

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

Livestock Disaster Assistance Programs
1-LDAP

Amendment 26

Approved by: Deputy Administrator, Farm Programs



Amendment Transmittal

A Reasons for Amendment

Subparagraph 305 A has been amended to include that overpayment amounts will be updated to the Pending Overpayment Report.

Subparagraph 305 H has been amended to change the reference from CCC-502 to CCC-902.

Paragraph 308 has been amended to change recording State and county to administrative State and county.

Subparagraph 311 A has been amended to add that payment eligibility information applies to entities.

Subparagraph 311 B has been amended to:

- add a reference to 3-PL (Rev. 1)
- change recording State and county to administrative State and county.

Paragraph 311.5 has been added to provide information on the Program Year Selection Page.

Paragraph 311.6 has been added to provide information on the Select Administrative State/County Page.

Paragraph 312 has been amended to:

- update information about the ELAP Main Menu
- provide an updated example of the ELAP Main Menu.

Subparagraph 313 B has been amended to add information for the selection of the physical location.

Subparagraphs 313 C and D have been added to include information for the Select Physical Location Page.

Amendment Transmittal (Continued)

A Reasons for Amendment (Continued)

Subparagraph 313 E has been amended to provide an updated example of the Record Calculated Payment Page.

Subparagraph 313 G has been amended to remove the error message referring to recording county.

Subparagraph 313 H has been amended to provide an updated example of the Record Calculated Payment Confirmation Page.

Subparagraphs 314 C and D have been amended to include information for the Select Physical Location Page.

Subparagraph 315 A has been amended to provide an updated example of the Modify/Delete Calculated Payment Page.

Subparagraph 315 C has been amended to remove the error message referring to recording county.

Subparagraph 316 A has been amended to provide an updated example of the Modify Calculated Payment Confirmation Page.

Subparagraph 317 A has been amended to provide an updated example of the Delete Calculated Payment Confirmation Page.

Subparagraph 318 A has been amended to remove the year reference for the ELAP Payment Process.

Subparagraph 321 B has been amended to:

- correct the field names for “State” and “County”
- add the field and description for the “Payment ID Number”.

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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 payment amount that can be sent to NPS for disbursement
- the overpayment amount that will be updated to the Pending Overpayment Report.--*

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-902--*
 - 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.

***--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

--*

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 ELAP payment amounts for the applicable program year by administrative State and county, provided in the State Office's 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 with the program year and amount to **all** of the following:--*

* * *

- **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 or entity 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

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 and 3-PL (Rev. 1), as applicable.--*
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 administrative 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.

***--311.5 Program Year Selection Page**

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 Program Year Selection Page

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.

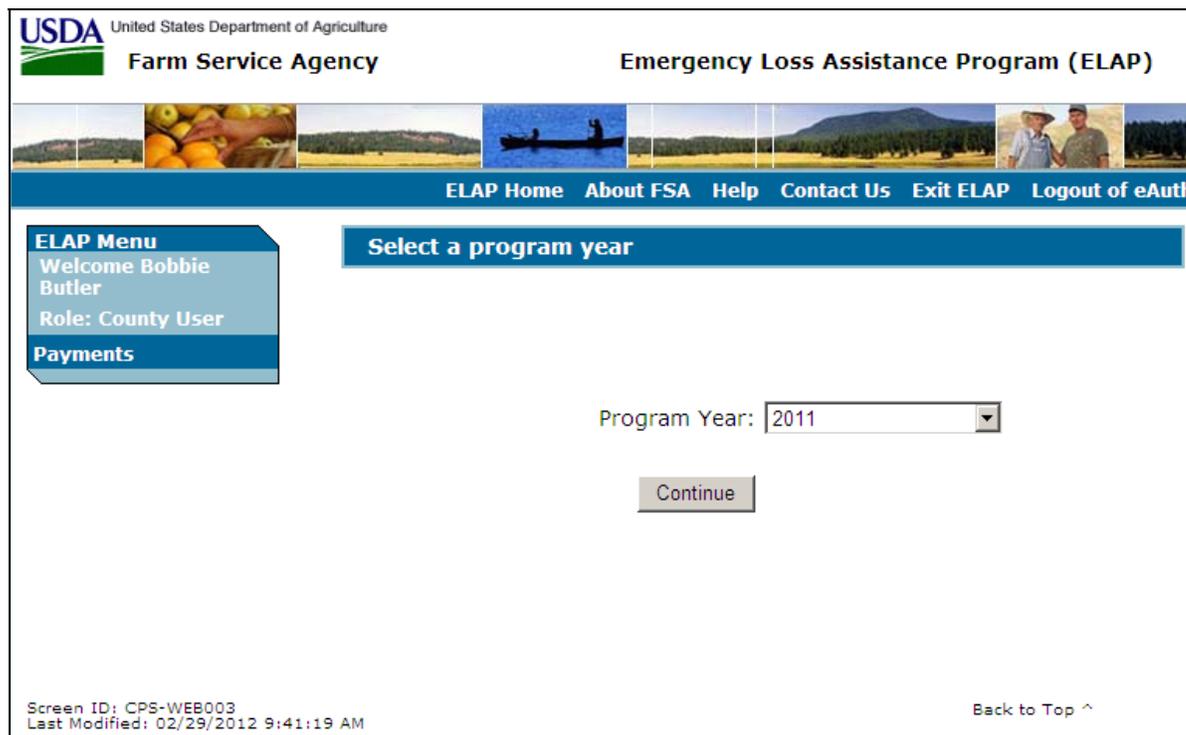
Users will be prompted to login through the USDA eAuthentication Login Screen. On the USDA eAuthentication Login Screen, users **must**:

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

The Program Year Selection Page will be displayed.

C Example of Program Year Selection Page

The following is an example of the Program Year Selection Page.



--*

***--311.6 Select Administrative State/County Page**

A Overview

When a user has selected the program year for processing and clicked “Continue”, the Select Administrative State/County Page will be displayed.

B Recording Payment Data

ELAP payments will be entered based on the administrative State, county, and physical location of the loss. See subparagraph 313 C for information on physical location selection.

The Select Administrative State/County Screen allows users to select the administrative State and county for processing.

C Example of Select Administrative State/County Page

The following is an example of the Select Administrative State/County Page.



D Action

User shall use the drop-down menu to select the applicable administrative State and county.

CLICK “Continue”. The ELAP Main Menu will be displayed.--*

312 ELAP Main Menu

*--A Overview

When a user has selected the administrative State and county for processing and clicked “Continue”, the ELAP Main Menu will be displayed. The ELAP Main Menu allows users to:

- enter payment information by clicking “Record Calculated Payment”
- modify or delete previously entered payment information by clicking “Modify/Delete Calculated Payment”.

B Example of ELAP Main Menu

The following is an example of the ELAP Main Menu.



C Action

User shall select to record new payment information or to modify or delete existing payment information according to the following.

- To record new payment information, CLICK “Record Calculated Payment”.
- To modify or delete existing payment information, CLICK “Modify/Delete Calculated Payment”.--*

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 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 Select Physical Location Page will be--* displayed.
--3	On the Select Physical Location Page, users shall select the applicable physical location. See subparagraphs C and D for information about the Select Physical Location Page.	The Record Calculated Payment Page will be displayed.--

313 Recording ELAP Payment Data (Continued)

B Recording Payment Amounts (Continued)

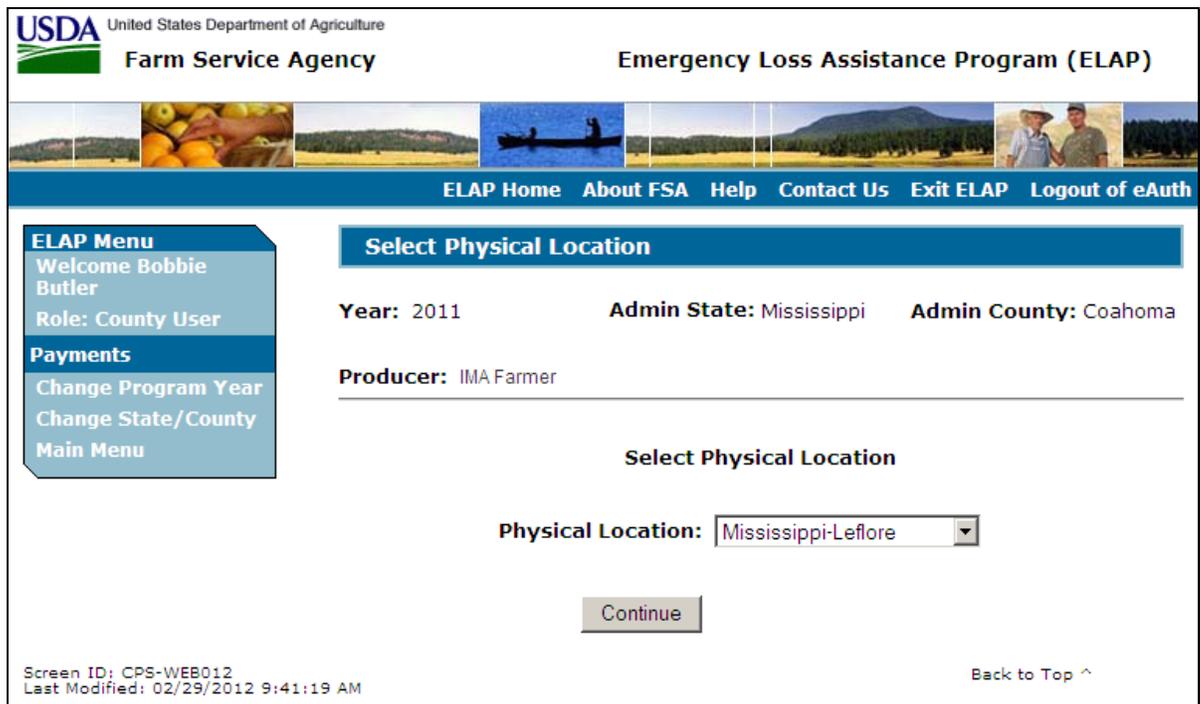
Step	Action	Result
4	<p>On the Record Calculated Payment Page, users shall record the following amounts provided on the “Total” worksheet of the ELAP Workbook:</p> <ul style="list-style-type: none"> • I. FRF – Farm-Raised Fish Death gross payment amount • II. HB Colony – Honey Bee Colony gross payment 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 E for additional information.</p> <p style="padding-left: 40px;">Amounts shall be recorded in whole dollars without dollar signs or commas.</p>	<p>The Record Calculated Payment Confirmation Page will be displayed with the payment amounts recorded.</p>
5	<p>On the Record Calculated Payment Confirmation Page, users shall CLICK “Confirm” to record the payment amounts entered.</p> <p>Note: See subparagraph H for additional information.</p>	<p>The ELAP Main Menu will be redisplayed.</p>

313 Recording ELAP Payment Data (Continued)

*--C Select Physical Location Page

When a user has selected the producer for processing, the Select Physical Location Page will be displayed. The Select Physical Location Page allows users to select the physical location where the loss occurred.

Following is an example of the Select Physical Location Page.



D Action

User shall use the drop-down menu to select the applicable physical location.

CLICK “Continue”. The Record Calculated Payment Page will be displayed.--*

313 Recording ELAP Payment Data (Continued)

E Example of Record Calculated Payment Page

The following is an example of the Record Calculated Payment 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
Change Program Year
Change State/County
Main Menu

Record Calculated Payment

Year: 2011 **Admin State:** Mississippi **Admin County:** Coahoma
Physical State: Mississippi **Physical County:** Coahoma

Producer: IMA Farmer

ELAP 2011

Farm-Raised Fish Death (\$)	: 1000
Honey Bee Colony (\$)	: 0
Honey Bee Hive (\$)	: 0
Honey Bee Feed (\$)	: 0
Farm-Raised Fish Feed (\$)	: 280
Livestock Feed (\$)	: 0
Livestock Grazing (\$)	: 4120
Livestock Death (\$)	: 0

Submit Cancel

Screen ID: CPS-WEB004
Last Modified: 02/29/2012 9:41:19 AM

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--*

313 Recording ELAP Payment Data (Continued)

F 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.

G Error Messages

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

Error Message	Description of Problem	Corrective Action
***	***	***
“The amount recorded in each field must be in whole dollars.”	<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. 	Correct the amounts recorded in each field ensuring that only numeric data is entered without dollar signs or commas. Ensure that an amount has been recorded in each field.
“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.”	User attempted to record \$0 in all payment amount fields. Do not record payment amounts in the ELAP payment process if the calculated payment amounts for all commodities from the ELAP Workbook is \$0.	

313 Recording ELAP Payment Data (Continued)

H Example of Record Calculated Payment Confirmation Page

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

*--

--*

I 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

--*

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 Select Physical Location Page will be displayed.--*
--3	On the Select Physical Location Page, users shall select the applicable physical location.	The Modify/Delete Calculated Payment Page will be displayed.--
4	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.
5	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 Select Physical Location Page will be displayed.--*
--3	On the Select Physical Location Page, users shall select the applicable physical location.	The Modify/Delete Calculated Payment Page will be displayed.--
4	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.
5	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.

*--

 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

[Change Program Year](#)
[Change State/County](#)
[Main Menu](#)

Modify/Delete Calculated Payment

Year: 2011 **Admin State:** Mississippi **Admin County:** Coahoma
Physical State: Mississippi **Physical County:** Coahoma

Producer: IMA Farmer

ELAP 2011

Farm-Raised Fish Death (\$)	: <input type="text" value="1000"/>
Honey Bee Colony (\$)	: <input type="text" value="0"/>
Honey Bee Hive (\$)	: <input type="text" value="0"/>
Honey Bee Feed (\$)	: <input type="text" value="0"/>
Farm-Raised Fish Feed (\$)	: <input type="text" value="280"/>
Livestock Feed (\$)	: <input type="text" value="0"/>
Livestock Grazing (\$)	: <input type="text" value="4120"/>
Livestock Death (\$)	: <input type="text" value="0"/>

Screen ID: CPS-WEB004
Last Modified: 02/29/2012 9:41:19 AM [Back to Top ^](#)

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

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.

C Error Messages

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

Error Message	Description of Problem	Corrective Action
* * *	* * *	* * *
“The amount recorded in each field must be in whole dollars.”	<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. 	Correct the amounts recorded in each field ensuring that only numeric data is entered without dollar signs or commas.

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
Change Program Year
Change State/County
Main Menu

Modify Calculated Payment Confirmation

Year: 2011 Admin State: Mississippi Admin County: Coahoma
Physical State: Mississippi Physical County: Coahoma

Producer: IMA Farmer

i • Modify Confirmation. Confirm to proceed.

ELAP 2011

Farm-Raised Fish Death (\$):	1000
Honey Bee Colony (\$):	865
Honey Bee Hive (\$):	0
Honey Bee Feed (\$):	0
Farm-Raised Fish Feed (\$):	280
Livestock Feed (\$):	0
Livestock Grazing (\$):	4120
Livestock Death (\$):	0

Confirm Back Cancel

Screen ID: CPS-WEB005
Last Modified: 02/29/2012 9:41:20 AM Back to Top ^

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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
Change Program Year
Change State/County
Main Menu

Delete Calculated Payment Confirmation

Year: 2011 **Admin State:** Mississippi **Admin County:** Coahoma
Physical State: Mississippi **Physical County:** Coahoma

Producer: IMA Farmer

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

ELAP 2011

Farm-Raised Fish Death (\$):	1000
Honey Bee Colony (\$):	0
Honey Bee Hive (\$):	0
Honey Bee Feed (\$):	0
Farm-Raised Fish Feed (\$):	280
Livestock Feed (\$):	0
Livestock Grazing (\$):	4120
Livestock Death (\$):	0

Confirm Back Cancel

Screen ID: CPS-WEB005
Last Modified: 02/29/2012 9:41:20 AM 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:

- * * * 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.

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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.
*--State	Full name of the State selected by the user.
County--*	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.
--Payment ID Number	Unique number that ties the program history data to the NPS history data.--
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.

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Reports, Forms, Abbreviations, and Redelegations 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, 20
CCC-770 ELIG 2008	Eligibility Checklist - 2008 Farm Bill		Ex. 9, 13, 20
CCC-901	Members Information 2009 and Subsequent Years		Text
CCC-902	Farm Operating Plan		305
CCC-926	Average Adjusted Gross Income (AGI) Statement		Text
CCC-931	Average Adjusted Gross Income (AGI) Certification and Consent to Disclosure of Tax Information		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, 296
FSA-754	Supplemental Agricultural Disaster Assistance Relief for Insurable Crops		171, 242
FSA-755	Supplemental Agricultural Disaster Assistance Relief for Noninsurable Crops		171, 242

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

Forms (Continued)

Number	Title	Display Reference	Reference
FSA-770 ELAP	Emergency Assistance for Livestock, Honeybees, and Farm-Raised Fish Program Checklist	Ex. 20	282
FSA-770 LFP	Livestock Forage Disaster Program Checklist	Ex. 13	184, 200
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, Ex. 20
FSA-918-1	Emergency Loss Assistance for Livestock Payment Calculation Worksheet	300	242, 252, 253
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, Ex. 20