

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

Livestock Disaster Assistance Programs
1-LDAP

Amendment 18

Approved by: Deputy Administrator, Farm Programs



Amendment Transmittal

A Reasons for Amendment

Paragraphs 71 and 72 have been amended to correct the 2011 notice of loss ending date.

Part 5, Sections 7 and 8 have been added to provide instructions for processing ELAP payments.

Page Control Chart		
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7	5-249 through 5-260	page 3
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71 Applying for Benefits

A Application Process

To apply for LIP, the participant must provide a notice of loss on FSA-914, Parts A and B, in the FSA administrative County Office the earlier of the following:

- 30 calendar days of when the loss of livestock was apparent to the participant
- 30 calendar days after the end of the calendar year in which the loss of livestock occurred.

Exceptions: For 2008 calendar year livestock death losses and 2009 calendar year livestock death losses that occurred before July 13, 2009, the participant must provide a notice of loss in the FSA administrative County Office by no later than September 13, 2009.

For 2011 calendar year livestock death losses, the participant must provide a notice of loss on FSA-914, Parts A and B, in the FSA administrative County Office the earlier of the following:

- 30 calendar days of when the loss of livestock was apparent to the participant
- *--October 31, 2011.--*

A notice of loss is part of the application process. Multiple notices of loss may be filed during the calendar year as livestock deaths occur because of multiple adverse weather events. Producers that suffer multiple livestock losses during the calendar year may file multiple notices of loss and multiple applications for payment.

Applications for payment are completed on a calendar year basis. Other documentation is required for a complete application.

Note: If livestock deaths are caused by multiple adverse weather events that occur during the calendar year, livestock deaths shall be reported and a notice of loss filed for each separate eligible adverse weather event. Each eligible adverse weather event will be sequentially numbered in the notice of loss section of the application.

71 Applying for Benefits (Continued)

A Application Process (Continued)

Example: The following adverse weather events occurred in County A:

- Winter Storm: March 27, 2009, through March 30, 2009
- Flood: August 15, 2009, through August 21, 2009.

Producer A suffered livestock losses because of winter storms and a flood during the calendar year. Five adult beef cows died as a direct result of the winter storm that occurred during March 27 through 30, 2009.

Producer A telephoned County A and reported the loss of 5 adult beef cows. The winter storm was recorded as adverse weather event number 1 on the notice of loss. Producer A lost 4 nonadult beef cows because of a flood during August 15 through 21, 2009. Producer A FAXed a notice of loss to County A. The flood was recorded as adverse weather event number 2 on the notice of loss.

On December 1, Producer A files an application for payment, reviews the notice of loss, and signs the application for payment.

72 Notice of Loss

A Filing Notice of Loss

Participants must file a notice of loss on FSA-914, Parts A and B, in their administrative County Office the earlier of either of the following:

- 30 calendar days of when the loss of livestock was apparent to the participant
- 30 calendar days after the end of the calendar year in which the loss of livestock occurred.

Exceptions: For 2008 calendar year livestock death losses and 2009 calendar year livestock death losses that occurred before July 13, 2009, the participant must provide a notice of loss on FSA-914 in the FSA administrative County Office by no later than September 13, 2009.

For 2011 calendar year livestock death losses, the participant must provide a notice of loss on FSA-914 in the FSA administrative County Office the earlier of the following:

- 30 calendar days of when the loss of livestock was apparent to the participant
- *--October 31, 2011.--*

300 FSA-918-1, Emergency Loss Assistance for Livestock Payment Calculation Worksheet (Continued)

B Example of Manual FSA-918-1 (Continued)

FSA-918-1 (05-12-10)											Page 3 of 3
PART G – ADDITIONAL FEED PURCHASED ABOVE NORMAL (CONTINUED)											
70. Non-Fire- Additional Feed Purchased Above Normal (sum of applicable item(s) 69)											\$ 5,000
71. Non-Fire 90-Day Livestock Feed Cost (sum of applicable Item(s) 13)											\$ 8,987
72. Enter the smaller of Item 70 or 71											\$ 5,000
73. National Payment Factor											60%
74. Non-Fire Calculated Payment for Additional Feed Purchased Above Normal (Item 72 x 73)											\$ 3,000
75. Reductions – Non-Fire-Additional Feed Purchased Above Normal											\$ 0
76. Non-Fire Net Calculated Payment for Additional Feed Purchased Above Normal (Item 74 minus 75)											\$ 3,000
77. Fire - Additional Feed Purchased Above Normal (sum of applicable item(s)69)											\$
78. Fire 90-day Livestock Feed Cost (sum of applicable Item(s) 46)											\$
79. Enter the smaller of Item 77 or 78											\$
80. National Payment Factor											60%
81. Fire-Calculated Payment for Additional Feed Purchased Above Normal (Item 79 x 80)											\$
82. Reductions-Fire-Additional Feed Purchased Above Normal											\$ 0
83. Fire Net Calculated Payment for Additional Feed Purchased Above Normal (Item 81 minus 82)											\$
PART H – GRAZING LOSS VERSUS ADDITIONAL FEED PURCHASED ABOVE NORMAL											
84. Non-Fire – Enter the larger of Item 37 or 76											\$ 4,493
85. Fire – Enter the larger of Item 51 or 83											\$ 2,996
86. Total Calculated Payment for All Grazing Losses or Additional Feed Purchased – Fire & Non-Fire (Item 84 + 85)											\$ 7,489
PART I – LIVESTOCK DEATH LOSSES											
87. Owner or Contract Grower? (O or C)	88. Livestock Kind/Type and Weight Range	89. Inventory on Date of Loss Condition	90. Mortality Rate %	91. Loss Threshold (Item 89 x 90)	92. Number Lost Due to Normal Mortality	93. Net Loss Threshold (Item 91 minus 92)	94. Number Lost Due to Eligible Loss Conditions	95. Eligible Number of Livestock (Item 94 minus 93)	96. Payment Rate \$	97. Calculated Payment For Livestock Death Losses (Item 95 x 96)	
O	Beef, Nonadult, Less Than 400 lbs.	100	3.00	3	0	3	20	17	343.83	\$ 5,845	
										\$	
										\$	
										\$	
										\$	
										\$	
98. Total Calculated Payment For Livestock Death Losses (Total of Item 97)											\$ 5,845
99. Other Compensation (Contract Growers)											\$
100. Reductions for Livestock Death Losses											\$
101. Total Net Calculated Payment For Livestock Death Losses (Item 98 minus 99 minus 100):											\$ 5,845
PART J – PAYMENTS											
102. Total Net Calculated Payment Amount (Item 66 + 86 + 101)											\$ 16,334
103A. Preparer Signature					103B. Title				103C. Date		
<p>The U.S. Department of Agriculture (USDA) prohibits discrimination in all of its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, political beliefs, genetic information, reprisal, or because all or part of an individual's income is derived from any public assistance program. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination, write to USDA, Assistant Secretary for Civil Rights, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, S.W., Stop 9410, Washington, DC 20250-9410, or call toll-free at (866) 632-9992 (English) or (800) 877-8339 (TDD) or (866) 377-8642 (English Federal-relay) or (800) 845-6136 (Spanish Federal-relay). USDA is an equal opportunity provider and employer.</p>											

301-304 (Reserved)

--Section 7 General Payment Provisions*305 General Payment Provisions for Web-Based ELAP Payments****A Introduction**

The ELAP payment process is an automated process that determines:

- whether the producer is eligible to receive payment
- the amount that can be sent to NPS for disbursement.

B Frequency of Payment Processing

ELAP payments are processed nightly for the following:

- payment amounts recorded through the ELAP payment process during the workday
- any payment on the Nonpayment Report will be reprocessed to determine whether the condition previously preventing the payment has been corrected.

C Obtaining FSA-325

FSA-325 shall be completed, according to 1-CM, by individuals or entities requesting payment **earned** by a producer who has died, disappeared, or been declared incompetent subsequent to applying for ELAP benefits. Payment shall be issued to the individuals or entities requesting payment using the deceased, incompetent, or disappeared producer's ID number.

D Administrative Offset

ELAP payments are subject to administrative offset provisions.

E Assignments

A producer entitled to an ELAP payment may assign payments according to 63-FI.

F Bankruptcy

Bankruptcy status does **not** exclude a producer from requesting ELAP benefits.

Contact the OGC Regional Attorney for guidance on issuing ELAP payments on all bankruptcy cases.--*

--305 General Payment Provisions for Web-Based ELAP Payments (Continued)*G Payments Less Than \$1**

ELAP payment processes will:

- issue payments that round to at least \$1
- **not** issue payments less than 50 cents.

H Payment Due Date

61-FI provides general guidance for determining payment due dates for various programs. The ELAP payment system sends the current system date to NPS as the payment due date. The system **cannot** determine the payment due date because of numerous factors. County Offices shall manually determine the payment due date by determining the later of the following:

- date producer signed FSA-918 or FSA-930
- date producer filed payment eligibility documentation, including the following:
 - AD-1026
 - CCC-502
 - CCC-526
- if the producer is an entity or joint operation, date members filed the requisite payment eligibility documentation
- availability of software to process the payment.

If the payment is **not** issued within 30 calendar days after the later of the dates in this subparagraph, then prompt payment interest is payable to the producer. County Offices shall:

- manually determine the payment due date based on the factors identified in this subparagraph
- follow the provisions of 61-FI for issuing the interest payment.--*

--306 Payment Limitation*A Payment Limitation Amount**

The payment limitation for ELAP is \$100,000. The \$100,000 payment limitation is shared with the following programs:

- LFP
- LIP
- SURE.

B Effect of AGI on Payment Limitation for Entities

If a member of an entity is **not** eligible because of average AGI provisions, the payment limitation for the entity is reduced by the ineligible member's ownership share in the operation.

Example: ABC Corporation has 2 members, each with a 50 percent share. Member 1 does **not** meet average AGI provisions. The corporation has a \$100,000 payment limitation, but since Member 1 does **not** meet average AGI provisions, the payment limitation for the corporation is reduced by 50 percent and the maximum payment that can be issued to the corporation is \$50,000.

Note: Other payment eligibility provisions, such as conservation compliance, fraud, etc., do **not** affect the payment limitation for the entity because average AGI is the **only** payment eligibility that is checked for members of entities.--*

***--307 Payment Eligibility**

A Determining Payment Eligibility

The payment process reads the web-based eligibility system for the applicable year to determine whether a producer or member of a joint operation is eligible to be paid. If the producer or member is ineligible to be paid, then the individual or entity will be listed on the Nonpayment Report with the applicable message. Eligibility values must be updated before the producer or member can be paid.

B Eligibility Values

The following identifies web-based eligibility determinations applicable to ELAP and how the system will use the web-based subsidiary eligibility data for payment processing.

Eligibility Determination	Value	Eligible for ELAP
AD-1026	Certified	Yes
	Not Filed	No
	Good Faith Determination	Yes
	COC Exemption	Yes
	Awaiting Affiliate Certification	No
	Affiliate Violation	No
AGI Note: Applicable for 2009 through 2011.	Compliant – Producer	Yes
	Compliant – Agent	Yes
	Exempt	Yes
	Not Filed	No
	Not Met – COC	No
	Not Met – Producer	No

--*

***--307 Payment Eligibility (Continued)**

B Eligibility Values (Continued)

Eligibility Determination	Value	Eligible for ELAP
Conservation Compliance - Farm/Tract Eligibility	In Compliance	Yes
	Partial Compliance	Yes
	In Violation	No
	No Association	Yes
	Past Violation	Yes
	Reinstated	Yes
Controlled Substance	No Violation	Yes
	Growing	No
	Trafficking	No
	Possession	No
FCIC Fraud	Compliant	Yes
	Not Compliant	No

C Eligibility Conditions Priority

If a producer has multiple invalid subsidiary eligibility conditions, only the highest priority ineligible condition will be printed on the Nonpayment Report. The following is the priority of conditions.

Priority	Condition
1	FCIC Fraud
2	Conservation Compliance
3	Controlled Substance
4	AD-1026

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***--308 Funds Control**

A eFunds Allotment

Allotments will be provided to each County Office through the funds control process. Specific allotments will be determined by the National Office based on total gross 2010 ELAP payment amounts by recording State and county, provided in the State Office's 2010 ELAP Workbook.

State Offices will have "read-only" access to eFund allocations to County Offices. If additional funds are required, County Offices shall contact the appropriate State Office specialist. State Offices shall contact the National Office to request additional allotments by sending an e-mail to **all** of the following:

- **sandy.bryant@wdc.usda.gov**
- **tina.nemec@wdc.usda.gov**
- **steve.peterson@wdc.usda.gov**
- **lenior.simmons@wdc.usda.gov**
- **amy.mitchell@wdc.usda.gov**
- **kerry.sefton@wdc.usda.gov.--***

309, 310 (Reserved)

***--Section 8 Issuing ELAP Payments**

311 Overview

A Supporting Files for Integrated Payment Processing

The ELAP payment process is a web-based integrated process that reads a wide range of information from other program determinations and values to determine whether a payment should be issued, the amount of the gross payment, reductions, and net payment amount. For payments to be calculated correctly, all supporting files must be updated correctly, including the following.

Type of Information	How Information Is Used for Payment Processing	Source
ELAP Workbook Data	To compute the gross payment amount for the producer.	Approved ELAP Workbook from the National Office
Payment Eligibility Information	To determine whether the producer and members of a joint operation are eligible for payment for the applicable program year.	Web-Based Eligibility System
General Name and Address Information	To determine the producer's business type and general name and address information.	SCIMS
Entity and Joint Operation Information	To determine the members, shares, and values for the following: <ul style="list-style-type: none"> • member contribution value • substantive change value • members and member's share of the following: <ul style="list-style-type: none"> • general partnership • joint ventures • entities. 	Entity and joint operation control county mainframe record
Combined Producer Information	To determine whether the producer or members of entities or joint operations are combined with other producers to ensure that the payment limitation is controlled properly.	Web-Based Combined Producer System
Available Payment Limitation	To determine payment limitation availability.	Web-Based Payment Limitation System
Financial-Related Information	Calculated payment information is provided to NPS. Determined overpayment amount is updated to the Pending Overpayment Report and, if applicable, transferred to NRRS.	NPS or NRRS

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*--311 Overview (Continued)

B Actions To Be Completed Before Issuing Payments

The following provides actions that must be completed **before** issuing payments. COC, CED, or designee shall ensure that the actions are completed.

Step	Action
1	Ensure that the State Office received the approved ELAP Workbook from the National Office.
2	Ensure that the County Office received the approved ELAP Workbook from the State Office.
3	Ensure that SCIMS data is updated for the producer and each member of a joint operation or entity, including the following: <ul style="list-style-type: none"> • customer’s name • citizenship country and resident alien status, if applicable • TIN • address.
4	Ensure that AD-1026 is on file for the applicable year for producers seeking benefits and that the eligibility information is recorded in the web-based eligibility system.
5	Ensure that all eligibility certifications and determinations have been recorded in the web-based eligibility system according to 3-PL (Rev. 1).
6	Ensure that the joint operation and entity files are updated according to 2-PL.
7	Ensure that substantive change values are updated according to 4-PL.
8	Ensure that combined producer information is recorded in the web-based combined producer system according to 3-PL (Rev. 1).
9	Ensure that sufficient funds have been allocated to the recording State and county.
10	Ensure that all assignment and joint payees have been updated in Financial Services if CCC-36, CCC-37, or both are filed.
11	Ensure that the gross payment amounts provided in the approved ELAP Workbook are recorded in the web-based ELAP payment software according to paragraph 313.

--*

***--312 ELAP Main Menu**

A Introduction

Because an automated application process is **not** available, the amounts calculated through the ELAP Workbook **must** be recorded in the web-based ELAP payment process.

B Accessing the ELAP Main Menu

To access the ELAP Main Menu, go to FSA’s Applications Intranet web site at http://intranet.fsa.usda.gov/fsa/FSAIntranet_applications.html. Under “Production Adjustment & Disaster Programs”, **CLICK “ELAP Payment Process”**.

Note: Internet Explorer shall be used when accessing the ELAP payment process.

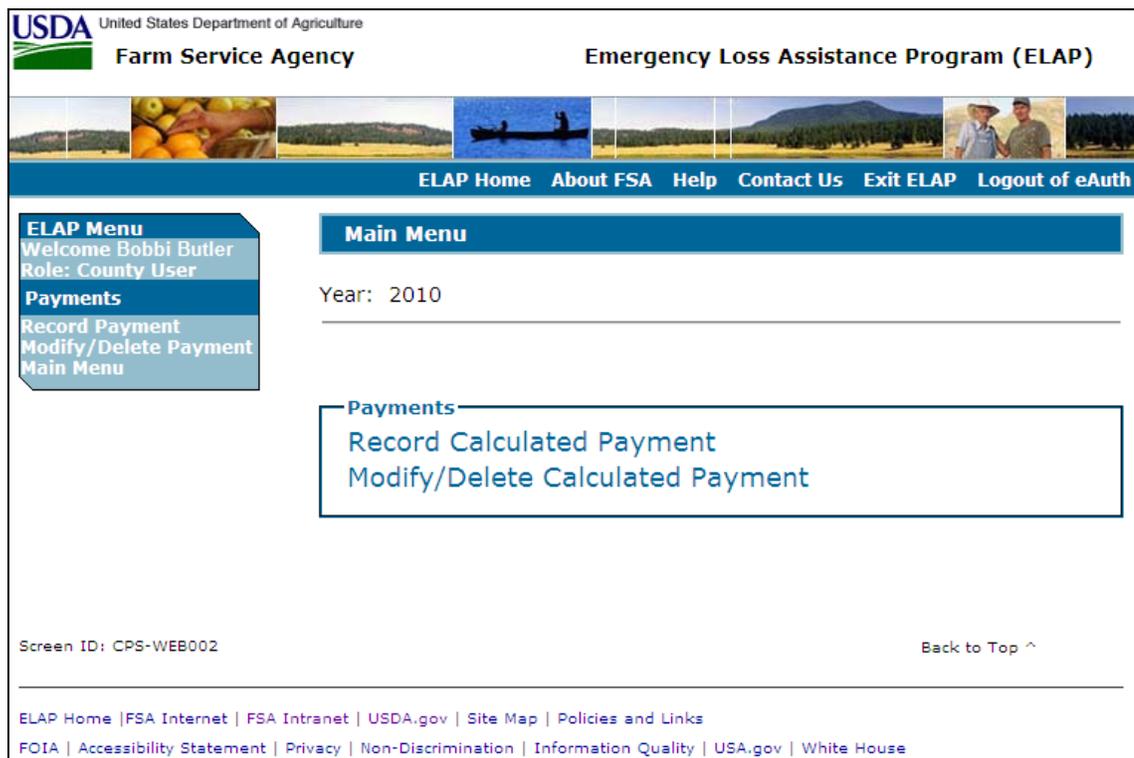
Users will be prompted to login through the USDA eAuthentication Login Screen. On the USDA eAuthentication Login Screen, users **must**:

- enter eAuthentication user ID
- enter eAuthentication password
- **CLICK “Login”**.

The ELAP Main Menu will be displayed.

C Example of ELAP Main Menu

The following is an example of the ELAP Main Menu.



***--313 Recording ELAP Payment Data**

A Introduction

Manually calculated ELAP payment amounts must be recorded in the web-based system to initiate the payment process. The Record Calculated Payment Page allows the user to record the manually calculated ELAP payment amounts.

B Authorized Users

ELAP payments will be entered by the recording State and county.

The State and County Office that is designated as the “**recording State and county**” for the **producer in the subsidiary eligibility system** is the only State and County Office that is allowed to record ELAP payment data. Any authorized user associated with the subsidiary recording State and county is allowed to record ELAP payment data.--*

***--313 Recording ELAP Payment Data (Continued)**

C Recording Payment Amounts

Record ELAP payment amounts according to this table.

Step	Action	Result
1	On the ELAP Main Menu, CLICK “Record Calculated Payment”.	The SCIMS Search Page will be displayed.
2	The SCIMS Search Page provides various options for selecting a producer. Record the producer information using the desired option and select the applicable producer to continue.	The Record Calculated Payment Page will be displayed indicating the selected producer’s name.
3	<p>On the Record Calculated Payment Page, users shall record the following amounts provided on the “Total” worksheet of the ELAP Workbook:</p> <ul style="list-style-type: none"> • I. FRF – Farm-Raised Fish Death gross payment amount • II. HB Colony – Honey Bee Colony gross payment amount • III. HB Hive – Honey Bee Hive gross payment amount • IV. HB Feed – Honey Bee Feed gross payment amount • V. FRF Feed – Farm-Raised Fish Feed gross payment amount • VI. LS Feed – Livestock Feed gross payment amount • VII. LS Grazing – Livestock Grazing gross payment amount • VIII. LS Death – Livestock Death gross payment amount. <p>CLICK “Submit” to continue with the process.</p> <p>Notes: See subparagraph D for additional information.</p> <p style="padding-left: 40px;">Amounts shall be recorded in whole dollars without dollar signs or commas.</p>	The Record Calculated Payment Confirmation Page will be displayed with the payment amounts recorded.
4	<p>On the Record Calculated Payment Confirmation Page, users shall CLICK “Confirm” to record the payment amounts entered.</p> <p>Note: See subparagraph E for additional information.</p>	The ELAP Main Menu will be redisplayed.

--*

***--313 Recording ELAP Payment Data (Continued)**

D Example of Record Calculated Payment Page

The following is an example of the Record Calculated Payment Page.

E Record Calculated Payment Page Options

The following options are available on the Record Calculated Payment Page.

Option	Action
Submit	Continues the process of recording ELAP payment data after amounts have been recorded.
Cancel	Discontinues the process and returns to the ELAP Main Menu without updating the payment amounts.

--*

***--313 Recording ELAP Payment Data (Continued)**

F Error Messages

The following error messages may be displayed depending on the data recorded.

Error Message	Description of Problem	Corrective Action
<p>“Payment data can only be recorded by the recording county for the producer.”</p>	<p>User attempting to record the payment data is not an authorized user for the producer’s designated recording State and county.</p>	<p>County Offices shall ensure that the payment information is sent to the county designated as the producer’s subsidiary recording State and county. See 3-PL (Rev. 1) for additional information on the subsidiary recording State and county.</p>
<p>“The amount recorded in each field must be in whole dollars.”</p>	<ul style="list-style-type: none"> • Amounts entered must be in whole dollars. • An amount must be recorded in each field, even if 1 amount is \$0. • Amounts entered include dollar signs or commas. 	<p>Correct the amounts recorded in each field ensuring that only numeric data is entered without dollar signs or commas.</p> <p>Ensure that an amount has been recorded in each field.</p>
<p>“An amount must be entered for each type of payment. The amount can be \$0 for one or more of the payment amounts, but not all.”</p>	<p>User attempted to record \$0 in all payment amount fields.</p> <p>Do not record payment amounts in the ELAP payment process if the calculated payment amounts for all commodities from the ELAP Workbook is \$0.</p>	

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*--313 Recording ELAP Payment Data (Continued)

G Example of Record Calculated Payment Confirmation Page

The following is an example of the Record Calculated Payment Confirmation Page.

H Record Calculated Payment Confirmation Page Options

The following options are available on the Record Calculated Payment Confirmation Page.

Option	Action
Confirm	Records the payment amounts and triggers the payment process. Note: The message, “You have successfully added the payment(s)”, will be received.
Back	Returns to the Record Calculated Payment Page so the amounts can be modified, if necessary.
Cancel	Discontinues the process and returns to the ELAP Main Menu without updating the payment amounts.

--*

***--314 Modifying/Deleting Previously Recorded ELAP Payment Data**

A Introduction

Previously entered payment amounts can be modified or deleted. On the ELAP Main Menu, CLICK “Modify/Delete Calculated Payment”.

B Affect on Previously Processed Payments

Modifying or deleting previously recorded payment amounts impacts previously processed payments in different ways depending on whether the original payment was sent to NPS and certified and signed. This table describes how a previously recorded payment is affected when the amounts are modified or deleted.

IF previously recorded payment amounts are...	AND previously recorded payment amounts were...	AND the payment in NPS was...	THEN...
modified	not sent to NPS because of a nonpayment condition		system will trigger the payment to reprocess the payment transaction.
	sent to NPS	certified and signed	system will retrigger the payment to reprocess to determine whether the producer is overpaid or underpaid. A transaction will be sent to NPS or the Pending Overpayment Report, as applicable.
		either of the following: <ul style="list-style-type: none"> • not certified • certified, but not signed 	<ul style="list-style-type: none"> • original amount in NPS will be canceled and the system will retrigger the payment to reprocess • new payment amount will be listed in NPS for certification and signature, provided all eligibility requirements are met.
deleted	not sent to NPS because of a nonpayment condition		<ul style="list-style-type: none"> • payment amounts will be deleted • system will retrigger the payment to reprocess to determine whether the producer is overpaid • an overpayment may be put on the Pending Overpayment Report if a portion of the original payment amount was certified or signed.
		sent to NPS	certified and signed
		either of the following: <ul style="list-style-type: none"> • not certified • certified, but not signed 	original amount in NPS will be canceled.

--*

***--314 Modifying/Deleting Previously Recorded ELAP Payment Data (Continued)**

C Modifying Payment Amounts

Modify ELAP payment amounts according to this table.

Step	Action	Result
1	On the ELAP Main Menu, CLICK "Modify/Delete Calculated Payment".	The SCIMS Search Page will be displayed.
2	The SCIMS Search Page provides various options for selecting a producer. Record the producer information using the desired option and select the applicable producer to continue.	The Modify/Delete Calculated Payment Page will be displayed indicating: <ul style="list-style-type: none"> • selected producer • payment amounts previously recorded.
3	Modify the payment amounts, as applicable, and CLICK "Modify" to continue with the process. Note: See paragraph 315 for additional information.	The Modify Calculated Payment Confirmation Page will be displayed with the payment amounts recorded.
4	On the Modify Calculated Payment Confirmation Page, CLICK "Confirm" to accept the changes. Note: See paragraph 316 for additional information.	The ELAP Main Menu will be redisplayed.

D Deleting Payment Amounts

Delete ELAP payment amounts according to this table.

Step	Action	Result
1	On the ELAP Main Menu, CLICK "Modify/Delete Calculated Payment".	The SCIMS Search Page will be displayed.
2	The SCIMS Search Page provides various options for selecting a producer. Record the producer information using the desired option and select the applicable producer to continue.	The Modify/Delete Calculated Payment Page will be displayed indicating: <ul style="list-style-type: none"> • selected producer • payment amounts previously recorded.
3	CLICK "Delete" to continue with the process. Note: See paragraph 315 for additional information.	The Delete Calculated Payment Confirmation Page will be displayed with the payment amounts recorded.
4	On the Delete Calculated Payment Confirmation Page, CLICK "Confirm" to accept the changes. Note: See paragraph 317 for additional information.	The ELAP Main Menu will be redisplayed.

--*

***--315 Modify/Delete Calculated Payment Web Page**

A Example of Modify/Delete Calculated Payment Page

The following is an example of the Modify/Delete Calculated Payment Page.

B Page Options

The following options are available on the Modify/Delete Calculated Payment Page.

Option	Action
Modify	Continues the process of recording the revised ELAP payment data.
Delete	Deletes the previously recorded ELAP payment data.
Cancel	Discontinues the process and returns to the ELAP Main Menu without updating the payment amounts.

--*

***--315 Modify/Delete Calculated Payment Web Page (Continued)**

C Error Messages

The following error messages may be displayed depending on the data recorded.

Error Message	Description of Problem	Corrective Action
<p>“You are not authorized to modify or delete payment requests for the recording county of producer (producer name).”</p>	<p>User attempting to modify or delete the payment data is not an authorized user for the producer’s designated recording State and county.</p>	<p>County Offices shall ensure that the payment information is modified or deleted by the county designated as the producer’s subsidiary recording State and county. See 3-PL (Rev. 1) for additional information on the subsidiary recording State and county.</p>
<p>“The amount recorded in each field must be in whole dollars.”</p>	<ul style="list-style-type: none"> • Amounts entered must be in whole dollars. • An amount must be recorded in each field, even if 1 amount is \$0. • Amounts entered include dollar signs or commas. 	<p>Correct the amounts recorded in each field ensuring that only numeric data is entered without dollar signs or commas.</p>

--*

***--316 Modify Calculated Payment Confirmation Web Page**

A Example of Modify Calculated Payment Confirmation Page

The following is an example of the Modify Calculated Payment Confirmation Page.

USDA United States Department of Agriculture
 Farm Service Agency
 Emergency Loss Assistance Program (ELAP)

ELAP Home About FSA Help Contact Us Exit ELAP Logout of eAuth

ELAP Menu
 Welcome Bobbie Butler
 Role: County User
Payments
 Record Payment
 Modify/Delete Payment
 Main Menu

Record Calculated Payment Confirmation

Year: 2010
 Producer: IMAFARMER

Account: ELAP

Farm-Raised Fish Death (\$):	1000
Honey Bee Colony (\$):	0
Honey Bee Hive (\$):	0
Honey Bee Feed (\$):	600
Farm-Raised Fish Feed (\$):	0
Livestock Feed (\$):	280
Livestock Grazing (\$):	0
Livestock Death (\$):	0

Confirm Back Cancel

Screen ID: CPS-WEB005 Back to Top ^

[ELAP Home](#) | [FSA Internet](#) | [FSA Intranet](#) | [USDA.gov](#) | [Site Map](#) | [Policies and Links](#)
[FOIA](#) | [Accessibility Statement](#) | [Privacy](#) | [Non-Discrimination](#) | [Information Quality](#) | [USA.gov](#) | [White House](#)

B Page Options

The following options are available on the Modify Calculated Payment Confirmation Page.

Option	Action
Confirm	Records the modified payment amounts and triggers the payment reprocess.
Back	Returns to the Modify/Delete Calculated Payment Page so the amounts can be modified, if necessary.
Cancel	Discontinues the process and returns to the ELAP Main Menu without updating the payment amounts.

--*

*--317 Delete Calculated Payment Confirmation Web Page

A Example of Delete Calculated Payment Confirmation Page

The following is an example of the Delete Calculated Payment Confirmation Page.

USDA United States Department of Agriculture
Farm Service Agency
Emergency Loss Assistance Program (ELAP)

ELAP Home About FSA Help Contact Us Exit ELAP Logout of eAuth

ELAP Menu
Welcome Bobbie Butler
Role: County User
Payments
Record Payment
Modify/Delete Payment
Main Menu

Record Calculated Payment Confirmation

Year: 2010
Producer: IMAFARMER

i • Delete Confirmation. The payment will be deleted and all amounts will be set to zero. Confirm to proceed.

Account: ELAP

Farm-Raised Fish Death (\$):	1000
Honey Bee Colony (\$):	0
Honey Bee Hive (\$):	0
Honey Bee Feed (\$):	0
Farm-Raised Fish Feed (\$):	0
Livestock Feed (\$):	280
Livestock Grazing (\$):	0
Livestock Death (\$):	0

Confirm Back Cancel

Screen ID: CPS-WEB005 [Back to Top ^](#)

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***--317 Delete Calculated Payment Confirmation Web Page (Continued)**

B Page Options

The following options are available on the Delete Calculated Payment Confirmation Page.

Option	Action
Confirm	Deletes the recorded payment data and triggers the payment reprocess. An overpayment will be put on the Pending Overpayment Report if payments have been certified and signed.
Back	Returns to the Record Calculated Payment Page so the amounts can be modified, if necessary.
Cancel	Discontinues the process and returns to the ELAP Main Menu without updating the payment amounts.

318 Handling Overpayments

A Introduction

The ELAP payment process is an integrated process that reads data from many systems to determine whether payments issued to a producer were earned in-full or in-part. These systems include the following:

- 2010 ELAP Payment Process where payment amounts from the ELAP Workbook are recorded
- subsidiary system including data about eligibility, combined producer, and entity file data
- payment limitation system
- SCIMS.

If something changes in any of these systems, the ELAP payment process is automatically triggered to recalculate the payment. The producer is overpaid if the information that has been changed results in the current calculated amount to be less than the amount originally paid to the producer.--*

***--318 Handling Overpayments (Continued)**

B Determined Overpayments

For any overpayment amount calculated as \$1 or greater, the system will update the applicable information to the Pending Overpayment Report. See 9-CM, paragraph 65 for information on the Pending Overpayment Report.

Warning: Because the system is integrated with other systems, it is critical that County Offices do **not** make unnecessary changes to producer information that could cause an overpayment to be computed. County Offices are required to update the system properly, but removing flags or deleting data to “trigger” the system to function could worsen the situation.

C Handling Debts Less Than \$100

County Offices shall follow 58-FI for handling receivables less than \$100.

D Debt Basis Codes

The system automatically assigns the debt basis code to the receivable when it is updated to the Pending Overpayment Report. The following are the debt basis codes used for ELAP payments.

IF the reason the payment entity/member is overpaid is because of...	THEN the discovery/debt basis reason is:
payment eligibility because of fraud	10-423.
payment limitation issues	10-426.
payment eligibility, except fraud	10-427.
prior payments exceed the current payment	10-428.

--*

--318 Handling Overpayments (Continued)*E Charging Interest**

Interest shall be charged on receivables from the date the original payment was disbursed if COC determines the producer is ineligible because of the following reasons:

- producer signed to information on FSA-918 or FSA-930 that is subsequently determined inaccurate
- producer erroneously or fraudulently represented any act affecting a payment eligibility determination, including the following:
 - certification to AGI provisions
 - violation of conservation compliance provisions
 - violation of controlled substance provisions
- producer knowingly adopted a scheme or device that tended to defeat the purposes of ELAP.

Interest shall **not** be charged from date of disbursement if:

- overpayment resulted based on revised information that the producer would **not** have had reason to know was invalid
- National, State, or County Office erred
- producer voluntarily refunds the payment that was issued and COC has **not** determined that the producer is ineligible.

Notes: Software does **not** currently support charging interest from the date of disbursement. Any receivable established is sent to NRRS with the current system date. If the receivable is **not** repaid within 30 calendar days from the date the initial notification letter is issued, interest will start accruing from the date the receivable was established.

If COC determines that the producer is ineligible and interest should be charged from the date of disbursement:

- County Offices shall contact their State Office for assistance
- State Offices shall contact OBF for guidance.--*

***--319 ELAP Payment Process**

A Introduction

The ELAP payment process is an automated process that determines:

- whether the producer is eligible to receive payment
- the amount that can be sent to NPS for disbursement.

B Frequency of Payment Processing

ELAP payments are processed nightly for the following:

- payment amounts recorded during the workday
- any payment on the Nonpayment Report will be reprocessed to determine whether the condition preventing the payment has been corrected.

Note: One payment amount will be sent to NPS.

C High-Level Overview of ELAP Payment Process

The following is a high-level overview of the ELAP payment process.

Step	Action		
1	Payment process is triggered.		
2	System determines the producer level payment amounts recorded for each of the following and adds the payment amount to determine one ELAP payment amount:		
	<ul style="list-style-type: none"> • Farm-Raised Fish Death gross payment amount • Honey Bee Colony gross payment amount • Honey Bee Hive gross payment amount • Honey Bee Feed gross payment amount • Farm-Raised Fish Feed gross payment amount • Livestock Feed gross payment amount • Livestock Grazing gross payment amount • Livestock Death gross payment amount. 		
	IF the amount is...	AND a payment...	THEN...
	greater than \$0		continue to step 3 for the applicable amount recorded.
	\$0	was not previously issued	the payment process is discontinued for the applicable payment amount.
3	System reads SCIMS to obtain information for the payment entity.		
	IF the payment entity is...	AND the resident alien field is...	THEN...
	an individual	<ul style="list-style-type: none"> • “Unknown” or “N/A” • “Yes” 	continue to step 4.
		“No”	the payment entity is not eligible for payment.
	any business type other than individual		continue to step 4.

--*

*--319 ELAP Payment Process (Continued)

C High-Level Overview of ELAP Payment Process (Continued)

Step	Action		
4	System determines whether there is an ELAP payment for the payment entity in NPS.		
	IF a payment...		THEN...
	has not already been sent to NPS for the payment entity		continue to step 5.
	<ul style="list-style-type: none"> • has been sent to NPS for the payment entity • is signed 		<ul style="list-style-type: none"> • the payment in NPS is canceled and the new payment transaction is processed
5	For joint operations and entities, the system retrieves member data from the mainframe based on data uploaded from the S/36. Note: If the payment entity is multi-county, then the joint operation/entity file data is retrieved from the county listed as the "Rc St & Cty" in the multi-county section of the MABDIG. See 2-PL for additional information about the MABDIG.		
6	System checks the web-based subsidiary eligibility data for 2010 to determine whether the payment entity and members, if applicable, are eligible to receive payment.		
	IF the payment entity is...	AND...	THEN...
	an individual	the payment entity is eligible to receive payment	continue to step 7.
		the payment entity is not eligible to receive payment	the producer will be listed on the Nonpayment Report with the reason the payment cannot be issued.
	an entity or joint operation	<ul style="list-style-type: none"> • the payment entity is eligible to receive payment • at least 1 member is eligible to receive payment 	continue to step 7.
		the payment entity is not eligible to receive payment	the joint operation or entity will be listed on the Nonpayment Report with the reason the payment cannot be issued.
	<ul style="list-style-type: none"> • the payment entity is eligible to receive payment • none of the members are eligible to receive payment 	the payment entity will be listed on the Nonpayment Report.	
7	System controls payment limitation for payment entity and members of joint operations as described in paragraph 426.		
8	Payment history data is updated and the transaction is completed.		
	IF the payment amount is...	THEN the...	
	\$0	process is discontinued and the payment entity is listed on the Nonpayment Report.	
	greater than \$0	payment amount shall be sent to NPS for disbursement.	
negative	overpayment amount shall be updated to the Pending Overpayment Report.		

--*

--320 ELAP Payment Reports*A Displaying or Printing ELAP Payment Reports**

ELAP Payment Reports are available to provide information about each payment or nonpayment. Most of the payment reports have information that is common between program areas so information about these reports is in 9-CM. The ELAP Payment History Report – Detail has program-specific data so information for this report is in this handbook.

ELAP Payment Report information is available according to the following.

Report Name	Type of Data	Reference
Submitted Payments Report	Live	9-CM, paragraph 63
Submitted Overpayments Report	Live	9-CM, paragraph 64
Pending Overpayment Report	Live	9-CM, paragraph 65
Nonpayment/Reduction Report	Report Database	9-CM, paragraph 66
Insufficient Funds Report	Live	9-CM, paragraph 67
Payments Computed to Zero Report	Live	9-CM, paragraph 68
Payment History Report – Summary	Report Database	9-CM, paragraph 69
Payment History Report – Detail	Report Database	paragraph 321

Note: See 9-CM, paragraph 52 for complete instructions on accessing the Common Payment Report System.--*

***--321 Payment History Report – Detail**

A Background

The Payment History Report – Detail is a report that provides detailed information about an ELAP payment.

B Payment History Report – Detail Description

The following information will be displayed/printed on the Payment History Report – Detail.

Field	Description
Program Year	Program year selected by the user.
Program Name	Emergency Loss Assistance Program.
County	Full name of the State selected by the user.
State	Full name of the county selected by the user.
Producer Name and Address	Name from SCIMS as follows: <ul style="list-style-type: none"> • for individuals, last name, middle name, first name, and suffix • for businesses, business name.
Date (Report)	Date the report is generated by the user.
Date (Payment)	Date the payment was processed and sent to NPS, or the date the overpayment transaction was processed and sent to NRRS.
State/County	State and county code associated with the applicable transaction record.
Payment Entity/Member Name	The “Payment Entity/Member Name” field will provide payment entity or member name information if the ELAP Payment History Report – Detail is generated for: <ul style="list-style-type: none"> • an entity or joint operation where amounts were attributed to members • a member to show the payment entity through whom the amount was attributed.
Business Type	Business type of the producer and/or member.
Type of Transaction	One of the following transaction types will be displayed: <ul style="list-style-type: none"> • “Payment” • “Receivable” • “Canceled Payment” • “Canceled Receivable”.

--*

***--321 Payment History Report – Detail (Continued)**

B Payment History Report – Detail Description (Continued)

Field	Description
Commodity	Name of the commodity.
Gross Payment Amount	Amount of the payment initially attributed to the producer or entity member.
AGI Reduction Amount	Reduction because of the AGI value for the payment entity or member.
Substantive Change Reduction Amount	Reduction amount because of a substantive change value.
Member Level Reduction Amount	Reduction amount because of a member level reduction.
Subsidiary Eligibility Reduction Amount	Reduction amount because of a subsidiary eligibility value.
Payment Limitation Reduction Amount	Reduction amount because of payment limitation.
Net Payment Amount	Net payment amount for the producer after all reductions have been applied.
Totals	Total payment amount for the payment entity or member.

--*

***--321 Payment History Report – Detail (Continued)**

C Example of Payment History Report – Detail

The following is an example of the Payment History Report – Detail.

Coahoma
Mississippi

**United States Department of Agriculture
Farm Service Agency**

Date: 03/21/2011

**2010 Emergency Loss Assistance Program - ELAP
Payment History Report - Detail Level
Date Range: From 03/20/2011 To 03/21/2011**

Producer Name: FARMER, IMA
Business Type: Individual

Date	State/ County	Payment Entity/Member Name	Payment ID Number	Business Type	Contract/ Application/ Farm	Commodity	Transaction Type	Total Reduction Amount	Net Payment
03/21/2011	28/027	Farmer, IMA	10072288	00		HB Feed	Payment	\$ 0	\$ 600
03/21/2011	28/027	Farmer, IMA	10054027	00		FRF	Canceled Payment	\$ 0	\$ 986
03/21/2011	28/027	Farmer, IMA	10072288	00		FRF	Payment	\$ 0	\$ 1,000
03/21/2011	28/027	Farmer, IMA	10072288	00		LS Feed	Payment	\$ 0	\$ 280

Screen ID: LO08CPR2100
Last Modified: 03/14/2011 09:37:05 AM

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FOR INTERNAL USE ONLY

D Report Options

The following options are available on the Payment History Report – Detail.

Option	Action
Previous	The previous Payment History Report – Detail will be displayed. Note: If a single producer was selected for processing, this button will not be available.
Print	The Payment History Report – Detail will be sent to the applicable printer.
Next	The Payment History Report – Detail for the next producer will be displayed. Note: If a single producer was selected for processing, this button will not be available.

--*

--322 General Provisions for Canceling Payments*A Canceling Payments**

After payment processing has been completed, County Offices shall review the NPS payment worklist to ensure that the correct payments have been generated. The user should complete the following if an error is determined:

- **not** sign the payment in NPS
- correct the condition causing the incorrect payment or overpayment.

Notes: User intervention is **not** allowed for the cancellation process. If the condition causing the incorrect payment is corrected, the system will automatically cancel the unsigned payment and recalculate the payment amount due.

If the payment amount is determined to be incorrect and the payment has been signed in the NPS system, the payment can no longer be canceled. The producer will be underpaid or overpaid once the condition causing the incorrect payment has been corrected.--*

***--323 General Provisions for Overpayments**

A Overview

Overpayments will be determined during the ELAP payment calculation process and will be updated to the Pending Overpayment Report. See 9-CM, paragraph 65 for information on the Pending Overpayment Report.

B Overpayment Due Dates

Overpayments can occur for a number of reasons and County Offices are required to take necessary action to collect overpayments. The following lists situations that may cause overpayment and the overpayment due dates.

Time of Determination	Situation	Overpayment Due Date
Any time	Payment was issued to the wrong producer.	Immediately
After an entry affecting the payment amount is changed on either of the following: <ul style="list-style-type: none"> • FSA-918 • FSA-930. 	Payment was issued and later something occurred that changed the amount in the ELAP Workbook.	
After producer misrepresentation is determined.	Producer received an ELAP payment and COC determines that the producer misrepresented their interest.	
After payment limitation is exceeded.	It is determined that payments have been issued exceeding the producer's effective payment limitation amount.	
After an eligibility value changes that make the producer ineligible for payment.	Producer's eligibility value changed that makes the producer ineligible for payment.	
Anytime either of the following are canceled: <ul style="list-style-type: none"> • FSA-918 • FSA-930 	FSA-918 or FSA-930 was canceled after payments were issued to the producer.	

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324-329 (Reserved)

Part 6 (Reserved)

330-350 (Reserved)

Reports, Forms, Abbreviations, and Delegations of Authority

Reports

None

Forms

This table lists all forms referenced in this handbook.

Number	Title	Display Reference	Reference
AD-1026	Highly Erodible Land Conservation (HELC) and Wetland Conservation (WC) Certification		Text
CCC-36	Assignment of Payment		311, 460
CCC-37	Joint Payment Authorization		311, 460
CCC-257	Schedule of Deposit		1
CCC-502	Farm Operating Plan for Payment Eligibility Review		Text
CCC-526	Payment Eligibility Average Adjusted Gross Income Certification		Text
CCC-752	Supplemental Agricultural Disaster Assistance Buy-In for Insurable Crops		171, 242
CCC-753	2008 Supplemental Agricultural Disaster Assistance Buy-In for Noninsurable Crops		171, 242
CCC-770 ELIG 2002	Eligibility Checklist - 2002 Farm Bill		Ex. 9, 13
CCC-770 ELIG 2008	Eligibility Checklist - 2008 Farm Bill		Ex. 9, 13
CCC-901	Members Information 2009 and Subsequent Years		Text
CCC-926	Average Adjusted Gross Income (AGI) Statement		Text
FSA-217	Socially Disadvantaged, Limited Resource and Beginning Farmer or Rancher Certification		171
FSA-321	Finality Rule and Equitable Relief		171
FSA-325	Application for Payment of Amounts Due Persons Who Have Died, Disappeared, or Have Been Declared Incompetent		Text
FSA-578	Report of Acreage		200, 242, 253
FSA-754	Supplemental Agricultural Disaster Assistance Relief for Insurable Crops		171, 242
FSA-755	Supplemental Agricultural Disaster Assistance Relief for Noninsurable Crops		171, 242
FSA-770 LFP	Livestock Forage Disaster Program Checklist	Ex. 13	184, 200

Reports, Forms, Abbreviations, and Redelegations of Authority (Continued)

Forms (Continued)

Number	Title	Display Reference	Reference
FSA-770 LIP	Livestock Indemnity Program Checklist	Ex. 9	43, 73
FSA-914	Livestock Indemnity Program Application	76	22, 40, 41, 42, 45, 71-73, 75, Parts 3 and 8, Ex. 7, 9
FSA-918	Emergency Loss Assistance for Livestock Application	298	Part 5
FSA-918-1	Emergency Loss Assistance for Livestock Payment Calculation Worksheet	300	242
FSA-925	Livestock Forage Disaster Program Application	202	Parts 4 and 7, Ex. 13
FSA-925-1	Estimated Livestock Forage Disaster Program Payment Calculation Worksheet	203	436
FSA-926	Livestock Indemnity Program Third Party Certification	74	73
FSA-930	Emergency Loss Assistance for Farm-Raised Fish/Honey Bees Application	299	Part 5

Reports, Forms, Abbreviations, and Redelegations of Authority (Continued)

Abbreviations Not Listed in 1-CM

The following abbreviations are not listed in 1-CM.

Approved Abbreviation	Term	Reference
AU	animal unit	Text, Ex. 16
AUD	animal unit day	183, 203
AUM	animal unit months	Text, Ex. 16
CCD	Colony Collapse Disorder	261
DBA	doing business as	171
FCIA	Federal Crop Insurance Act	171, 242
IPIA	Improper Payments Information Act of 2002	22, 161, 184, 232, 282, Ex. 9
MAU	maximum animal unit	203
NTE	not to exceed	183
RI-PRF	Rainfall Index Pasture, Rangeland, Forage	171
RMPR	Risk Management Purchase Requirement	171, 242
VI-PRF	Vegetation Index Pasture, Rangeland, Forage	171

Redelegations of Authority

For LIP, CED may delegate authority to program technicians to approve only routine FSA-914's where proof of death is provided.

Important: Program technicians shall **not** be delegated authority to:

- disapprove any FSA-914
- approve any FSA-914 where third party certification is used as proof of loss.

For LFP, CED may delegate authority to program technicians to approve routine FSA-925's. Program technicians shall **not** be delegated authority to disapprove any FSA-925.

Menu and Screen Index

The following menus and screens are displayed in this handbook.

Menu or Screen	Title	Reference
	Add Livestock Not Previously Recorded Screen	98
	Add Mortality Rate Screen	138
	Added Losses Not Previously Recorded Livestock Screen	99
LTSignUp524	Application Confirmation Screen	364
	Approve/Disapprove Applications Screen	102
LTSignUp502	Approve/Disapprove Applications Screen	365
	CCC Representative Electronic Approval/Disapproval Screen	103
LTSignUp503	CCC Representative Electronic Approval/Disapproval Screen	366
	Delete Mortality Rate Screen	137
LTSignUp523	Disaster Selection Screen	356
	Edit Mortality Rate Screen	136
	ELAP Main Menu	312
LTPLT120	LFP County Grazing Dates Maintenance Screen	403
LTSignUp510	LFP Main Menu	352, 402
LTSignUp513	LFP Reports Screen	367
	LIP Main Menu	92, 131
LI08ECPR1510	LIP Payments Main Menu	464
LI08Signup700	LIP Reports Screen	464
	LIP Select Administrative State/County Screen	93
LT08Signup000	Livestock Forage Program (LFP) Login Screen	351, 401
	Livestock Indemnity Program (LIP) Login Screen	91, 131
	Livestock Indemnity Program (LIP) Manage Master Data Screen	133
	Livestock Indemnity Program (LIP) Reports Screen	104
	Livestock Information Screen	97
	Mortality Rate Maintenance Screen	134, 135, 136
LTSignUp508	Part B – Disaster Information Screen	357
	Part B - Notice of Loss Screen	95
LTSignUp514	Part C - Livestock Information (Continued) Screen	359
LTSignUp509	Part C – Livestock Information Screen	358
	Part C - Livestock Location & Producers Screen	96
LTSignUp505	Part D – Forage Information (Continued) Screen	361
LTSignUp518	Part D – Forage Information Screen	360
LTSignUp516	Part E – Forage Information Fire Screen	362
	Part E & F - Documentation of Purchase and Loss Screen	100
LTSignUp500	Physical Location State and County Selection Screen	355
	Producer Search - Application Status	94
LTSignUp512	Producer Search – Application Status Screen	354
	Producer Summary Screen	101
LTSignUp520	Producer Summary Screen	363
LO08ECPR1530	Search ECPR Screen	464
LTSignUp522	State and County Selection Screen	353, 368
	USDA eAuthentication Login Screen	91, 131
	USDA eAuthentication Warning Screen	91, 131

