

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

**Livestock Disaster Assistance Programs
for 2011 and Subsequent Years
1-LDAP (Revision 1)**

Amendment 8

Approved by: Deputy Administrator, Farm Programs



Amendment Transmittal

A Reasons for Amendment

Subparagraphs 201 A and 601 A have been amended to clarify the action needed if a producer's LFP or LIP payment will exceed the \$100,000 payment limit.

Subparagraph 902 B has been amended to add AGI information for the 2014 Farm Bill to the eligibility table.

Subparagraphs 903 A, 916 A, 919 G, and 929 B have been amended to reference the ELAP Gross Payment Report.

Subparagraphs 915 A and B have been amended to reference the ELAP Gross Payment Report in the table information.

Subparagraph 916 B has been amended to update the information for accessing the Program Year Selection Page.

Subparagraph 919 B has been amended to:

- change text into a "Note"
- reference the ELAP Gross Payment Report
- remove the reference of the commodity part on the screen.

Subparagraph 919 E has been amended to provide an updated example of the Record a Calculated Payment Screen.

Subparagraph 919 H has been amended to provide an updated example of the Record Calculated Payment Confirmation Screen.

Subparagraph 921 A has been amended to provide an updated example of the Modify/Delete a Calculated Payment Screen.

Amendment Transmittal (Continued)

A Reasons for Amendment (Continued)

Subparagraph 922 A has been amended to provide an updated example of the Modify Calculated Payment Confirmation Screen.

Subparagraph 923 A has been amended to provide an updated example of the Delete Calculated Payment Confirmation Screen.

Subparagraph 924 A has been amended to reference the ELAP Gross Payment Report and Business File.

Subparagraph 924 E has been amended to change the application reference to CCC-851 and CCC-934.

Subparagraph 925 C has been amended to reference Business File.

Subparagraph 926 A has been amended to provide information about the Pending Overpayment Summary Report.

Page Control Chart		
TC	Text	Exhibit
	4-3, 4-4 8-3 through 8-100 11-5 through 11-36 11-39 through 11-48 11-53	1, pages 1, 2

201 Payment Limitation

A Payment Limitation Amount

The payment limitation for LIP is \$125,000 per program year. The \$125,000 program year payment limitation is shared with the following programs for:

- 2011 program year:
 - ELAP
 - LFP
 - SURE

Notes: Applicable to losses sustained during 2011 B program year (October 1 through December 31, 2011).

*--If it is determined that a producer's LIP payment will exceed the \$100,000 payment limit, State Offices should e-mail the following information to Lenior Simmons, at lenior.simmons@wdc.usda.gov, so that the Payment Limitation record can be increased:

- "County Name"
- "Producer Name".

A producer's Payment Limitation record will be increased only by the amount needed to satisfy the 2011B LIP payment.--*

- 2012 and subsequent program years:
 - ELAP
 - LFP.

B Effect of Average AGI Provisions 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.

202 Payment Eligibility

A Determining Payment Eligibility

The payment process reads the web-based eligibility system for the applicable year associated with CCC-852, 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 Register with the applicable message. Eligibility flags **must** be updated **before** the producer or member can be paid. These flags should accurately reflect COC determinations.

B Eligibility Values

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

Eligibility Determination	Value	Eligible for LIP
AD-1026	Certified	Yes
	Not Filed	No
	Good Faith Determination	Yes
	COC Exemption	Yes
	Awaiting Affiliate Certification	No
	Affiliate Violation	No
AGI	Compliant - Producer	Yes
	Compliant – Agent	Yes
	Exempt	Yes
	Not Filed	No
	Not Met – COC	No
	Not Met – Producer	No
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

600 General Payment Information (Continued)**D Conservation Compliance Provisions**

AD-1026 applicable to the year for which LFP benefits are requested must be on file for the participant according to 6-CP.

If AD-1026 applicable for the year for which LFP benefits are requested is:

- already on file for the participant, and affiliates, if applicable, it is **not** necessary to obtain a new AD-1026 for LFP
- **not** on file for the participant and affiliates, if applicable, County Office shall obtain a completed AD-1026 applicable to the year for which LFP benefits are requested.

If a new AD-1026 is required to be filed, payments may be issued to eligible participants upon signing in AD-1026, item 12. It is **not** necessary to withhold payments pending NRCS HEL or WC determinations. The continuous certification statement on AD-1026 requires participants to refund program payments if an NRCS determination results in the discovery of HELC or WC violations.

E Prevention of Improper Payments

IPIA requires Federal agencies to evaluate programs to determine whether internal controls are sufficient to prevent improper payments. County Offices shall take all steps necessary to ensure that program and payment eligibility requirements have been met before issuing any payments.

F Definition of Improper Payment

Improper payment, as defined by OMB, means any payment that should **not** have been issued or was issued in an incorrect amount under statutory, contractual, administrative, or other legally applicable requirement.

601 Payment Limitation

A Payment Limitation Amount

*--The payment limitation for LFP is \$125,000 per program year. The \$125,000 program year payment limitation is shared with the following programs for:

- 2011 program year:
 - ELAP
 - LIP--*
 - SURE

Notes: Applicable to losses sustained during 2011 B program year (October 1 through December 31, 2011).

*--If it is determined that a producer's LFP payment will exceed the \$100,000 payment limit, State Offices should e-mail the following information to Lenior Simmons, at lenior.simmons@wdc.usda.gov, so that the Payment Limitation record can be increased:

- "County Name"
- "Producer Name".

A producer's Payment Limitation record will be increased only by the amount needed to satisfy the 2011B LFP payment.--*

- 2012 and subsequent program years:
 - ELAP
 - LFP.

602-649 (Reserved)

902 Payment Eligibility (Continued)

B Eligibility Values (Continued)

Eligibility Determination	Value	*--Eligible for ELAP Payment--*
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

903 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 ELAP Gross Payment Report.--*

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.**

904-914 (Reserved)

Section 2 Issuing ELAP Payments

915 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 Gross Payment Report	To compute the gross payment amount for the producer.	ELAP Gross Payment Report-- 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. 	Business File
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

915 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 Gross Payment Report from the National Office.
2	Ensure that the County Office received the approved ELAP Gross Payment Report 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 Business File is updated according to 3-PL (Rev. 1).--*
7	Ensure that substantive change values are updated according to 5-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 Gross Payment Report is recorded in the web-based ELAP payment software according--* to paragraph 919.

916 Program Year Selection Page

A Introduction

Because an automated application process is **not** available, the amounts calculated through *-the ELAP Gross Payment Report **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://fsaintranet.sc.egov.usda.gov/fsa/applications.asp**. From the FSA Intranet Screen, under “FSA Applications” “Applications Directory”, CLICK “**D-F**”. The FSA Intranet Screen will be redisplayed with applications with names started from D to F. 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. CLICK “**Login with LincPass (PIV)**” or enter user ID and password and 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.



917 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 919 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.

918 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”.

919 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. *--Note: See subparagraphs C and D for information--* about the Select Physical Location Page.	The Record Calculated Payment Page will be displayed.

919 Recording ELAP Payment Data (Continued)

B Recording Payment Amounts (Continued)

Step	Action	Result
4	<p>On the Record a Calculated Payment page, users shall record the following gross amounts provided in the *--ELAP Gross Payment Report:</p> <ul style="list-style-type: none"> • Farm-Raised Fish Death • Farm-Raised Fish Feed • Honeybee Colony • Honeybee Feed • Honeybee Hive • Livestock Cattle Tick Fever • Livestock Death • Livestock Feed • Livestock Grazing.--* <p>CLICK “Submit” to continue with the process.</p> <p>Notes: See subparagraph E for additional information.</p> <p style="text-align: center;">Amounts shall be recorded in whole dollars without dollar signs or commas.</p>	<p>The Record a 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>

919 Recording ELAP Payment Data (Continued)

C Select a 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.

919 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 a Calculated Payment

Year: 2012 **Admin State:** Kansas **Admin County:** Johnson
Physical State: Kansas **Physical County:** Johnson

Producer: IMA Farmer

2012 ELAP

Farm-Raised Fish Death (\$)	: 0
Honeybee Colony (\$)	: 0
Honeybee Hive (\$)	: 800
Honeybee Feed (\$)	: 0
Farm-Raised Fish Feed (\$)	: 2175
Livestock Feed (\$)	: 0
Livestock Grazing (\$)	: 3460
Livestock Death (\$)	: 0
Livestock Cattle Tick Fever (\$)	: 0

Submit Cancel

--*

919 Recording ELAP Payment Data (Continued)

F Record a Calculated Payment Page Options

The following options are available on the Record a 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.
“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>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 Gross Payment Report is \$0.--*</p>	Ensure that an amount has been recorded in each field.

919 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.

*--

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 Confirmation

Year: 2012 **Admin State:** Kansas **Admin County:** Johnson
Physical State: Kansas **Physical County:** Johnson

Producer: IMA Farmer

i • **New Payment Confirmation. Press "Confirm" to proceed.**

2012 ELAP

Farm-Raised Fish Death (\$)	: 0
Honeybee Colony (\$)	: 0
Honeybee Hive (\$)	: 800
Honeybee Feed (\$)	: 0
Farm-Raised Fish Feed (\$)	: 2,175
Livestock Feed (\$)	: 0
Livestock Grazing (\$)	: 3,460
Livestock Death (\$)	: 0
Livestock Cattle Tick Fever (\$)	: 0

Confirm Back Cancel

--*

919 Recording ELAP Payment Data (Continued)

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.

920 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 Effect 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.

921 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.

*--

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/Delete a Calculated Payment

Year: 2012 **Admin State:** Kansas **Admin County:** Johnson
Physical State: Kansas **Physical County:** Johnson

Producer: IMA Farmer

2012 ELAP

Farm-Raised Fish Death (\$)	: 0
Honeybee Colony (\$)	: 0
Honeybee Hive (\$)	: 800
Honeybee Feed (\$)	: 0
Farm-Raised Fish Feed (\$)	: 2175
Livestock Feed (\$)	: 0
Livestock Grazing (\$)	: 3460
Livestock Death (\$)	: 0
Livestock Cattle Tick Fever (\$)	: 0

Modify Delete Cancel

--*

921 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.

922 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.

*--

The screenshot displays the 'Modify Calculated Payment Confirmation' page for the 2012 ELAP program. The header includes the USDA logo and 'Farm Service Agency' branding. A navigation bar contains links for 'ELAP Home', 'About FSA', 'Help', 'Contact Us', 'Exit ELAP', and 'Logout of eAuth'. On the left, an 'ELAP Menu' sidebar offers options like 'Welcome Bobbie Butler', 'Role: County User', and 'Payments' (Change Program Year, Change State/County, Main Menu). The main content area shows the user's details: Year: 2012, Admin State: Kansas, Physical State: Kansas, Admin County: Johnson, Physical County: Johnson, and Producer: IMA Farmer. An information box instructs the user to 'Modify Confirmation. Press "Confirm" to proceed.' Below this is a table titled '2012 ELAP' listing various categories and their corresponding dollar amounts. At the bottom of the page, there are three buttons: 'Confirm', 'Back', and 'Cancel'.

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.

--*

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.

923 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: 2012 **Admin State:** Kansas **Admin County:** Johnson
Physical State: Kansas **Physical County:** Johnson

Producer: IMA Farmer

2012 ELAP

Farm-Raised Fish Death (\$)	0
Honeybee Colony (\$)	1,650
Honeybee Hive (\$)	800
Honeybee Feed (\$)	0
Farm-Raised Fish Feed (\$)	2,175
Livestock Feed (\$)	0
Livestock Grazing (\$)	3,460
Livestock Death (\$)	0
Livestock Cattle Tick Fever (\$)	0

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

Confirm Back Cancel

--*

923 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.

924 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 Gross Payment Report are recorded
- subsidiary system including data about eligibility, combined producer, and Business File--*
- 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.

924 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.

924 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 CCC-851 or CCC-934 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.

925 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 • Honeybee Colony gross payment amount • Honeybee Hive gross payment amount • Honeybee 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 • Livestock Cattle Tick Fever 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.

925 ELAP Payment Process (Continued)

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

Step	Action		
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.
	any business type other than individual	“No”	the payment entity is not eligible for payment.
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 Business File.		
6	System checks the web-based subsidiary eligibility data for the applicable program year--* 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.	

925 ELAP Payment Process (Continued)

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

Step	Action	
7	System controls payment limitation for payment entity and members of joint operations as described in paragraph 600.	
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.

926 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
--Note: The Pending Overpayment Report is accessed through the Pending Overpayment Summary Report according to 9-CM, paragraph 64.5.--		
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 927

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

929 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"> • CCC-851 • CCC-934. 	Payment was issued and later something occurred that changed the amount in the *--ELAP Gross Payment Report.--*	
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"> • CCC-851 • CCC-934. 	CCC-851 or CCC-934 was canceled after payments were issued to the producer.	

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		250, 650, 915
CCC-37	Joint Payment Authorization		250, 650, 915
CCC-257	Schedule of Deposit		1
CCC-526	Payment Eligibility Average Adjusted Gross Income Certification		900
CCC-851	Emergency Loss Assistance for Livestock Application	889	75, Part 10, 900, 924, 929
CCC-851-1	Emergency Loss Assistance for Livestock Payment Calculation Worksheet	891, 899.24	Part 10
CCC-851-A	Continuation Sheet for Emergency Loss Assistance for Livestock Application	889	
CCC-852	Livestock Indemnity Program Application	76	Text
CCC-853	Livestock Forage Disaster Program Application	442	Parts 6-8
CCC-853-1	Estimated Livestock Forage Disaster Program Payment Calculation Worksheet	443	651
CCC-854	Livestock Indemnity Program Third Party Certification	74	73
CCC-855	Emergency Assistance for Livestock, Honey Bees, and Farm Raised Fish Program (ELAP) and Livestock Forage Disaster Program (LFP) Lease Agreement Certification Statement	412	411, 830, 887
CCC-860	Socially Disadvantaged, Limited Resource and Beginning Farmer or Rancher Certification		Part 10

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

Forms (Continued)

Number	Title	Display Reference	Reference
CCC-901	Members Information 2009 and Subsequent Years		Text
CCC-902	Farm Operating Plan		Text
CCC-931	Average Adjusted Gross Income (AGI) Certification and Consent to Disclosure of Tax Information		650
CCC-934	Emergency Loss Assistance for Farm-Raised Fish/Honey Bees Application	890	Part 10, 924, 929
CCC-934-1	Emergency Loss Assistance for Farm-Raised Fish Losses Payment Calculation Worksheet	890.5, 899.9	Part 10
CCC-934-A	Continuation Sheet for Emergency Loss Assistance for Farm-Raised Fish/Honey Bees Application	890	Part 10
CCC-941	Average Adjusted Gross Income (AGI) Certification and Consent to Disclosure of Tax Information - Agricultural Act of 2014		73, 75, 250, 440, 441, 887, 888
FSA-325	Application for Payment of Amounts Due Persons Who Have Died, Disappeared, or Have Been Declared Incompetent		Text
FSA-578	Report of Acreage		Text