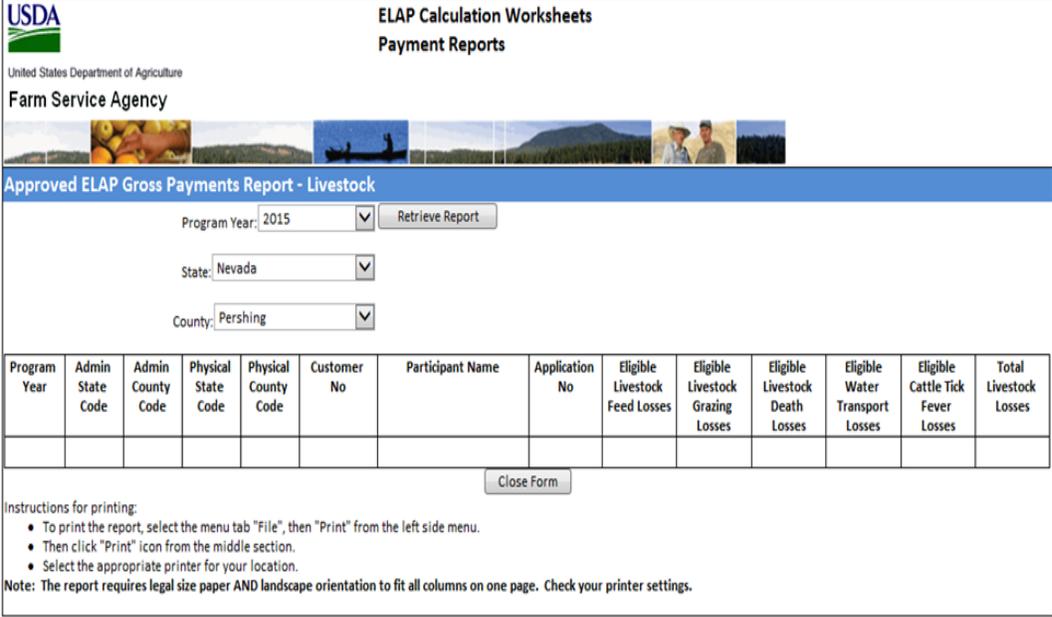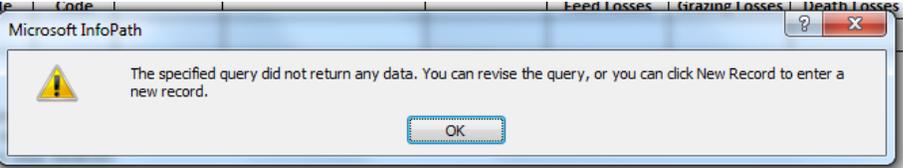
The following table provides instructions for accessing the Approved Gross Payments Report – Livestock.

Step	Action
1	On the ELAP Payment Calculations Worksheet Main Menu, CLICK "Approved ELAP Gross Payments Report - Livestock".
2	The following dialog box will be displayed. CLICK "Open".
3	The Approved ELAP Gross Payments – Livestock Screen will be displayed. The following is an example of the Approved ELAP Gross Payments – Livestock Screen. From the dropdown menus, SELECT the applicable program year, administrative State Office and administrative County Office and CLICK "Retrieve Report".

3   Approved ELAP Gross Payments Reports (Continued)

C   Approved Gross Payments Report – Livestock (Continued)

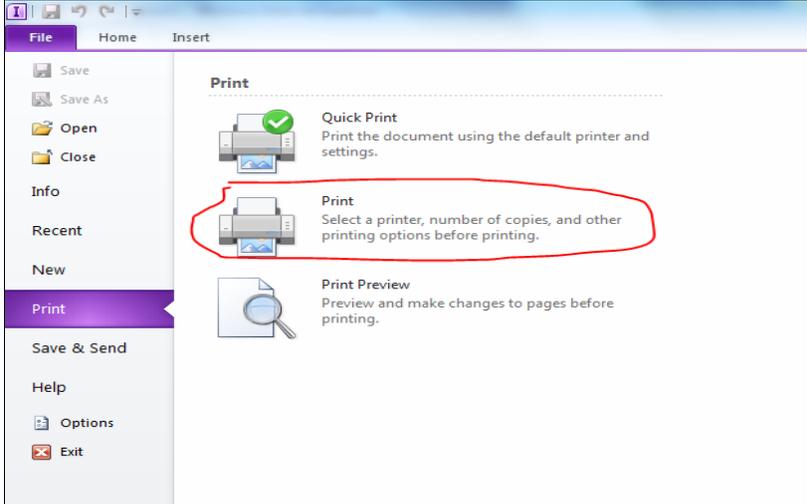| Step	Action
4	The Approved ELAP Gross Payments Report for Livestock will be displayed for the applicable administrative State and County Office. Following is an example of the Approved ELAP Gross Payments Report for Livestock. If the administrative State and County Office selected does not have any livestock payments for the program year selected, the following dialog box will be displayed. CLICK "OK". **Note:** See subparagraph D for instructions on saving and printing the report.

3   Approved ELAP Gross Payments Reports (Continued)

D   Saving and Printing Approved Gross Payments Reports

The Administrative County Office must save and print **both** the Approved ELAP Gross Payments Report for Honeybees/Farm Raised Fish and the Approved ELAP Gross Payments Report for Livestock. The following table provides instructions for printing the Approved ELAP Gross Payments Reports.

Step	Action
1	After the report is generated, from the File Menu, CLICK "Print" and "Print" again.
2	The "Print" dialog box will be displayed. Ensure that the "Printer Name" drop-down menu displays **"Adobe PDF"** and CLICK "OK".

3   Approved ELAP Gross Payments Reports (Continued)

   D   Saving and Printing Approved Gross Payments Reports (Continued)

Step	Action

3	The "Save PDF File As" dialog box will be displayed.
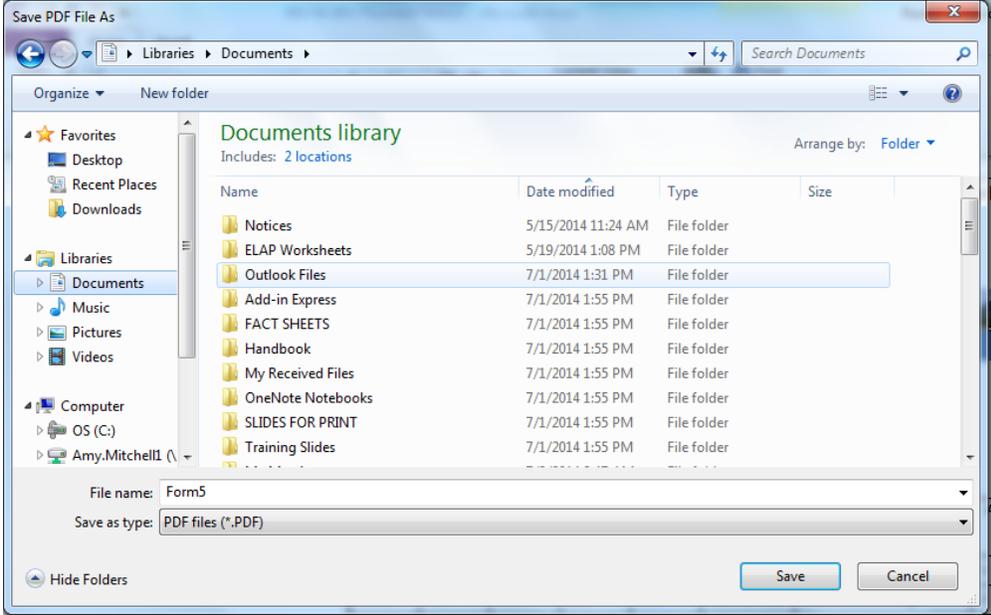	
	Users shall do the following:
	
	• Navigate to S:\Service Center\FSA\
	
	• Within S:\Service Center\FSA\, create the subfolder titled 2015 ELAP Approved Gross Payments Report
	
	• Enter file name as:
	
	   • "ELAP_[*Program year*]_[*State abbr*]_[*County code*]_Livestock Payments", for the Approved Gross Payments Report – Livestock
	
	   • "ELAP_[*Program year*]_[*State abbr*]_[*County code*]_Honeybee Farm Raised Fish Payments", for the Approved Gross Payments Report – Honeybees/Farm-Raised Fish.
	
	   Notes: "[*State abbr*]" is 2-alpha State abbreviation, such as VA for Virginia.
	
	   "[*County code*]" is 2-numeric administrative count code.
	
	• CLICK "**Save**".

3   Approved ELAP Gross Payments Reports (Continued)

D   Saving and Printing Approved Gross Payments Reports (Continued)

Step	Action
4 (Cntd)	The report will open in Adobe Acrobat. From the File Menu, CLICK "**Print**". The "Print" dialog box will be displayed. CLICK "Print". The PDF version of the report will print.
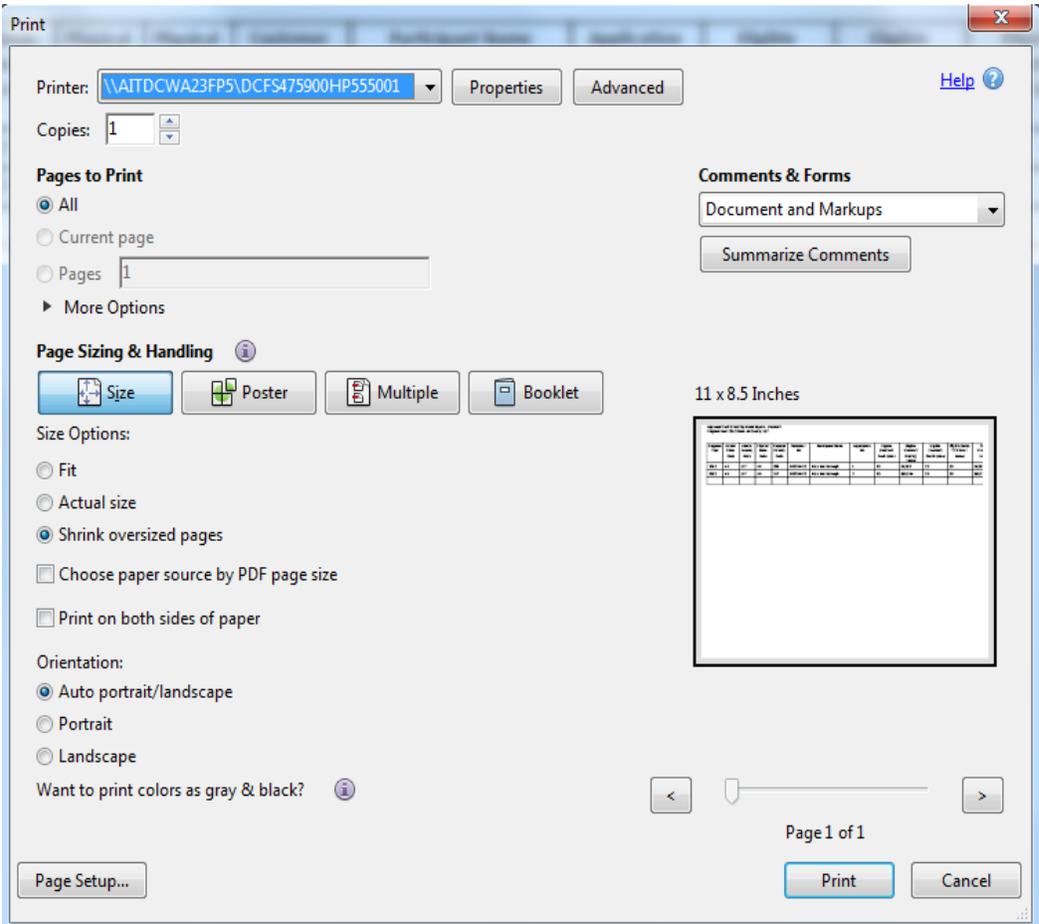
4   Recording 2015 ELAP Payment Data in the Web-Based Payment System

A   Approved Gross Payment Data

After saving and printing the Approved ELAP Gross Payments Reports, according to paragraph 3, County Offices will enter the gross payment amounts, by type of loss, in the web-based payment system; however, only 1 payment amount, after applying the sequestration rate, national payment factor, and other reductions, if applicable, will be provided to NPS, per producer.

The County Office designated as the producer's administrative county must enter 2015 ELAP gross payment data in the web-based payment system, according to 1-LDAP (Rev. 1), Part 11, Section 2, by **COB, March 4, 2016**.

Gross payment data from the Approved ELAP Gross Payments Report – Honeybees/Farm-Raised Fish and the Approved ELAP Gross Payments Report – Livestock will be recorded in the web-based payment system.

Notes: See subparagraph B for specific payment data from the Approved ELAP Gross Payments Report – Honeybees/Farm-Raised Fish that will be entered in the web-based payment system.

See subparagraph C for specific payment data from the Approved ELAP Gross Payments Report – Livestock that will be entered in the web-based payment system.

B   Payment Data – Honeybees/Farm-Raised Fish

The following payment data from the Approved ELAP Gross Payments Report – Honeybees/Farm-Raised Fish will be recorded in the web-based payment system, according to 1-LDAP (Rev. 1), paragraph 919:

- Eligible Honeybee Colony Losses
- Eligible Honeybee Hive Losses
- Eligible Honeybee Feed Losses
- Eligible Farm Raised Fish Death Losses
- Eligible Farm Raised Fish Feed Losses.

C   Payment Data – Livestock

The following payment data from the Approved ELAP Gross Payments Report – Livestock will be recorded in the web-based payment system, according to 1-LDAP (Rev. 1), paragraph 919:

- Eligible Livestock Feed Losses
- Eligible Livestock Grazing Losses
- Eligible Livestock Death Losses
- Eligible Cattle Tick Fever Losses
- Eligible Water Transportation Losses.

5   Action

A   County Office Action

By COB March 4, 2016, County Offices shall:

- access, save, and print the 2015 ELAP Approved Gross Payments Reports for Livestock and Honeybees/Farm-Raised Fish, according to paragraph 3

- update eligibility certifications and determinations, that affect the 2015 ELAP payments, in the subsidiary eligibility process

- record ELAP payment data in the web-based payment system, according to subparagraph 4 A.

B   State Office Action

State Offices shall:

- immediately inform County Offices of the contents of this notice

- ensure that County Offices complete the following **by COB March 4, 2016**:

    - access, save, and print the 2015 ELAP Approved Gross Payments Reports for Livestock and Honeybees/Farm-Raised Fish, according to paragraph 3

    - update eligibility certifications and determinations, that affect the 2015 ELAP payments, in the subsidiary eligibility process

    - record ELAP payment data in the web-based payment system, according to subparagraph 4 A.