

Coronavirus Food Assistance Program (CFAP)

APPLICATION INSTRUCTIONS FOR EAUTHENTICATED USERS

June 19, 2020
V 1.0

1 Creating A New CFAP Application from Home

1.1 Basic Information

The CFAP application was developed to be accessed by customers with eAuthentication access. The CFAP application allows producers to:

- create/ submit a new CFAP application
- view/modify an existing CFAP application
- print an CFAP application.

County offices will receive notification when CFAP applications have been submitted or modified.

1.2 Create CFAP Application

The CFAP Application can be accessed by navigating to the following link;

<https://apps.fsa.usda.gov/cfap/index.jsp>

- CLICK “**Login**”. The “My Application Screen” is displayed.



- Enter EAuth User ID and Password and click **“Log In with Password”**.

The screenshot displays the USDA EAuth login interface on a wooden background. It features two main login panels and three utility buttons at the bottom.

Log In with PIV/CAC Panel:

- Header: "Log In with PIV/CAC" with a help icon (question mark).
- Image: A PIV/CAC card for "Alexander, Bobby S." with "USDA" and "JAN2020" visible.
- Button: "Log In with PIV/CAC"

Log In with Password Panel:

- Header: "Log In with Password" with a help icon (question mark).
- Fields: "User ID" (with a "Forgot User ID" link) and "Password" (with a "Forgot Password" link).
- Checkbox: "Show Password" (unchecked).
- Button: "Log In with Password"

Utility Buttons:

- "Create Account" (plus icon)
- "Update Account" (pencil icon)
- "Find Help" (question mark icon)

Producer Selection Screen is displayed, which includes the user themselves and any other producer for which the user has representative capacity.

- SELECT the radio button next to the applicable producer and CLICK “**EDIT**”. The CFAP Application will display for the selected producer.

Application ID	Producer	Role	Application Status	CARES Determination	CARES Obligation Status	CCC Determination	CCC Obligation Status
<input type="radio"/> 8278	Farmer, John	SELF	Not created				

2 Entering and Submitting Production Information

2.1 Overview

User will be able to record production information for eligible commodities associated with five eligible categories. Categories are as follows; Dairy, Non-Specialty Crops and Wool, Livestock, Value Loss and Specialty Crops.

CFAP application will always default to the Dairy Screen.

If the user does not have dairy information to record they can CLICK “**Save and Continue**” to advance to the next screen or use the blue ribbon across the top of the screen to navigate by selecting the screen to which the user wants to advance.

2.2 Dairy

If the user has dairy information to record, CLICK **“Add Dairy”**.

Dairy	NS Crop and Wool	Livestock	Value Loss	Specialty Crop	Summary
Program Year: 2020 Producer: Farmer, John		State: Georgia (13) Recording State: Georgia (13)		County: Jeff Davis (161) Recording County: Jeff Davis (161)	
Application Status: Not created Application ID: Unassigned					
Dairy/UOM	Source	January 2020 Production	February 2020 Production	March 2020 Production	Actions
Add Dairy					
1 of 6 Steps			Exit	Save	Continue Save and Continue

Dairy production information is displayed.

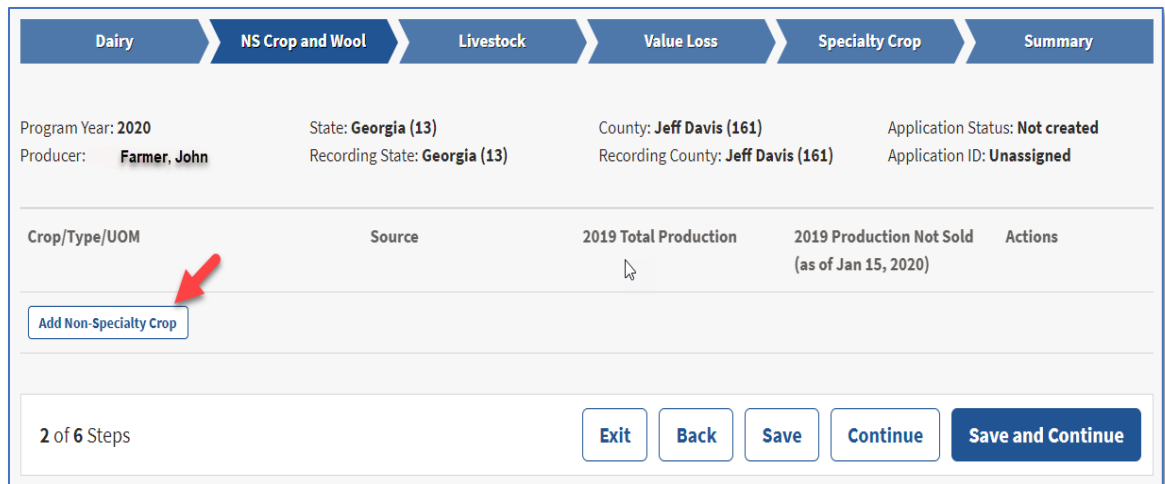
- Enter dairy production for January 2020, February 2020, and March 2020
- CLICK **“Save and Continue”** to save production information and advance to the next screen.

Dairy	NS Crop and Wool	Livestock	Value Loss	Specialty Crop	Summary
Program Year: 2020 Producer: Farmer, John		State: Georgia (13) Recording State: Georgia (13)		County: Jeff Davis (161) Recording County: Jeff Davis (161)	
Application Status: Not created Application ID: Unassigned					
Dairy/UOM	Source	January 2020 Production	February 2020 Production	March 2020 Production	Actions
Milk/LBS	PRODUCER				Remove
	COC USE ONLY				
Add Dairy					
1 of 6 Steps			Exit	Save	Continue Save and Continue

2.3 Non-Specialty Crops and Wool

If the user has Non-Specialty Crop or Wool information to record, CLICK **“Add Non-Specialty Crop”**

Note: More than one record can be recorded by selecting the “Add Non-Specialty Crop” button multiple times.



The screenshot shows the 'NS Crop and Wool' step in a multi-step process. The top navigation bar includes 'Dairy', 'NS Crop and Wool', 'Livestock', 'Value Loss', 'Specialty Crop', and 'Summary'. Below the navigation bar, the following information is displayed:

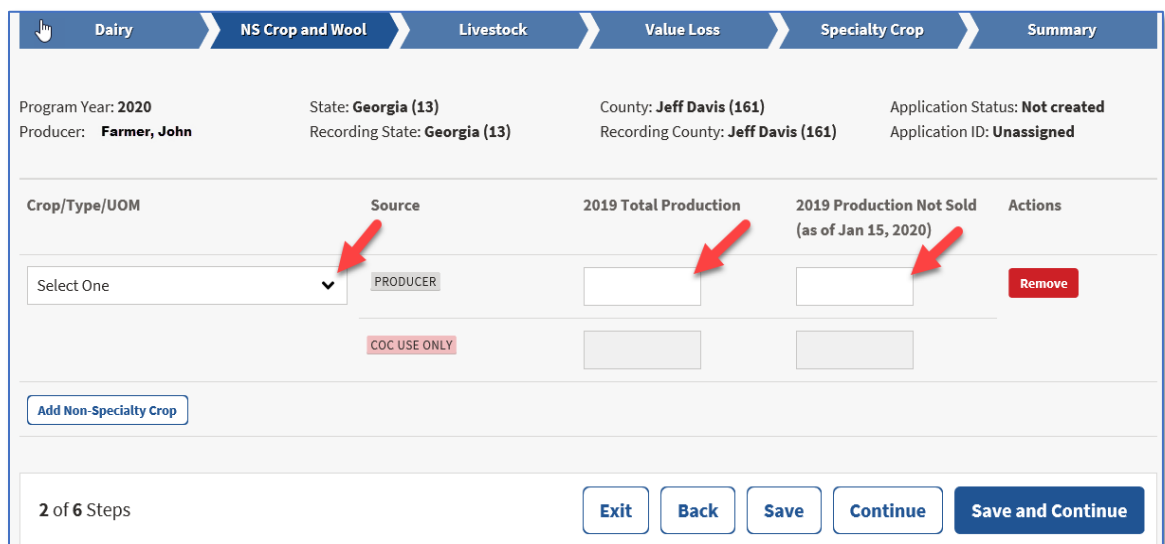
- Program Year: 2020
- State: Georgia (13)
- County: Jeff Davis (161)
- Application Status: Not created
- Producer: Farmer, John
- Recording State: Georgia (13)
- Recording County: Jeff Davis (161)
- Application ID: Unassigned

The main table has the following columns: Crop/Type/UOM, Source, 2019 Total Production, 2019 Production Not Sold (as of Jan 15, 2020), and Actions. A red arrow points to the 'Add Non-Specialty Crop' button located below the table.

At the bottom of the form, it indicates '2 of 6 Steps' and provides buttons for 'Exit', 'Back', 'Save', 'Continue', and 'Save and Continue'.

Non-Specialty Crop and Wool Production information will display.

- Use the drop-down menu to select the applicable commodity
- Enter production data into the production fields
- CLICK **“Save and Continue”**.



The screenshot shows the 'NS Crop and Wool' step with production data entered. The top navigation bar and header information are the same as in the previous screenshot. The main table now has the following data:

Crop/Type/UOM	Source	2019 Total Production	2019 Production Not Sold (as of Jan 15, 2020)	Actions
Select One	PRODUCER			Remove
	COC USE ONLY			

Red arrows point to the dropdown menu for 'Crop/Type/UOM', the '2019 Total Production' field, and the '2019 Production Not Sold' field. The 'Remove' button is also highlighted with a red arrow.

At the bottom of the form, it indicates '2 of 6 Steps' and provides buttons for 'Exit', 'Back', 'Save', 'Continue', and 'Save and Continue'.

2.4 Livestock

If the user has livestock information to record, CLICK “**Add Livestock**” Button

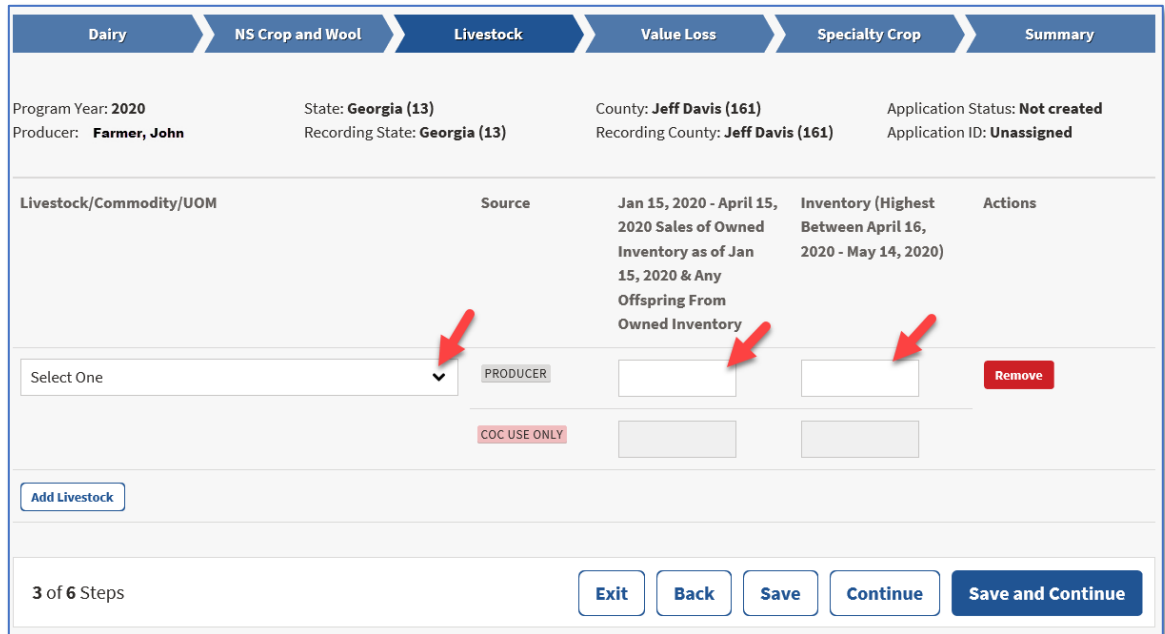
Note: More than one record can be recorded by selecting the “Add Livestock” button multiple times.

Dairy	NS Crop and Wool	Livestock	Value Loss	Specialty Crop	Summary
Program Year: 2020	State: Georgia (13)	County: Jeff Davis (161)	Application Status: Not created		
Producer: Farmer, John	Recording State: Georgia (13)	Recording County: Jeff Davis (161)	Application ID: Unassigned		
Livestock/Commodity/UOM	Source	Jan 15, 2020 - April 15, 2020 Sales of Owned Inventory as of Jan 15, 2020 & Any Offspring From Owned Inventory	Inventory (Highest Between April 16, 2020 - May 14, 2020)	Actions	
<input type="button" value="Add Livestock"/>					
3 of 6 Steps			<input type="button" value="Exit"/>	<input type="button" value="Back"/>	<input type="button" value="Save"/>
			<input type="button" value="Continue"/>	<input type="button" value="Save and Continue"/>	

Livestock Production information will display.

- Use the drop-down menu to select the applicable livestock
- Enter the applicable data into the production data

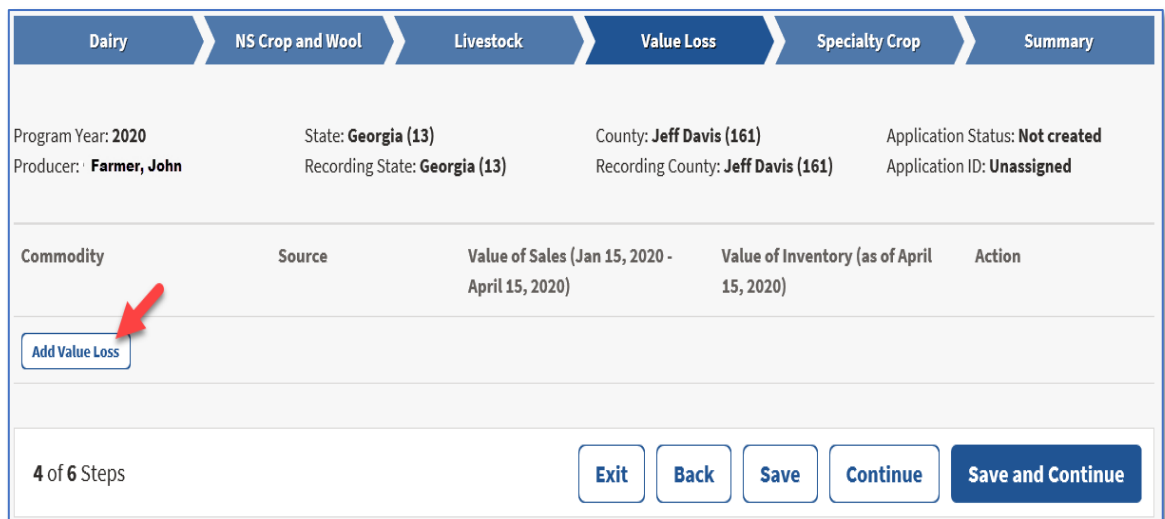
- CLICK “Save and Continue”.



2.5 Value Loss

If the user has value loss information to record, CLICK “Add Value Loss”

Note: More than one record can be recorded by selecting the “Add Value Loss” button.



Value Loss production information will display.

- Use the drop-down menu to select the applicable commodity.

- Enter the applicable data in the production fields.
- CLICK **“Save and Continue”**.

Dairy	NS Crop and Wool	Livestock	Value Loss	Specialty Crop	Summary
Program Year: 2020 Producer: Farmer, John		State: Georgia (13) Recording State: Georgia (13)		County: Jeff Davis (161) Recording County: Jeff Davis (161)	
				Application Status: Not created Application ID: Unassigned	
Commodity	Source	Value of Sales (Jan 15, 2020 - April 15, 2020)	Value of Inventory (as of April 15, 2020)	Action	
Select One	<input checked="" type="checkbox"/> PRODUCER <input type="checkbox"/> COC USE ONLY	<input type="text"/>	<input type="text"/>	<input type="button" value="Remove"/>	
<input type="button" value="Add Value Loss"/>					
4 of 6 Steps					
<input type="button" value="Exit"/> <input type="button" value="Back"/> <input type="button" value="Save"/> <input type="button" value="Continue"/> <input type="button" value="Save and Continue"/>					

2.6 Specialty Crops

If user has Specialty Crop information to record:

- CLICK **“Add Specialty Crops”**

Note: More than one record can be recorded by selecting the “Add Specialty Crop” button.

Dairy	NS Crop and Wool	Livestock	Value Loss	Specialty Crop	Summary
Program Year: 2020 Producer: Farmer, John		State: Georgia (13) Recording State: Georgia (13)		County: Jeff Davis (161) Recording County: Jeff Davis (161)	
				Application Status: Not created Application ID: Unassigned	
Crop/Type/UOM	Source	Volume of Production Sold (Jan 15, 2020 - April 15, 2020)	Volume of Production Shipped but Not Sold and Unpaid (Jan 15, 2020 - April 15, 2020)	Acres with Production Not Shipped or Sold (Jan 15, 2020 - April 15, 2020)	Actions
<input type="button" value="Add Specialty Crop"/>					
5 of 6 Steps					
<input type="button" value="Exit"/> <input type="button" value="Back"/> <input type="button" value="Save"/> <input type="button" value="Continue"/> <input type="button" value="Save and Continue"/>					

Specialty Crop production information will display.

- Use the drop-down menu to select the applicable commodity.
- Enter applicable data in the production fields.

Note: Some speciality crops are only eligible for 2 of the 3 production fields.

- CLICK **“Save and Continue”**.

Dairy	NS Crop and Wool	Livestock	Value Loss	Specialty Crop	Summary
Program Year: 2020 Producer: Farmer, John		State: Georgia (13) Recording State: Georgia (13)		County: Jeff Davis (161) Recording County: Jeff Davis (161)	
				Application Status: Not created Application ID: Unassigned	
Crop/Type/UOM	Source	Volume of Production Sold (Jan 15, 2020 - April 15, 2020)	Volume of Production Shipped but Not Sold and Unpaid (Jan 15, 2020 - April 15, 2020)	Acres with Production Not Shipped or Sold (Jan 15, 2020 - April 15, 2020)	Actions
Select One	PRODUCER				Remove
	AMS USE ONLY				
Add Specialty Crop					
5 of 6 Steps			Exit	Back	Save
			Continue	Save and Continue	

2.7 Summary Screen

The Summary Screen will summarize all production information recorded within the CFAP Application and allow the producer to electronically sign the application.

Dairy	NS Crop and Wool	Livestock	Value Loss	Specialty Crop	Summary
Program Year: 2020		State: Georgia (13)		County: Jeff Davis (161)	
Producer: Farmer, John		Recording State: Georgia (13)		Recording County: Jeff Davis (161)	
				Application Status: Not created	
				Application ID: Unassigned	
DAIRY PRODUCTION INFORMATION					
Dairy/UOM	Source	January 2020 Production	February 2020 Production	March 2020 Production	SCROLL ↓
NON-SPECIALITY CROP AND WOOL INFORMATION					
Crop/Type/UOM	Source	2019 Total Production	2019 Production Not Sold (as of Jan 15, 2020)		
LIVESTOCK INFORMATION					
Livestock/Commodity/UOM	Source	Jan 15, 2020 - April 15, 2020 Sales of Owned Inventory as of	Inventory (Highest Between April 16, 2020 - May 14, 2020)		

3 Enrolling CFAP Application.

3.1 Overview

The user will be able to record an electronic signature on their CFAP Application.

By recording an electronic signature the user is confirming the CFAP Application is ready for COC Action.

3.2 Recording Electronic Signature

To record the user's electronic signature, the user must navigate to the Summary Screen of the CFAP Application. Once on the Summary Screen, the user must scroll to the bottom of the Screen.

- Locate the Producer Certification Part of the Summary Screen.
- After "To put your electronic signature on the application for "Farmer, John" check this box. **CHECK** the checkbox.
- SELECT "**Save and Continue**"

The user's electronic signature has been recorded.

SPECIALITY CROP INFORMATION (COC DETERMINATION NOT REQUIRED)

Crop/Type/UOM	Source	Volume of Production Sold (Jan 15, 2020 - April 15, 2020)	Volume of Production Shipped but Not Sold and Unpaid (Jan 15, 2020 - April 15, 2020)	Acres with Production Not Shipped or Sold (Jan 15, 2020 - April 15, 2020)

PRODUCER CERTIFICATION

To put your electronic signature on the application for **Farmer, John** check this box

6 of 6 Steps

Exit
Back
Save and Continue

4 Editing a CFAP Application

4.1 Overview

A CFAP application can be edited up until a COC Determination has been recorded. When COC Determination information has been recorded, the application information will be view-only.

To modify an application with COC Determination information recorded the user must contact their local FSA office for assistance.

When CFAP production information has been modified or added to an application the electronic signature will automatically be removed from the application. The user must electronically sign the application every time an application is modified.

5 Printing a CFAP Application

5.1 Overview

The user can print the CFAP application from the Producer's Selection Screen.

- SELECT the radio button next to the applicable producer.
- CLICK “**View Form**” button

Home

Producer Selection

Program Year:
2020

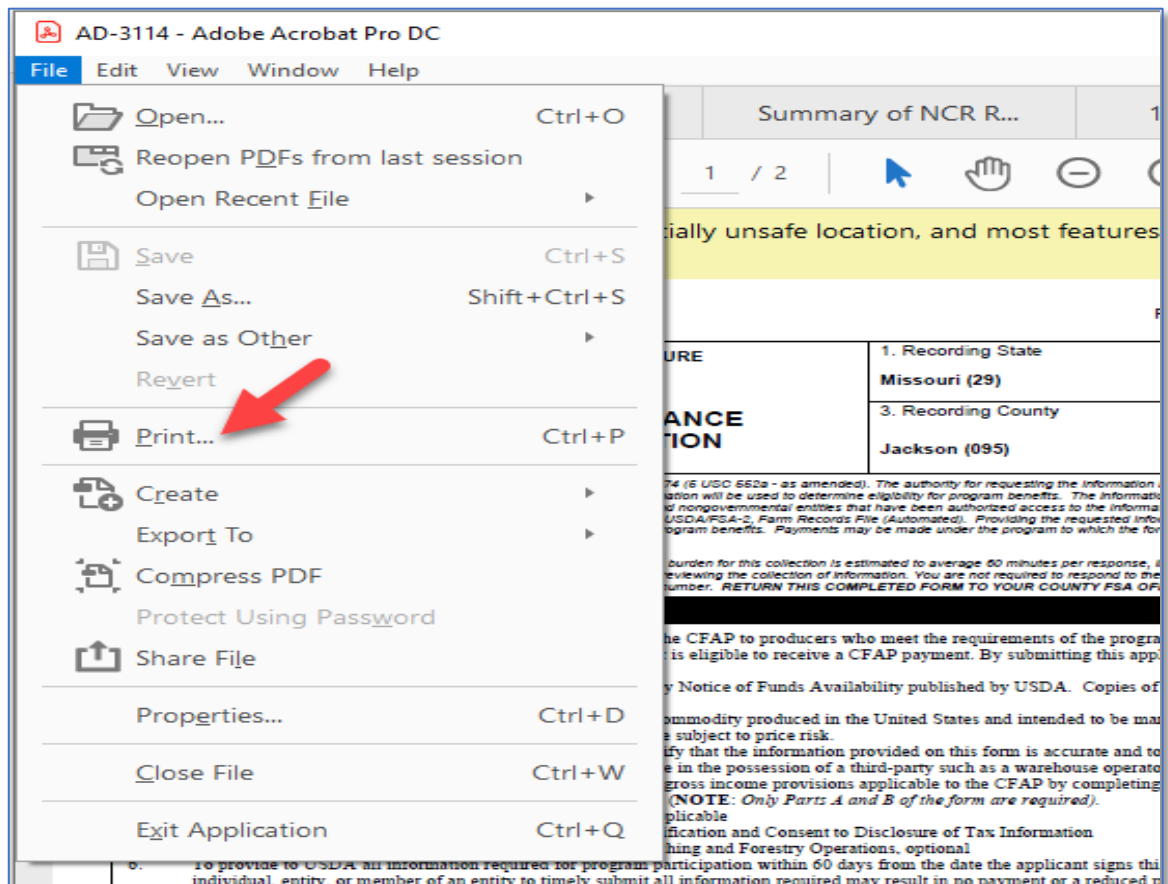
Application ID	Producer	Role	Application Status	CARES Determination	CARES Obligation Status	CCC Determination	CCC Obligation Status
<input type="radio"/> 8278	Farmer, John	SELF	Enrolled				

[Return to top](#)

AD-3114 will display in a PDF format and can be printed.

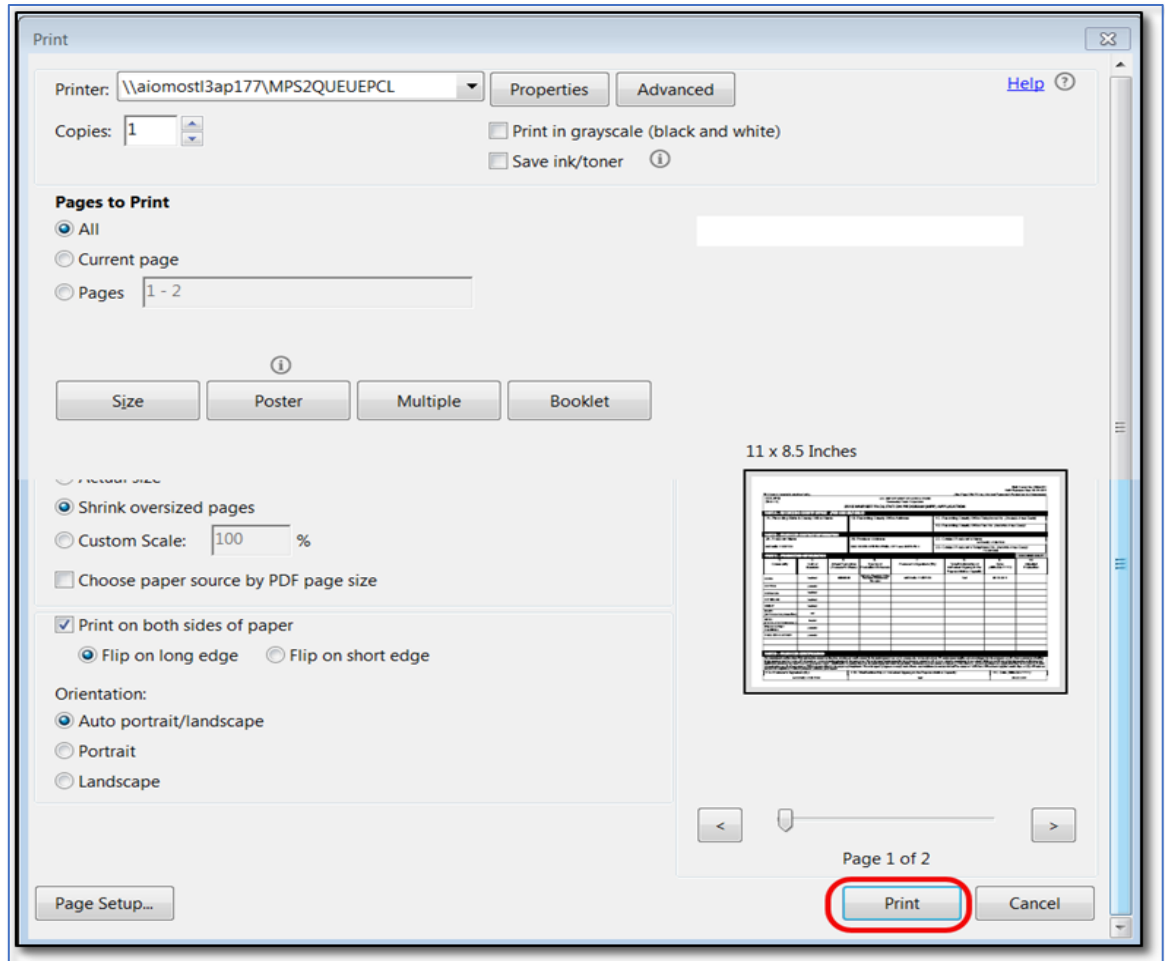
The form can be printed by:

- Selecting “**Print**” from the File Menu.
- Selecting the Print Icon



Once “**Print**” has been selected a “Print” window will display

- CLICK “**Print**” to print the AD-3114



Note: Printing options can be different for a variety of reasons. The above screenshot may not match what displays on the user's computer.

6 Notifications

6.1 County Office Notifications

Email notifications will be sent to the recording county office when:

- an online application is created.
- an online application is modified.
- an online application has been electronically signed.

Note: Producers will not receive notifications.