

FSA
HANDBOOK

Emergency Assistance for Livestock, Honeybees,
and Farm-Raised Fish Program Automation

For State and County Offices

SHORT REFERENCE

2-ELAP

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

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**Emergency Assistance for Livestock,
Honeybees, and Farm-Raised Fish Automation
2-ELAP**

Amendment 1

Approved by: Acting Deputy Administrator, Farm Programs



Amendment Transmittal

A Reason for Issuance

This handbook provides automation procedure for using the ELAP payment calculation workbook.

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Part 1 General Information

1 Basic Provisions

A Purpose

This handbook contains instructions for using a spreadsheet and payment application to issue ELAP payments.

B Authority and Responsibilities

PDD has the authority and responsibility for the instructions in this handbook. SND has the authority and responsibility for policy in 1-ELAP.

C Related FSA Handbooks

The following FSA handbooks are related to ELAP.

IF the area of concern is about...	THEN see...
appeals	1-APP.
assignments and joint payments	63-FI.
ELAP policy and procedure	1-ELAP.
common payment process	9-CM.
HELC and/or WC provisions	6-CP.
issuing payments	1-FI.
managing FSA and CCC debts, receivables, and claims	58-FI.
misaction, misinformation, or equitable relief, scheme, device, or failure to fully comply	7-CP.
payment eligibility	6-PL.
prompt payment provisions or foreign person tax withholding	61-FI.
receipt for service and customer interactions	22-AO.
reporting to IRS	62-FI.
signatures, estates, trusts, minors, or powers of attorney, registers, or controlled substance violations	1-CM.
web-based eligibility records	3-PL (Rev. 2).

2 Responsibilities

A Background

The responsibilities described in this paragraph are in addition to the responsibilities in 1-ELAP.

B Office Responsibilities

The following table describes the responsibilities of each office for ELAP activity.

Office	Responsibilities
PDD	Implements payment processes to support ELAP functions in State and County Offices. Provides procedural assistance to State Offices on data entry requirements and software operations.
State Offices	Provides application training to County Offices. Provides procedural assistance to County Offices on data entry requirements and software operations.

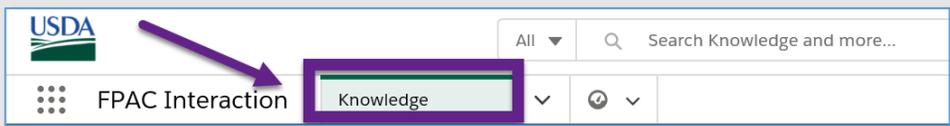
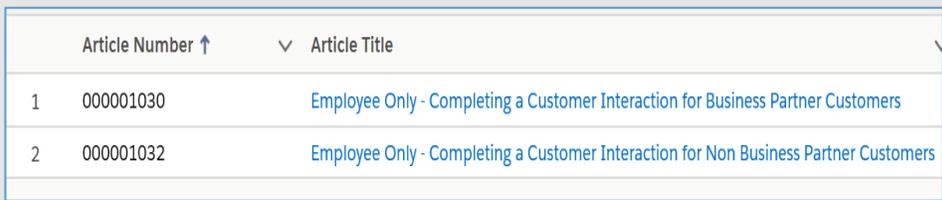
3 Customer Interaction

A Overview

See 22-AO for policy for receipt for service and customer interactions. All ELAP activity requires entry of a customer interaction in Farmers.gov.

B Instructions

Follow the knowledge articles available in Farmers.gov when entering customer interactions.

Step	Action
1	<p>Access Farmers.gov by selecting “Farmers.gov Employee Portal” from the FSA Applications Menu.</p> 
2	<p>From the menu bar, CLICK “Knowledge”.</p> 
3	<p>Select “Employee Information Articles” from the drop-down menu.</p> 
4	<p>Select either of the customer interaction knowledge articles for additional instructions.</p> 

4-10 (Reserved)

Part 2 ELAP Payment Calculation Workbook

Section 1 General Information

11 Creating ELAP Workbook Folder

A Introduction

Until an automated application process becomes available, the National Office has created an excel workbook to capture all data provided on CCC-934 and CCC-851. All data **must** be recorded by the County Office in the payment calculation worksheets

The payment calculation worksheets will also collect the information to print the CCC-934, CCC-934-1, CCC-851, and CCC-851-1 based on the information obtained.

Note: If the COC adjusts any value on the manual CCC-934 and CCC-851, the County Office must update the value in the payment calculation worksheet to the COC determined value prior to printing the CCC-934-1, CCC-851-1, and summary page.

B Creating Workbook Folder

The following table provides instructions for creating the ELAP payment calculation workbook folder.

This folder **must** be created:

- on the (S:) drive
- before saving any ELAP workbook for a producer.

Step	Action
1	Navigate to S:\FSA\
2	within S:\FSA, create the subfolder “ELAP”
3	within S:\FSA\ELAP, create the subfolder “2021”
<p>Important: It is critical that the folder structure is S:\FSA\ELAP\2021 for the workbook to function.</p>	

12 Accessing ELAP Workbook

A Overview

A blank copy of the ELAP workbooks can be found on the DAFP Intranet website.

B Accessing the ELAP Payment Calculation Workbook

The following table provides instructions for accessing the ELAP payment calculation workbook.

Step	Action
1	Access the FSA’s Intranet DAFP web site at https://inside.fsa.usda.gov/program-areas/dafp/index .
2	On the FSA Intranet DAFP Tab, scroll down and CLICK “ ELAP Payment Calculation Worksheets ”. Note: There are separate workbooks for the CCC-934 and CCC-851.
3	Save the workbooks according to paragraph 11.

13 Exporting ELAP Workbook

A Overview

The Summary tab of each workbook contains an “Export” button to automatically create an “xml” file containing data entered in the application. The export will create a name for the file based on the county and producer name entered in the application and save it to the S:\FSA\ELAP\20XX folder.

Note: If two applications are entered for the same producer name and county the file will overwrite itself.

If updates are done on a spreadsheet for rates or if due to COC determination, spot-checks, or error/omissions appeals, the import function maybe used to make edits to an existing application.

14-20 (Reserved)

Section 2 ELAP Livestock Workbook

21 Using ELAP Livestock Workbook

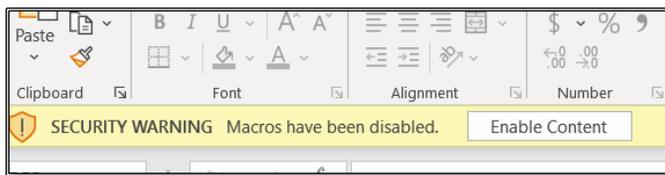
A Overview

All ELAP livestock information recorded on the CCC-851 **must** be recorded in the ELAP Livestock workbook for the applicable program year.

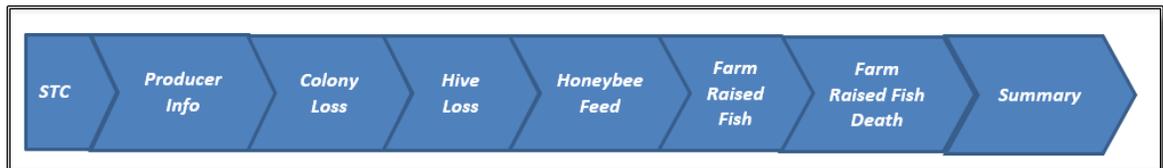
If after the COC acts on the application, and if the COC determines different values for any of the sections, use the adjusted numbers that the COC determined in the calculator based on the manual form entries.

B Accessing the ELAP Livestock Workbook

Before recording the livestock information, the user must enable the macros. by clicking “Enable Content” from the top toolbar.



Header tabs for each part of the CCC-851 and CCC-851-1 are provided at the top of all worksheets to help navigate through the workbook. Users may also click the sheets on the bottom of the excel workbook to navigate.



22 STC Tab

A Overview

The STC tab is updated one time prior to using the calculator. Since the values entered are based on STC determination, the State Office may update the tab before distribution to the Field Offices or the Field Offices may enter the information prior to use.

Note: Calculations for grazing losses use the STC determined values in lookup tables, data validation, and payment calculations. Failure to update the information will result in an error in the payment calculation.

B Example of STC Tab

The following is an example of the STC tab.

<i>STC</i>		<i>Producer Information</i>		<i>Livestock Information</i>		<i>Grazing - Cash/Owned</i>		<i>Grazing - A</i>	
<i>1) Pasture Types</i>				<i>2) Carrying Capacity</i>					
Annual Crabgrass				8.00					
Annual Ryegrass				7.00					
Forage Sorghum				9.00					
Improved Pasture				2.00					
Long Season Small Grains				6.00					
Native Pasture				10.00					
Short Season Small Grains				4.00					

22 STC Tab (Continued)

C Descriptions and Actions for STC Tab

The following table provides the descriptions and actions for the STC tab.

Column	Description/Action
Pasture Types	Enter the applicable pasture type. Note: Although this is a free form field, users shall record the pastures type names according to 2-CP.
Carrying Capacity	Enter the carrying capacity using 2 decimals.

23 Producer Information Tab

A Introduction

The Producer Information tab allows users to enter the following information:

- producer name and address
- application number
- loss events
- loss conditions.

B Example of Producer Information Tab

Following is an example of the Producer Information tab.

Loss Events	Loss 1	Loss 2	Loss 3
11) Eligible Loss Condition:	hurricane		
12) Date When Loss Occurred:	10/1/2021		
13) Date When Loss Was Apparent:	10/1/2021		
14) Physical Location County of Loss:	Cerro Gordo F-1112		
15) Where were the livestock physically located on the beginning date of the eligible loss condition(s) provided in 11? (Include County name, farm number, tract number, and field number.)	Cerro Gordo F-1112		
16) Where is the current physical location of the livestock in inventory? (Include County name, farm number, tract number, and field number.)	Cerro Gordo F-1112		
17) Associated Producers		jimmy 50%	
18) Other Compensation (Contract Grower Only):		\$100.00	

23 Producer Information Tab (Continued)

C Field Descriptions and Actions for Producer Information Tab

The following table provides field descriptions and actions for completing the Producer Information tab.

Field	Description/Action
Macros	
	Erases the entire workbook.
	Prints the CCC-851.
	Imports an existing file from a completed workbook that has been previously exported.
	Exports the worksheets to a xlm workbook.
General Information	
3	Enter the Administrative State and county code without a dash. Example: Worth County, Iowa users would enter 19195. The calculator will display with a dash.
4	Enter the County Office name.
5	Displays the program year.
6	Enter county assigned 4-digit application number using leading zeros. Example: The first application is “0001”.
7	Enter producer’s name. If multiple producers with the same name have applications differentiate between the names.
8	Enter the producer’s address.
9	Enter the producer’s city, State, and zip code.
10	If producer’s sign CCC-860 and meet the definition of SDA/BF/LR/VF enter yes, otherwise enter no using the drop-down menu.
Loss Events	
Enter loss event. The first loss event should be 1. Note: Only the farthest left loss event will print on the manual form. For subsequent loss events the user may click “Update Notice of Loss” and the loss events will copy over to the columns to the right to retain the data.	
11	Enter the eligible loss condition for the applicable loss event.
12	Enter the date when the loss occurred for the applicable loss event.
13	Enter the date when the loss was apparent for the applicable loss event.
14	Enter the physical location county of where the loss occurred.
15	Enter the physical location of the livestock on the beginning date of eligible loss condition.
16	Enter the current physical location of the livestock. Include the county name, farm number, tract number and field number.
17	Enter associated producers.
18	Enter other compensation. This is for contract growers only.

24 Livestock Information Tab

A Overview

The Livestock Information tab will capture the applicable livestock information.

B Example of Livestock Information Tab

Following is an example of the Livestock Information tab.

STC												
Producer Information		Livestock Information		Grazing - Cash Owned	Grazing - AUM	Grazing - Fire	Feeding - Purchased and Produced		Feeding - Purchased Above Normal	Water Hauling	Cattle Tick	Summary
PART A - LIVESTOCK INFORMATION												
Livestock Group	19. Loss Event Number	20. Livestock Kind/Type and Weight Range	21. Livestock Inventory	22. Share %	23. Number of Days Grazing Lost (NTE 150 Days)							
A	1	Beef, Adult	100	100.00%	50							
B	4	Beef, Nonadult less than 500	110	100.00%	50							
C												
D												
E												
Eligible Loss Condition:						hurricane						
Date When Loss Occurred:						10/1/2021						
Date When Loss Was Apparent:						10/1/2021						
Physical Location County of Loss:						home						

24 Livestock Information Tab (Continued)

C Field Descriptions and Actions for Livestock Tab

The following table provides field descriptions and actions for completing the livestock information.

Field	Description/Action
Livestock Group	Populated with the letters A through J to identify the livestock group for use in other sections of the calculator.
19	Enter the loss event number that is associated with the livestock type. Note: More than one loss event number may be added to each individual group of livestock.
20	Enter the livestock kind, type, and weight range using the drop-down menu.
21	Enter the livestock inventory for the livestock type in item 20.
22	Enter the producers share. Example: 100.00 equals 100 percent.
23	Enter the number of days that grazing was lost not to exceed 150. Note: If different types of livestock have same pasture losses ensure the grazing days lost are the same. The calculator will average the lost grazing days if multiple animal types are associated with the same pasture loss and different grazing days are entered.
Loss Events	Displays the loss events that were entered on the Producer Information tab.

25 **Grazing-Cash/Owned Tab**

A Overview

The Grazing-Cash/Owned tab will capture the applicable forage information for grazing losses cashed or leased for non-fire losses.

B Example of Grazing-Cash/Owned Tab

Following is an example of the Grazing-Cash/Owned tab.

STC	Producer Information	Livestock Information	Grazing - Cash/Owned	Grazing - AUM	Grazing - Fire	Feeding - Purchased and Produced	Feeding - Purchased Above Normal	Water Hauling	Cattle Tick	Summary
FORAGE INFORMATION - GRAZING LOSSES CASH OR LEASED - NON FIRE					PART A - LIVESTOCK INFORMATION					
24. Livestock Group	25. Pasture Type - Owned or Cash Leased Land (Non fire affected)	26. Total Acres	27. Affected Acres	28. Share	Livestock Group	20. Livestock Kind/Type and Weight Range	21. Livestock Inventory	22. Share %	23. Number of Days Grazing Lost (NTE 150 Days)	
ab	Improved Pasture	226.07	226.07	100.00%	A	Beef, Adult	664	100.00%	31	
ab	Native Pasture	141.66	141.66	100.00%	B	Beef, Nonadult greater than 500	50	100.00%	31	
					C					
					D					
					E					
					F					
					G					
					H					
					I					
					J					
					29. Reductions - Excluding Fire:					

25 Grazing-Cash/Owned Tab (Continued)

C Field Descriptions and Actions for Grazing-Cash/Owned Tab

The following table provides field descriptions and actions for completing the forage losses for grazing-non-fire loss information.

Field	Description/Action
24	<p>Enter the livestock group letter or letters from previous section for each livestock kind/type and weight range that are grazing or would have been grazing the specific type of pasture entered in item 25.</p> <p>Note: If entering multiple livestock groups enter the letters without a space.</p> <p>Example: If a livestock groups A, B, and E are selected enter ABE without a space.</p>
25	<p>Enter all pasture types for owned or cash-leased land normally used in the operation to support the eligible livestock during the eligible adverse weather or eligible loss conditions, excluding fire, affected by the eligible adverse weather or eligible loss conditions, excluding fire, for the applicable livestock numbers using the drop-down menu.</p> <p>Pasture types include the following:</p> <ul style="list-style-type: none"> • native • improved • forage sorghums • small grains • annual ryegrass • annual crabgrass. <p>Note: Only enter pasture types for Federal or State land if the agreement is by the acres and does not provide for an allotted number of AU's or AUM's that can be grazed for an established period of time.</p>
26	<p>Enter the total number of acres, by physical location county, associated with each pasture type entered in item 25.</p> <p>Important: If all the acres in the physical location county for the pasture type were not affected by the eligible loss condition, include both unaffected and affected acres.</p>

25 Grazing-Cash/Owned Tab (Continued)

C Field Descriptions and Actions for Grazing-Cash/Owned Tab (Continued)

Field	Description/Action
27	Enter the number of acres affected by the eligible loss condition, by physical location county, associated with each pasture type entered in item 23. Note: Affected acres cannot exceed item 26.
28	Enter the producers share. Example: 100.00 equals 100 percent.
29	Enter the reductions for grazing losses for all non-fire grazing.
Part A - Livestock Information	This is a display only section for users to view the data that was entered on the Livestock Information tab.

26 Grazing-AUM Tab (Continued)

C Field Descriptions and Actions for Grazing-AUM Tab

The following table provides field descriptions and actions for the Grazing-AUM tab.

Field	Description/Action
30	<p>Enter the livestock group letter or letters from previous section for each livestock kind/type and weight range that are grazing or would have been grazing the specific type of pasture entered in item 31.</p> <p>Note: If entering multiple livestock groups enter the letters without a space.</p> <p>Example: If a livestock groups A, B, and E are selected enter ABE without a space.</p>
31	<p>Enter all pasture types for AUM or AU leased land normally used in the operation to support eligible livestock during the affected eligible loss conditions, excluding fires, for the livestock numbers entered in item 30.</p> <p>Pasture types include the following:</p> <ul style="list-style-type: none"> • native • improved • forage sorghums • small grains • annual ryegrass • annual crabgrass <p>Note: Only enter pasture types for privately leased, Federal, or State land that provide for an allotted number of AU's or AUM's that can be grazed for an established period of time. Pasture types for Federal and State leases expressed in acres and not AU's or AUM's for an established period of time must be entered in item 25.</p>
32	<p>Enter the total number of acres, by physical location county, associated with each pasture type entered in item 31.</p> <p>Important: If all the acres in the physical location county for the pasture type were not affected by the eligible loss condition, include both unaffected and affected acres.</p>

26 Grazing-AUM Tab (Continued)

C Field Descriptions and Actions for Grazing-AUM Tab (Continued)

Field	Description/Action
33	Enter the number of acres affected by the eligible loss condition, by physical location county, associated with each pasture type entered in item 31. Note: Affected acres cannot exceed item 32.
34	Enter the number of AU's allowed by the pasture type entered in item 29.
35	Enter the reductions for grazing losses for all non-fire grazing.
Part A - Livestock Information	Displays the information entered on the Livestock Information tab.

27 **Grazing-Fire Tab**

A Overview

The Grazing-Fire tab will capture the applicable forage information for grazing losses-for fire losses.

B Example of Grazing-Fire Tab

Following is an example of the Grazing-Fire tab.

STC		Producer Information		Livestock Information		Grazing - Cash/Owned		Grazing - AUM		Grazing - Fire		Feeding - Purchased and Produced		Feeding - Purchased Above Normal		Water Hauling		Cattle Tick		Summary		
FORAGE INFORMATION - GRAZING LOSSES - FIRE										PART A - LIVESTOCK INFORMATION												
36. Livestock Group	37. Pasture Type - Owned or Cash Leased Land (Non fire affected)	38. Total Acres	39. Affect ed Acres	40. Share	Livesto ck Group	20. Livestock Kind/Type and Weight Range	21. Livestoc k Inventory	22. Share %	23. Numb er of Days Grazi ng Lost (NTE 150)													
A	Improved Pasture	500.00	500.00	100%	A	Beef, Adult	664	100.00%	31													
					B	Beef, Nonadult greater than 500	50	100.00%	31													
					C	0	0	0.00%	0													
					D	0	0	0.00%	0													
					E	0	0	0.00%	0													
					F	0	0	0.00%	0													
					G	0	0	0.00%	0													
					H	0	0	0.00%	0													
					I	0	0	0.00%	0													
					J	0	0	0.00%	0													
										41. Reductions - Fire:												

27 Grazing-Fire Tab (Continued)

C Field Descriptions and Actions for Grazing-Fire Tab

The following table provides field descriptions and actions for the Grazing-Fire tab.

Field	Description/Action
36	<p>Enter the livestock group letter or letters from previous section for each livestock kind/type and weight range that are grazing or would have been grazing the specific type of pasture entered in item 37.</p> <p>Note: If entering multiple livestock groups enter the letters without a space.</p> <p>Example: If a livestock groups A, B, and E are selected enter ABE without a space.</p>
37	<p>Enter all pasture types of land that were affected by wildfire on all non-Federal managed lands.</p> <p>Pasture types include the following:</p> <ul style="list-style-type: none"> • native • improved • forage sorghums • small grains • annual ryegrass • annual crabgrass.
38	<p>Enter the total number of acres, by physical location county, associated with each pasture type entered in item 37.</p> <p>Important: If all the acres in the physical location county for the pasture type were not affected by the eligible loss condition, include both unaffected and affected acres.</p>
39	<p>Enter the number of acres affected by the eligible loss condition, by physical location county, associated with each pasture type entered in item 37.</p> <p>Note: Affected acres cannot exceed item 38.</p>
40	<p>Enter the producer's share of the acres in item 38. Enter 100 for 100%.</p>
41	<p>Enter the reductions for grazing losses for fire.</p>
Part A - Livestock Information	<p>Displays the information that was entered on the Livestock tab.</p>

28 Feeding-Purchased and Produced Tab

A Overview

The Feeding-Purchased and Produced tab will capture the applicable feeding purchased and produced information.

B Example of Feeding-Purchased and Produced Tab

Following is an example of the Feeding-Purchased and Produced tab.

STC	Producer Information	Livestock Information	Grazing - Cash/Owned	Grazing - AUM	Grazing - Fire	Feeding - Purchased and Produced	Feeding - Purchased Above Normal	Water Hauling	Cattle Tick	Summary	
PURCHASED AND PRODUCED, FEED LOST AND ADDITIONAL EXPENSES						PART A - LIVESTOCK INFORMATION					
42. Feed Not Fed	43. Livestock Group	44. Pasture Type	45. Type of Lost Feed Produced/Purchased	46. Eligible Quantity Lost	47. Dollar Value Lost	48. Share	49. Produced or Purchased	Livestock Group	20. Livestock Kind/Type and Weight Range	21. Livestock Inventory	22. Share %
N	ab	Improved Pasture	Improved Grass Haylage 2200#-role	466.00	\$48,697.00	100.00%	Produced	A	Beef, Adult	664	100.00%
								B	Beef, Nonadult greater than 500	50	100.00%
								C			
								D			
								E			
								F			
								G			
								H			
								I			
								J			
50. Reductions - Purchased/Produced Feed:											

28 Feeding-Purchased and Produced Tab (Continued)

C Field Descriptions and Actions for the Feeding-Purchased and Produced Tab

The following table provides field descriptions and actions for the Feeding-Purchased and Produced tab.

Field	Description/Action
42	Enter an "F" if the loss was due to fire or a "N" if it was losses other than fire using the drop-down menu.
43	<p>Enter the livestock group letter or letters from previous section for each livestock kind/type and weight range that are grazing or would have been grazing the specific type of pasture entered in item 44.</p> <p>Note If entering multiple livestock groups enter the letters without a space.</p> <p>Example: If a livestock groups A, B, and E are selected enter ABE without a space.</p>
44	<p>Enter all pasture types the livestock listed in item 43 normally grazed during the eligible loss conditions, by physical location, which caused the produced feed lost.</p> <p>Pasture types include the following:</p> <ul style="list-style-type: none"> • native • improved • forage sorghums • small grains • annual ryegrass • annual crabgrass.
45	Enter the type of produced feed which was lost because of an eligible loss condition, by physical location, that was intended to be fed to eligible livestock.
46	Enter the eligible quantity of produced feed which was lost because of an eligible loss condition, such as tons of hay lost or tons of silage lost, by physical location.
47	Enter the dollar value of produced feed lost.
48	Enter the producer's share of the dollar value of produced feed lost entered in item 47.
49	Enter if the lost feed was purchased or produced using the dropdown.
50	Enter any reductions from purchased or produced feed.
Part A - Livestock Information	Displays the information that was entered on the Livestock tab.

29 Feeding-Purchased Above Normal Tab

A Overview

The Feeding - Purchased Above Normal tab will capture the applicable feeding purchased above normal information.

B Example of Feeding-Purchased Above Normal Tab

Following is an example of the Feeding-Purchased Above Normal tab.

ADDITIONAL FEED PURCHASED ABOVE NORMAL										PART A - LIVESTOCK INFORMATION			LIVESTOCK LOSS INFORMATION									
51. Feed Year	52. Livestock Group	53. Quantifying Weather Event	54. Justice Outside Grazing Period (EO)	55. Pasture Type - Owned or Cash Leased Land (Not for adjacent)	56. Type of Feed Purchased Above Normal	57. Cost of Feed Purchased in Application Year	58. Cost of Feed Purchased in 1 Year Prior	59. Cost of Feed Purchased in 2 Years Prior	60. Producers Cost of Feed Purchased in 2 Years	60. Share	20. Livestock Group	21. Livestock Kind Type and Weight Range	22. Livestock Inventory	23. Share %	24. Number of Days Grazing Lost (NTE 150 Days)	Loss Event 1	Loss Event 2	Loss Event 3	Loss Event 4	Loss Event 5	Loss Event 6	
											A	Bovf, Adult	664	100.00%	31							
											B	Bovf, Nonadult greater than 500	50	100.00%	31							
											C											
											D											
											E											
											F											
											G											
											H											
											I											
											J											

61. Reductions - Non Fire During Grazing Period Feed Above Normal	
62. Reductions - Non Fire Outside Grazing Period Feed Above Normal	
63. Reductions - Fire Feed Above Normal	

Eligible Loss Condition:						
Date When Loss Occurred:	9/20/2019					
Date When Loss Was Apparent:	9/20/2019					
Physical Location County of Loss:	chambers					

29 Feeding-Purchased Above Normal Tab (Continued)

C Field Descriptions and Actions for the Feeding-Purchased Above Normal Tab

The following table provides field descriptions and actions for the Feeding-Purchased Above Normal tab.

Field	Description/Action
51	Enter an "F" if the loss was due to fire or a "N" if it was losses other than fire using the drop-down menu.
52	Enter the livestock group letter or letters from previous section for each livestock kind/type and weight range that are grazing or would have been grazing the specific type of pasture entered in item 55. Note: If entering multiple livestock groups enter the letters without a space. Example: If a livestock groups A, B, and E are selected enter ABE without a space.
53	Enter the qualifying weather event.
54	Enter an "O" if the loss was outside the STC approved grazing period or "I" if it was inside the STC approved grazing period for the pasture type.
55	Enter all pasture types the livestock listed in item 52 normally grazed during the eligible adverse weather or eligible loss conditions, by physical location, which caused the additional feed purchased and additional expenses. Pasture types include the following: <ul style="list-style-type: none"> • native • improved • forage sorghums • small grains • annual ryegrass • annual crabgrass.
56	Enter the type of additional feed purchased to sustain livestock, by physical location, or additional expenses incurred, such as tons of hay purchased, cost incurred for clearing snow to provide feed to livestock, etc.
57	Enter the current year dollar value of additional feed purchased above normal to sustain livestock, or additional expenses incurred.
58	Enter the dollar value/expenses incurred for the same time period for the previous year .
59	Enter the dollar value/expenses incurred for the same time period 2 years ago .
60	Enter the producer's share of additional feed purchased above normal to sustain livestock or additional expenses incurred.
61	Enter any reductions for additional feed purchases, non-fire during grazing period feed above normal.

29 Feeding-Purchased Above Normal Tab (Continued)

C Field Descriptions and Actions for the Feeding-Purchased Above Normal Tab (Continued)

Field	Description/Action
62	Enter any reductions for additional feed purchases, non-fire outside grazing period feed above normal.
63	Enter any reductions for additional feed purchases, fire feed above normal.
Part A - Livestock Information	Displays the information that was entered on the Livestock tab.
Loss Event Information	Displays the Loss Events that were entered on the Producer Information tab.

30 Water Hauling Tab

A Overview

The Water Hauling tab will capture the applicable water transportation information.

B Example of the Water Hauling Tab

Following is an example of the Water Hauling tab.

STC	Producer Information	Livestock Information	Grazing - Cash/Owned	Grazing - AUM	Grazing - Fire	Feeding - Purchased and Produced	Feeding - Purchased Above Normal	Water Hauling	Cattle Tick	Summary	
WATER TRANSPORTING							PART A - LIVESTOCK INFORMATION				
64. Livestock Group	65. Pasture Type - Owned or Cash Leased Land (Non fire affected)	66. Total Gallons of Water Transported	67. Share	68. Type of Method of Transporting	69. Water Transporting Start Date	70. Water Transporting End Date	Livestock Group	20. Livestock Kind/Type and Weight Range	21. Livestock Inventory	22. Share %	23. Number of Days Grazing Lost (NTE 150 Days)
D	Long Season Small Grains	40,000.00	100.00%	Contracted Water Transportation	10/1/2021	10/31/2021	A	Beef, Adult	664	100.00%	31
D	Forage Sorghum	30,000.00	100.00%	Personal Labor/Equipment	9/1/2021	9/30/2021	B	Beef, Nonadult greater than 700	50	100.00%	31
E	Long Season Small Grains	200,000.00	100.00%	Hired Labor/Rented Equipment	9/1/2021	9/30/2021	C				
							D				
							E				
							F				
							G				
							H				
							I				
							J				

30 Water Hauling Tab (Continued)

C Field Descriptions and Actions for Water Hauling Tab

The following table provides field descriptions and actions for the Water Hauling tab.

Field	Description/Action
64	<p>Enter the livestock group letter using the dropdown for each livestock kind/type and weight range that are grazing or would have been grazing the specific type of pasture entered in item 65.</p> <p>Note: For this tab only one livestock group may be selected per row.</p>
65	<p>Enter all pasture types the livestock listed in item 64 normally grazed during the eligible adverse weather or eligible loss conditions, by physical location which caused the water transporting loss.</p> <p>Pasture types include the following:</p> <ul style="list-style-type: none"> • native • improved • forage sorghums • small grains • annual ryegrass • annual crabgrass.
66	<p>Enter the total gallons of water the producer transported in the program year for the livestock reported in item 64.</p>
67	<p>Enter the producer’s share of the total gallons of water transported as entered in item 66.</p>
68	<p>Using the drop-down menu enter the method used to transport water to eligible livestock.</p> <p>[need lead in for these bullets]</p> <ul style="list-style-type: none"> • Personal Labor/Equipment • Hired Labor/Rented Equipment • Contracted Water Transportation.
69	<p>Enter the later of the date the producer started transporting water or the date the county hit D3 in the program year or the date the eligible loss condition occurred.</p>
70	<p>Enter the date the producer stopped transporting water in the program year by physical location.</p>
Part A - Livestock Information	<p>Displays the information that was entered on the Livestock tab.</p>

31 Cattle Tick Tab

A Overview

The Cattle Tick tab will capture the applicable cattle tick information

B Example of Cattle Tick Tab

Following is an example of the Cattle Tick tab.

STC	Producer Information	Livestock Information	Grazing - Cash Owned	Grazing - AUM	Grazing - Fire	Feeding - Purchased and Produced	Feeding - Purchased Above Normal	Water Hauling	Cattle Tick	Summary
CATTLE TICK							PART A - LIVESTOCK INFORMATION			
71. Livestock Group	72. Livestock Kind/Type and Weight Range	73. Livestock Inventory	74. Share %	75. Producer Share of Inventory	76. Number Treated	77. Date	180 Day Livestock Feed Cost - Fire	Livestock Kind/Type and Weight Range	Livestock Inventory	Share %
A	Beef, Adult	664	100.00%	664	525	7/1/2021	A	Beef, Adult	664	100.00%
B	Beef, Nonadult greater than 500	50	100.00%	50	45	7/1/2021	B	Beef, Nonadult greater than 500	50	100.00%
							C			

31 Cattle Tick Tab (Continued)

C Field Descriptions and Actions for Cattle Tick Tab

The following table provides field descriptions and actions for the Cattle Tick tab.

Field	Description/Action
71	Using the drop-down menu select the livestock group letter that were treated for cattle tick. Note: Only one livestock group may be selected using the drop-down menu.
72	The livestock kind, type and weight range will display for the livestock group entered in item 71 based on the entry in the Livestock Information tab.
73	The livestock inventory will display for the livestock group entered in item 71 based on the entry in the Livestock Information tab.
74	The share percentage will display for the livestock group entered in item 71 based on the entry in the Livestock Information tab.
75	The producer share of inventory will display based on the livestock inventory times share. This value is calculated based on livestock inventory times share percentage.
76	Enter the number of livestock treated for cattle tick for the livestock group entered in item 71. This number should not exceed the number in item 75
77	Enter the date the livestock were treated for cattle tick.
Part A - Livestock Information	Displays the information that was entered on the Livestock tab.

32 Summary Tab

A Overview

The Summary tab summarizes all the information entered in the yellow cells throughout the workbook, and generates the following:

- manual CCC-851 (optional)
- CCC-851-1 (required to be printed and second party reviewed)
- xml file to save the data entered (required)
- summary report to aid in loading the payment amounts in the ELAP web-based payment application.

B Example of Summary Tab

Following is an example of the Summary tab.

STC	Producer Information	Livestock Information	Grazing - Cash/Owned	Grazing - AUM	Grazing - Fire	Feeding - Purchased and Produced	Feeding - Purchased Above Normal	Water Hauling	Cattle Tick	Summary
Before Exporting ensure that you create a folder called ELAP with a 2021 folder inside it in SFSA										
										
LIVESTOCK SUMMARY		<i>Livestock Grazing</i>	<i>Livestock Feed</i>	<i>Water Transporting</i>	<i>Cattle Tick</i>	<i>Total</i>				
78. Purchased & Produced Feed Lost & Additional Feed Expenses:		\$0.00	\$29,218.00			\$0.00				
79. Non-Fire, During Grazing Period:		\$9,311.00	\$0.00			\$9,311.00				
80. Fire:		\$2,465.00	\$0.00			\$2,465.00				
81. Non-Fire, Outside Grazing Period – Calculated Payment for Additional Feed Purchased Above Normal:		\$0.00	\$0.00			\$0.00				
82. Total Calculated Payment for All Grazing Losses or Additional Feed Purchases – Fire and Non-Fire:		\$11,776.00	\$29,218.00			\$11,776.00				
83. Calculated Payment for Water Transporting:				\$0.00		\$0.00				
84. Calculated Payment for Cattle Tick Fever:					\$2,736.00	\$2,736.00				

PRINT 851

PRINT 851-1

PRINT SUMMARY

32 Summary Tab (Continued)

C Field Descriptions and Actions for Summary Tab

The following table provides field descriptions and actions for the Summary tab.

Field	Description/Action
78	Displays the calculated purchased and produced feed lost and additional expenses.
79	Displays the calculated non-fire, during grazing period payment including a summary of livestock grazing and feed.
80	Displays the calculated fire payment including a summary of livestock grazing and feed.
81	Displays the calculated non-fire, outside grazing period payment including a summary of livestock grazing and feed.
82	Displays the total calculated payment for all grazing losses or additional feed purchases for fire and non-fire including a summary of livestock grazing and feed. Note: This figure will be recorded in the ELAP Payment system.
83	Displays the calculated payment for water transporting. Note: This figure will be recorded in the ELAP Payment system.
84	Displays the calculated payment for cattle tick. Note: This figure will be recorded in the ELAP Payment system.
	Prints CCC-851.
	Prints CCC-851-1.
	Prints the summary page.
	Exports the data in the workbook to S:FSA/ELAP/2021. Note: Before using the export, users must ensure that S:FSA\ELAP\2021 folder structure is created.

33-50 (Reserved)

Section 3 ELAP Honeybee and Fish Workbook

51 Using ELAP Honeybee and Fish Workbook

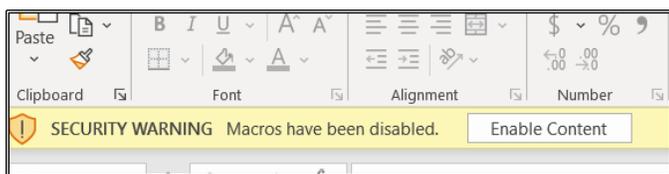
A Overview

All ELAP Honeybee and Fish information recorded on the CCC-934 **must** be recorded in the ELAP Livestock workbook for the applicable program year.

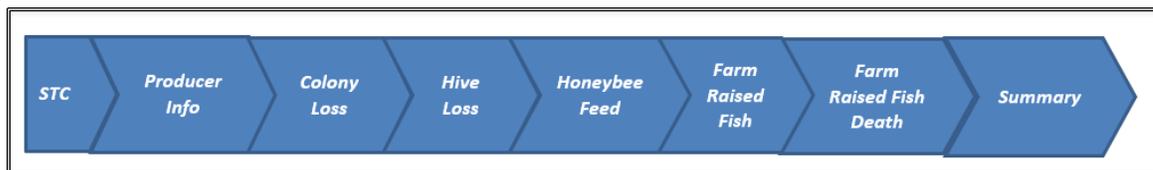
If after the COC acts on the application, and if the COC determines different values for any of the sections, use the adjusted numbers that the COC determined in the calculator based on the manual form entries.

B Accessing the ELAP Honeybee and Fish Workbook

Before recording the livestock information, the user must enable the macros by clicking “Enable Content” from the top toolbar.



Header tabs for each part of the CCC-934 and CCC-934-1 are provided at the top of all worksheets to help navigate through the workbook. Users may also click the sheets on the bottom of the excel workbook to navigate.



52 **STC Tab**

A Overview

The STC tab is updated one time prior to using the calculator. Since the values entered are based on STC determination, the State Office may update the tab before distribution to the Field Offices or the Field Office may enter the information prior to use.

Note: Calculations for grazing losses use the STC determined values in lookup tables, data validation, and payment calculations. Failure to update the information will result in an error in the payment calculation.

B Example of STC Tab

Following is an example of the STC tab.

STC		Producer Info	Colony Loss	Hive Loss	Honeybee Feed	Farm Raised Fish Feed	Farm Raised Fish Death	Summary
1.	2.	3.	4.					
<i>Fish Type/Kind/Size</i>	<i>Unit of Measure</i>	<i>Normal Mortality</i>	<i>Price</i>					
Bass/Striped/Fingerlings	Piece	5%	\$0.75					
Catfish/fingerlings	Piece	3%	\$0.50					

52 STC Tab (Continued)

C Descriptions and Actions for STC Tab

The following table provides descriptions and actions for the STC tab.

Column	Description/Action
1	Enter the type, kind, and size of each farm-raised fish for which loss occurred.
2	Enter the unit of measure, pounds, pieces, inches, or gallons, as determined by STC.
3	Enter the STC approved normal mortality for the fish type in item 1.
4	Enter the STC approved price for the fish type in item 1.

53 Producer Info Tab

A Overview

The Producer Info tab allows users to enter the following information:

- producer name and address
- application number
- loss events
- loss conditions.

B Example of Producer Info Tab

Following is an example of the Producer Info tab.

2021 ELAP Honeybee/Farm Raised Fish Calculator - Version 1.0

STC Producer Info Colony Loss Hive Loss Honeybee Feed Farm Raised Fish Feed Farm Raised Fish Death Summary



Update Notice of Loss

PRINT 934 VIEW 934

GENERAL INFORMATION		Additional Loss Events: Note only the first column will print on the manual form			
5) State/County Code:	19-033				
6) County Office Name:	Cerro Gordo, IA				
7) Program Year:	2021				
8) Application Number:	0001				
9) Producer's Name:	Johnny B Good				
10) Producer's Address:	10 Quarry Rd				
11) Producers City, State and Zip:	Nason City, IA 50401				
12) SDA/BFL/R/V?	No				
13) Loss Event	2	1			
14) Eligible Loss Condition:	blah	CCD			
15) Date When Loss Occurred:	5/20/2021	4/20/2021			
16) Date When Loss Was Apparent:	6/2/2021	7/1/2021			
17) Physical Location County of Loss:	Cerro Gordo, IA	Cerro Gordo, IA			
18) Where were the honeybee colonies/hives and/or farm raised fish physically located on the beginning date of the eligible loss condition(s)? (Include County name, farm number, etc.)	Cerro Gordo, IA	Cerro Gordo, IA F1112			
19) Where is the current physical location of the honeybees/farm raised fish in inventory? (Include County name, farm number, etc.)	Cerro Gordo, IA	Cerro Gordo, IA F1112			
20) Associated Producers	Joey Good - 50%				

53 Producer Info Tab (Continued)

C Field Descriptions and Actions for Producer Info Tab

The following table provides field descriptions and actions for completing the Producer Info tab.

Note: This sheet has three blocks to capture the information for the application and payment worksheet for different shares.

Field	Description/Action
Macros	
	Erases the entire workbook
	Prints the CCC-934.
	Imports an existing file from a completed workbook that has been previously exported.
	Exports the worksheets to a xlm workbook.
	<p>Copies the notices of losses into the Additional Loss Events for historical purposes.</p> <p>Note: Only the notice of loss in the first column will print on the manual form.</p>
General Information	
5	<p>Enter the Administrative State and county code without a dash.</p> <p>Example: Worth County, Iowa users would enter 19195. The calculator will display with a dash.</p>
6	Enter the County Office name.
7	Displays the program year.
8	<p>Enter county assigned 4-digit application number using leading zeros.</p> <p>Example: The first application is “0001”.</p>
9	Enter producer’s name. If multiple producers with the same name have applications differentiate between the names.
10	Enter the producer’s address.
11	Enter the producer’s city, State, and zip code.
12	If producer’s sign CCC-860 and meet the definition of SDA/BF/LR/VF enter yes, otherwise enter no using the drop-down menu.

53 Producer Info Tab (Continued)

C Field Descriptions and Actions for Producer Info Tab (Continued)

Field	Description/Action
Loss Events	
Enter Loss Event. The first loss event should be 1.	
Note: Only the farthest left loss event will print on the manual form. For subsequent loss events the user may click "Update Notice of Loss" and the loss events will copy over to the columns to the right to retain the data.	
13	Enter the eligible loss condition for the applicable loss event.
14	Enter the date when the loss occurred for the applicable loss event.
15	Enter the date when the loss was apparent for the applicable loss event.
16	Enter the physical location county of where the loss occurred.
17	Enter the physical location of the honeybees or farm-raised fish on the beginning date of eligible loss condition.
18	Enter where the honeybees or farm-raised fish were physically located on the beginning date of the eligible loss condition (include county name, farm number, etc., as applicable).
19	Enter the current physical location of the honeybees or farm-raised fish (include county name, farm number, etc., as applicable).
20	List all associated producers who had an ownership share of any honeybee colonies/hives and/or farm-raised fish listed and indicate the share.

54 Colony Loss Tab

A Overview

The colony loss tab will capture the applicable honeybee colony information.

B Example of Colony Loss Tab

Following is an example of the Colony tab.

2021 ELAP Honeybee/Farm Raised Fish Calculator - Version 2.0																				
STC	Producer Info	Colony Loss	Hive Loss	Honeybee Feed	Farm Raised Fish Feed	Farm Raised Fish Death	Summary	20 Colony Loss Payment Reduction												
Honeybee Colony Loss - CCC-934 and CCC-934-1							Honeybee Colony Loss - CCC-934 Continuation and CCC-934-1							Honeybee Colony Loss - CCC-934-1						
21. Producer Share	22. Loss Number	23. Inventory at Beginning of Program Year	24. Additions to Inventory Throughout Program Year	25. Reductions to Inventory Throughout Program Year	26. Total Number of Honeybee Colonies Lost During the Program Year	27. Ineligible Honeybee Colonies Lost During the Program Year	21. Producer Share	22. Loss Number	23. Inventory at Beginning of Program Year	24. Additions to Inventory Throughout Program Year	25. Reductions to Inventory Throughout Program Year	26. Total Number of Honeybee Colonies Lost During the Program Year	27. Ineligible Honeybee Colonies Lost During the Program Year	21. Producer Share	22. Loss Number	23. Inventory at Beginning of Program Year	24. Additions to Inventory Throughout Program Year	25. Reductions to Inventory Throughout Program Year	26. Total Number of Honeybee Colonies Lost During the Program Year	27. Ineligible Honeybee Colonies Lost During the Program Year
100%	1	100	20	10	30	5	50%	1	30	0	10									
Loss Event:																				
Loss Date:	2	1																		
Eligible Loss Condition:	blab	CCD																		
Date When Loss Occurred:	5/20/2021	4/20/2021																		
Date When Loss Was Reported:	6/2/2021	7/1/2021																		
Physical Location County of Loss:	Carro Goordo, IA	Carro Goordo, IA																		
Loss Event:																				
Eligible Loss Condition:																				
Date When Loss Occurred:																				
Date When Loss Was Reported:																				
Physical Location County of Loss:																				
Loss Event:																				
Eligible Loss Condition:																				
Date When Loss Occurred:																				
Date When Loss Was Reported:																				
Physical Location County of Loss:																				

54 Colony Loss Tab (Continued)

C Field Descriptions and Actions for Colony Loss Tab

The following table provides field descriptions and actions for completing the colony loss information.

Field	Description/Action
21	Enter Producer Share. Example: 100.00 equals 100 percent
22	Enter the loss number associated with the loss. The losses entered on the producer worksheet are displayed below the table.
23	Enter the inventory at the beginning of the program year
24	Enter additional purchases or additions to inventory since the beginning of the program year through the first loss event in item 22. For each subsequent loss event, enter additional purchases or additions to inventory since the previous loss event in item 22.
25	Enter all reductions (sales) to inventory since the beginning of the program year through the first loss event in item 22. For each subsequent loss event, enter all reductions (sales) to inventory since the previous loss event in item 22.
26	Enter the total number of honeybee colonies lost because of an eligible loss condition for each loss event listed in item 22. Note: If a honeybee producer reports normal mortality losses those losses must be included in this item.
27	Enter the total number of ineligible honeybee colonies lost because of an ineligible loss condition. Example: Bees were accidentally sprayed by a chemical.
28	Enter the colony loss payment reduction associated with this loss.
Loss Event	Displays the loss events that were captured on the Producer Information tab.

55 Hive Loss Tab (Continued)

C Field Descriptions and Actions for the Hive Loss Tab

The following table provides field descriptions and actions for completing the hive loss information.

Field	Description/Action
29	Enter Producer Share. Example: 100.00 equals 100 percent. Each block of information will contain only one share percentage.
30	Enter the loss number associated with the loss. The losses entered on the producer worksheet are displayed below the table.
31	Enter the inventory at the beginning of the program year
32	Enter additional purchases or additions to inventory since the beginning of the program year through the first loss event in item 30. For each subsequent loss event, enter additional purchases or additions to inventory since the previous loss event in item 30.
33	Enter all reductions (sales) to inventory since the beginning of the program year through the first loss event in item 30. For each subsequent loss event, enter all reductions (sales) to inventory since the previous loss event in item 30.
34	Enter the total number of honeybee hives lost because of an eligible loss condition for each loss event listed in item 30.
35	Enter the total number of ineligible honeybee hives lost because of an ineligible loss condition. Example: Vandalism.
36	Enter the hive loss payment reduction associated with this loss.
Loss Events	Displays the Loss Events that were entered on the Producer Information tab.

56 Honeybee Feed Tab (Continued)

C Field Descriptions and Actions for Honeybee Feed Tab

The following table provides field descriptions and actions for completing the honeybee feed tab information.

Field	Description/Action
Value of Purchased Feed and/or Additional Expenses - Honeybees	
37	The calculator will enter an "H" in the cell if an entry is provided in item 40.
38	Enter the loss number associated with the loss. The losses entered on the producer worksheet are displayed in a table to the right of the entry.
39	Enter type of purchased feed lost and/or additional expenses incurred for honeybees.
40	Enter the dollar value of purchased feed lost and/or additional expenses.
41	Enter Producer Share. Example: 100.00 equals 100 percent.
42	Enter the purchased feed loss payment reduction.
Additional Feed Purchased Above Normal - Honeybees	
43	Enter the loss number associated with the loss. The losses entered on the producer worksheet are displayed in a table to the right of the entry.
44	Enter type of additional feed purchased above normal for honeybees.
45	Enter cost of feed purchased in the application year because of loss event listed in item 43.
46	Enter cost of feed purchased 1 year before the application year, during the same timeframe of the feed purchases in item 45.
47	Enter cost of feed purchased 2 year before the application year, during the same timeframe of the feed purchases in item 45.
48	Enter Producer Share. Example: 100.00 equals 100 percent.
49	Enter the purchased feed loss payment reduction
Loss Events	Displays the Loss Events that were entered on the Producer Information tab.

57 Farm Raised Fish Feed Tab (Continued)

C Field Descriptions and Actions for Farm Raised Fish Feed Tab

The following table provides field descriptions and actions for completing the farm raised feed tab information.

Field	Description/Action
50	The calculator will enter an "F" in the cell if an entry is provided in item 53.
51	Enter the loss number associated with the loss. The losses entered on the producer worksheet are displayed in a table to the right of the entry.
52	Enter type of purchased feed lost and/or additional expenses incurred for farm raised fish.
53	Enter the dollar value of purchased feed lost and/or additional expenses.
54	Enter Producer Share. Example: 100.00 equals 100 percent
Loss Events	Displays the Loss Events that were entered on the Producer Information tab.

58 Farm Raised Fish Death Tab (Continued)

C Field Descriptions and Actions for Farm Raised Fish Death Tab

Field	Description/Action
56	Enter the loss number associated with the loss. The losses entered on the producer worksheet are displayed in a table to the right of the entry.
57	Using the dropdown, select the type/kind/size of farm raised fish as listed in the STC approved fish losses
58	The calculator will display the unit of measure for the selected type/kind/size of fish as entered on the STC section.
59	Enter the beginning inventory of farm-raised fish immediately before the beginning date of the eligible loss conditions listed in item 50.
60	Enter the ending inventory immediately after the end of the eligible loss conditions listed in item 50.
61	Enter amount of ineligible farm-raised fish losses reported by the producer, if applicable.
62	Enter the share the producer has in the farm-raised fish in item 53.
63	Enter the farm-raised fish death loss payment reduction.
Loss Events	Displays the Loss Events that were entered on the Producer Information tab.

59 Summary Tab

A Overview

The Summary tab summarizes all the information entered in the yellow cells throughout the workbook, and generates the following:

- manual CCC-934 (optional)
- CCC-934-1 (required to be printed and second party reviewed)
- xml file to save the data entered (required)
- summary report to aid in loading the payment amounts in the ELAP web-based payment application.

B Example of Summary Tab

Following is an example of the Summary tab.

2021 ELAP Honeybee/Farm Raised Fish Calculator - Version 1.0

STC > Producer Info > Colony Loss > Hive Loss > Honeybee Feed > Farm Raised Fish Feed > Farm Raised Fish > Summary

19033-Johnny B Good ELAP Honeybee/Farm Raised Fish Payment Summary

HONEYBEE & FARM RAISED FISH SUMMARY	Honeybee	Farm Raised Fish
63. Honeybee Colony Loss	\$1,200.00	
64. Honeybee Hive Loss	\$4,163.00	
65. Honeybee Feed Loss	\$1,290.00	
66. Farm Raised Fish Feed Loss		\$720.00
67. Farm Raised Fish Death Loss		\$5,063.00
Total	\$6,653.00	\$5,783.00

Before Exporting ensure that you create a folder called ELAP with a 2021 folder inside it in S.F.S.A.

PRINT 934

PRINT 934-1

PRINT SUMMARY

VIEW 934

VIEW 934 CONTINUATION 1

VIEW 934 CONTINUATION 2

VIEW 934-1



59 Summary Tab (Continued)

C Field Descriptions and Actions for Summary Tab

The following table provides field descriptions and actions for the Summary tab.

Field	Description/Action
63	The calculated honeybee colony loss payment will display to load in the ELAP payment software.
64	The calculated honeybee hive loss payment will display to load in the ELAP payment software.
65	The calculated honeybee feed loss payment will display to load in the ELAP payment software.
66	The calculated farm-raised fish feed loss payment will display to load in the ELAP payment software.
67	The calculated farm-raised fish death loss payment will display to load in the ELAP payment software.
PRINT 934	Prints the CCC-934.
PRINT 934-1	Prints the CCC-934-1.
PRINT SUMMARY	Prints the summary page.
	Exports the data in the workbook to S:FSA/ELAP/2021. Note: Before using the export, users must ensure that S:\FSA\ELAP\2021 folder structure is created.

60-99 (Reserved)

Part 3 ELAP Payment Provisions**Section 1 General Payment Provisions****100 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:

- 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 will 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 will 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.

100 General Payment Provisions for Web-Based ELAP Payments (Continued)

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.

G Payments Less Than \$1

ELAP payment processes will:

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

100 General Payment Provisions for Web-Based ELAP Payments (Continued)**H Payment Due Date**

See 61-FI for 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 must manually determine the payment due date by determining the later of the following:

- date producer signed CCC-851 or CCC-934
- date producer filed payment eligibility documentation, including the following:
 - AD-1026
 - CCC-902
 - CCC-941
- 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 must:

- 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.

101 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 table 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 Payment
AD-1026	Certified	Yes
	Not Filed	No
	Good Faith Determination	Yes
	COC Exemption	Yes
	Awaiting Affiliate Certification	No
	Affiliate Violation	No
AGI - 2014 Farm Bill Note: Applicable for 2012 and subsequent years.	Compliant	Yes
	Compliant - Producer	Yes
	Compliant - SED	Yes
	Exempt	Yes
	Failed Verification	No
	Not Compliant	No
	Not Filed	No
	Not Met - Producer	No
	Not Met - SED	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

101 Payment Eligibility (Continued)

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 table provides the priority of conditions.

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

102 Funds Control**A Insufficient Funds**

Funds are controlled at the National level. Payments that appear on the Failed Obligation/Insufficient Funds Report on the Common Payment Reports indicate funds are not available. If additional funds are required, County Offices must contact the appropriate State Office specialist. State Offices must contact the National Office to request additional allotments by sending an e-mail with the program year and amount to **all** of the following:

- **amy.mitchell1@usda.gov**
- **barry.terhark@usda.gov.**

103 Sequestering ELAP Payments

A Applying Sequestration to ELAP Payments

The Balanced Budget and Emergency Deficit Contract of 1985, as amended by the Budget Control Act of 2011, requires a reduction in payments, also known as a sequester. Whether a payment is sequestered or not depends on when the funding was “obligated”. Obligations are a behind the scenes process where the funding is reserved based on what the total possible expenditures of the program will be or the value of the contract or application when it’s approved.

Applying sequestration is the last step in the payment process after all reductions have been applied and before the payment amount is sent to NPS. The sequestered:

- payment amount for the commodity times the sequestration percentage equals the sequestration reduction amount for that commodity

Note: The resulting payment amount for all commodities is added up and the total is the ELAP payment amount sent to NPS.

- amount is applied at the payment entity level
- amount is not attributed to members.

Note: The sequestration reduction amount will be displayed on the Payment History Report.

103 Sequestering ELAP Payments (Continued)

B ELAP Sequestration Percentages

The following table provides ELAP sequestration percentages.

Program Year	ELAP Sequestration Percent
2012	Not Applicable
2013	Not Applicable
2014	7.3 percent
2015	6.8 percent
2016	6.9 percent
2017	6.6 percent
2018	6.6 percent
2019	6.2 percent
2020	5.9 percent
2021	5.7 percent

C Common Payment Reports and Sequestered Payments

If the payments for a program year are sequestered, the disclaimers on the various Common Payment Reports will have additional wording and the payment amounts on the Common Payment Reports will either be before or after sequestration was applied. See 9-CM for additional information on the Common Payment Reports.

The following table provides specific information about each report.

Note: Because the sequestration reduction is applied at the payment entity level, the amount displayed on the various Common Payment Reports that are attributed or reduced for members of the entity or joint operation will not add up to the payment amount for the payment entity.

Report	Sequestration Reduction Displayed on Report	Name of Payment Field	Amount Displayed Before or After Sequestration Applied
Estimated Calculated Payment Report			
Submitted Payments Report	Not Applicable Note: Payment Reduced will be “Yes” only if reductions other than payment factor and/or sequestration apply.	Amount Submitted	After
Submitted Overpayments Report	Not Applicable	Amount Submitted	Not Applicable

103 Sequestering ELAP Payments (Continued)

C Common Payment Reports and Sequestered Payments (Continued)

Report	Sequestration Reduction Displayed on Report	Name of Payment Field	Amount Displayed Before or After Sequestration Applied
Pending Overpayment Report	Not Applicable	Overpayment Amount	Not Applicable
Nonpayment/Reduction Report	No	Accumulated Amount	Before
Insufficient Funds Report	Not Applicable	Calculated Payment Amount	After
Payments Computed to Zero Report	Not Applicable	Not Applicable	Not Applicable
Payment History Report - Summary	Yes	Net Payment	After
Payment History Report - Detail	Yes	Net Payment	After

Note: Not applicable is listed in the table because the associated reports do **not** list reduction amounts.

104-119 (Reserved)

Section 2 Issuing ELAP Payments

120 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
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

120 Overview (Continued)

B Actions To Be Completed Before Issuing Payments

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

Step	Action
1	Ensure that the ELAP payment calculator is completed for the producer.
2	Ensure that an xml file is exported from the calculator to the S:\FSA\ELAP\2021 folder.
3	Print the CCC-851-1 and/or CCC-934-1 to review and the County Office employee must initial in the applicable box.
4	Print the summary page to data load in the ELAP payment software.
5	Ensure a second party review is conducted and the CCC-851-1 and/or CCC-934-1 is initialed by the County Office.
6	<p>Ensure that Business Partner data is updated for the producer and each member of a joint operation or entity, including the following:</p> <ul style="list-style-type: none"> • customer’s name • citizenship country and resident alien status, if applicable • TIN • address.
7	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.
8	Ensure that all eligibility certifications and determinations have been recorded in the web-based eligibility system according to 3-PL (Rev. 1).
9	Ensure that the Business File is updated according to 3-PL (Rev. 1).
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 summary page printed in item 4 is recorded in the web-based ELAP payment software according to paragraph 121.

121 Recording ELAP Payment Amounts

A Overview

Calculated ELAP payment amounts must be recorded in the system to initiate the payment process.

B Adding or Modifying Payment Amounts

ELAP payments will be entered based on the administrative State and county and physical location State and county of the loss and payment amounts should be added or modified according to the following table.

Step	Action	Result
1	On the ELAP Select a Program Year Page, select the applicable Program Year and CLICK “Continue” .	The Select an Administrative State/County Page will be displayed.
2	On the Select an Administrative State/County Page, select the applicable administrative State and county and CLICK “Continue” .	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 must select the applicable physical location and CLICK “Continue” . Note: See paragraph 124 for information about the Select Physical Location Page.	The Add/Modify a Payment Page will be displayed.

121 Recording ELAP Payment Amounts (Continued)

B Adding or Modifying Payment Amounts (Continued)

Step	Action	Result
4	<p>On the Add/Modify a Payment Page, for the following ELAP commodities:</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 (2018 and prior Program Years.) • Livestock Feed • Livestock Grazing • Livestock Water Hauling. <p>Users will need to do one of the following actions:</p> <ul style="list-style-type: none"> • record the payment amount provided by the ELAP Gross Payment Report • modify the payment amount to the revised payment amount provided by the ELAP Gross Payment Report • modify the payment amount to zero if the payment amount should be zero. <p>CLICK “Submit”, to continue with the process.</p> <p>Note: Amounts must be recorded in whole dollars without</p>	<p>The Add/Modify a Payment Confirmation Page will be displayed with the recorded payment amounts.</p>
5	<p>On the Add/Modify a Payment Confirmation Page, CLICK “Confirm”, to record the payment amounts entered.</p> <p>Note: See subparagraph F for additional information.</p>	<p>The Success Menu Page will be displayed which indicates that the payment amount was successfully added or modified.</p>

122 Select a Program Year 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 Select a Program Year Page

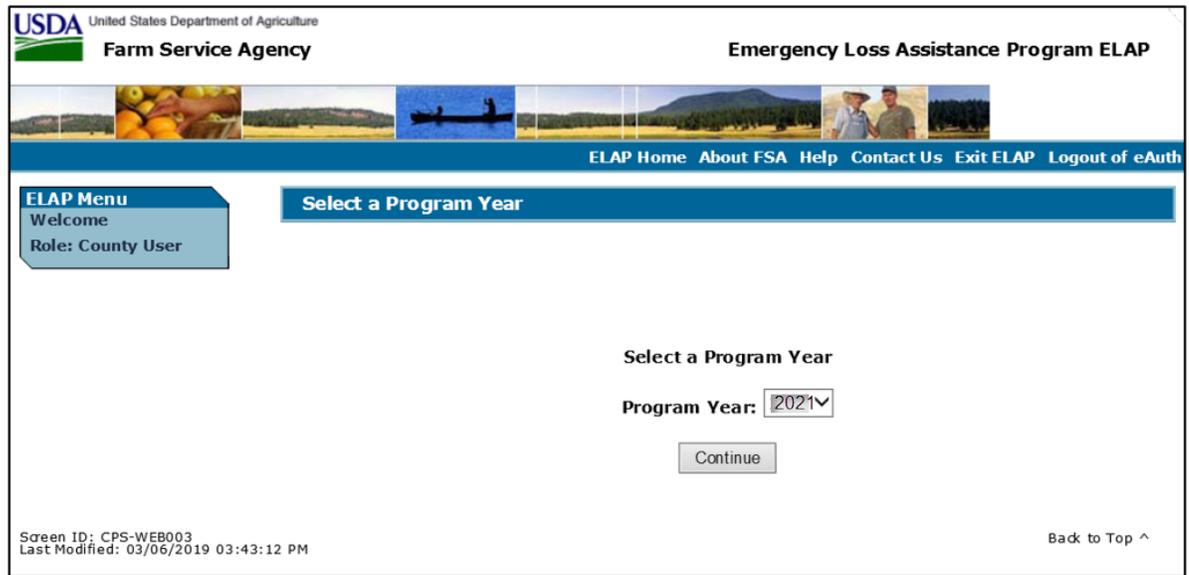
Access the Select a Program Year page according to the following.

Step	Action
1	To access the ELAP Main Menu, go to FSA’s Applications Intranet website at https://fsaintranet.sc.egov.usda.gov/fsa/applications.asp .
2	Under “FSA Applications”, “Applications Directory”, CLICK “ D-F ”.
3	Under “Applications Directory, D to F” CLICK “ ELAP – Payment Proces ”.
4	Users will be prompted to login through the USDA eAuthentication Login Tab. CLICK “ Login with Linc Pass (PIV) ” or enter user ID and password and CLICK “ Login ”. The Select a Program Year Page will be displayed.

122 Select a Program Year Page (Continued)

C Example of Select a Program Year Page

The following is an example of the Select a Program Year Page.



D Action

Users will select the applicable Program Year and CLICK “Continue” to proceed to the Select an Administrative State/County Page.

123 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

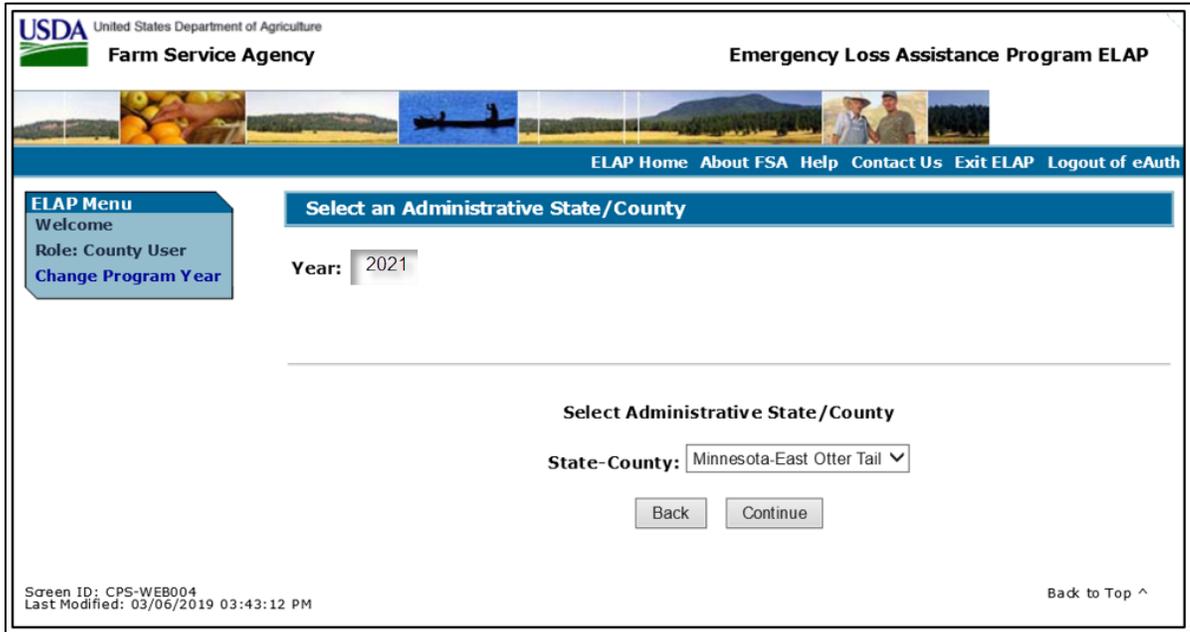
ELAP payments will be entered based on the administrative State, county, and physical location of the loss. See subparagraph 124 for information on physical location selection.

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

123 Select Administrative State/County Page (Continued)

C Example of Select Administrative State/County Page

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



D Select an Administrative State/County Page Options

The following options are available on the Select an Administrative State/County Page.

Option	Action
Continue	After an administrative State and county have been selected from the drop-down menu, selecting “Continue” will result in the SCIMS Select a Customer Page being displayed.
Back	Returns to the Select a Program Year Page.

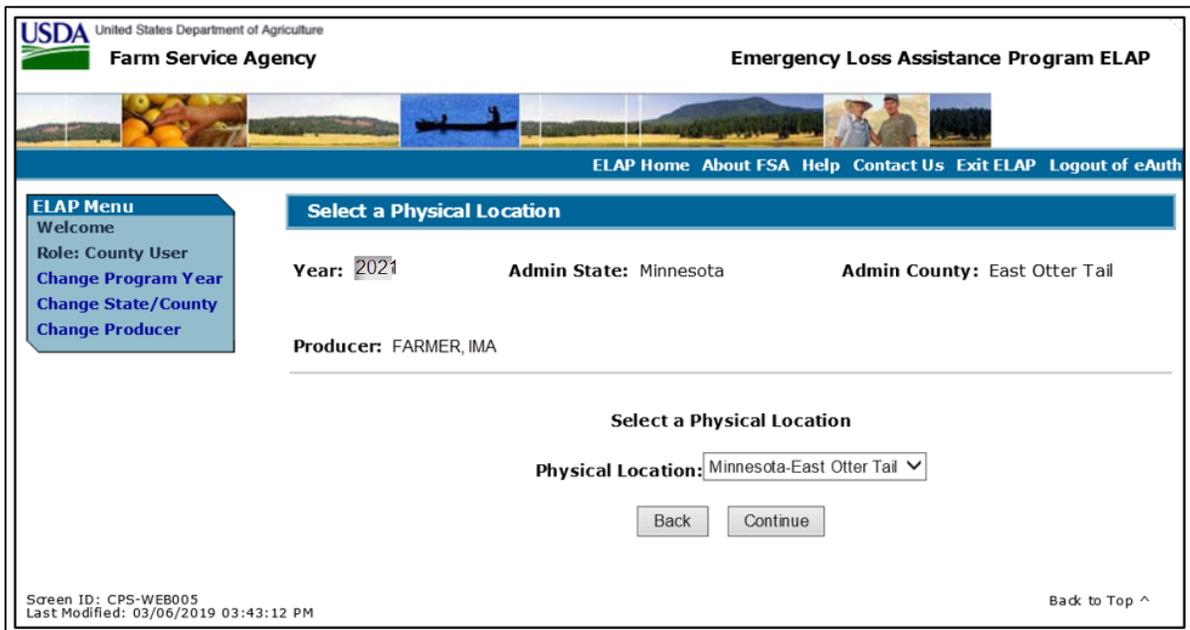
124 **Select a Physical Location Page**

A Selecting a Physical Location

After selecting a producer for processing on the SCIMS Select a Customer Page, the Select a Physical Location Page will be displayed. That allows the user to select the physical location.

B Example of Select a Physical Location Page

The following is an example of the Select a Physical Location Page.



C Select a Physical Location Page Options

The following options are available on the Select a Physical Location Page.

Option	Action
Continue	After a physical location has been selected from the drop-down menu, selecting “Continue” will result in the Add/Modify a Payment Page being displayed.
Back	Returns to the SCIMS Select a Customer Page.

125 Adding or Modifying ELAP Payment Data

A Adding or Modifying ELAP Payments

After selecting a physical location State and county the Add/Modify a Payment Page will be displayed and allows a user to add or modify the calculated ELAP payment amounts.

B Example of Add/Modify a Payment Page

The following is an example of the Add/Modify a 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
Role: County User
Change Program Year
Change State/County
Change Producer
Change Physical State
County

Add/Modify a Payment

Year: 2021 Admin State: Minnesota Admin County: East Otter Tail
Physical State: Minnesota Physical County: East Otter Tail

Producer: FARMER, IMA

Action	Commodity	Payment Amount
Remove	Farm-Raised Fish Death	\$ 100
Remove	Farm-Raised Fish Feed	\$ 200
Remove	Honeybee Colony	\$ 300
Remove	Honeybee Feed	\$ 400
Remove	Honeybee Hive	\$ 500
Remove	Livestock Feed	\$ 600
Remove	Livestock Grazing	\$ 700

Commodity: Select

Back Cancel Submit

125 Adding or Modifying ELAP Payment Data (Continued)

C Add/Modify a Payment Page Options

The following options are available on the Add/Modify a Payment Page.

Option	Action
Back	Returns to the Select a Physical Location Page.
Cancel	Discontinues the process and returns to the ELAP Main Menu without updating the payment amounts.
Submit	Continues the process of recording ELAP payment data after amounts have been recorded.

D 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. • Amount is not recorded in a field. • 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 even if amount is \$0.</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>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 is \$0.</p>	

125 Adding or Modifying ELAP Payment Data (Continued)

E Example of Add/Modify a Payment Confirmation Page

The following is an example of the Add/Modify a 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
Role: County User
Change Program Year
Change State/County
Change Producer
Change Physical State
County

Add/Modify Payment Confirmation

Year: 2021 Admin State: Minnesota Admin County: East Otter Tail
Physical State: Minnesota Physical County: East Otter Tail

Producer: FARMER, IMA

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

2019 ELAP	
Commodity	Payment Amount
Farm-Raised Fish Death	\$ 100
Farm-Raised Fish Feed	\$ 200
Honeybee Colony	\$ 300
Honeybee Feed	\$ 400
Honeybee Hive	\$ 500
Livestock Feed	\$ 600
Livestock Grazing	\$ 700
Total	\$ 2,800

Back Cancel Confirm

F Add/Modify a Payment Confirmation Page Options

The following options are available on the Add/Modify a Payment Confirmation Page.

Option	Action
Back	Returns to the Add/Modify a 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.
Confirm	Records the payment amounts and triggers the payment process. Note: The message, "Payment(s) has been successfully added and/or modified." will be displayed.

126 Modifying Previously Recorded ELAP Payment Data

A Introduction

Previously entered payment amounts can be modified (including zero) if the producer is no longer due a ELAP payment.

B Effect on Previously Processed Payments

Modifying a previously recorded payment amount impacts previously processed payments in different ways depending if the original payment was sent to NPS, certified in NPS, or certified and signed in NPS. The following table describes how a previously recorded payment is affected when the amount is modified.

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: <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.

126 Modifying Previously Recorded ELAP Payment Data (Continued)

B Effect on Previously Processed Payments (Continued)

IF previously recorded payment amounts are...	AND previously recorded payment amounts were...	AND the payment in NPS was...	THEN...
<p>changed to \$0</p>	<p>not sent to NPS because of a nonpayment condition</p>		<ul style="list-style-type: none"> • payment amounts will be set to \$0 • 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 or all of the original payment amount was certified or signed.
	<p>sent to NPS</p>	<p>certified and signed</p>	<p>system will retrigger the payment to reprocess to determine the overpayment amount for the producer. A transaction will be sent to the Pending Overpayment Report.</p>
		<p>either:</p> <ul style="list-style-type: none"> • not certified • certified, but not signed 	<p>original amount in NPS will be canceled.</p>

127 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
- 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.

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.

127 Handling Overpayments (Continued)

C Handling Debts Less Than \$100

County Offices must 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.

127 Handling Overpayments (Continued)

E Charging Interest

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

- signed to information on CCC-851 or CCC-934 that is subsequently determined inaccurate
- 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
- knowingly adopted a scheme or device that tended to defeat the purposes of ELAP.

Interest must **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 must contact their State Office for assistance
- State Offices must contact FMD for guidance.

128 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.

128 ELAP Payment Process (Continued)

C High-Level Overview of ELAP Payment Process

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

Step	Action													
1	Payment process is triggered.													
2	<p>System determines the producer level payment amounts recorded for each of the following and adds the payment amount to determine one ELAP payment amount:</p> <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 (2018 and prior program years). • Livestock Cattle Tick Fever gross payment amount • Livestock Water Hauling gross payment amount. <table border="1" data-bbox="428 972 1485 1266"> <thead> <tr> <th data-bbox="428 972 716 1014">IF the amount is...</th> <th data-bbox="716 972 1122 1014">AND a payment...</th> <th data-bbox="1122 972 1485 1014">THEN...</th> </tr> </thead> <tbody> <tr> <td data-bbox="428 1014 716 1119">greater than \$0</td> <td data-bbox="716 1014 1122 1119" style="background-color: #cccccc;"></td> <td data-bbox="1122 1014 1485 1119">continue to step 3 for the applicable amount recorded.</td> </tr> <tr> <td data-bbox="428 1119 716 1266">\$0</td> <td data-bbox="716 1119 1122 1266">was not previously issued</td> <td data-bbox="1122 1119 1485 1266">the payment process is discontinued for the applicable payment amount.</td> </tr> </tbody> </table>			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.		
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	<p>System reads SCIMS to obtain information for the payment entity.</p> <table border="1" data-bbox="428 1308 1485 1612"> <thead> <tr> <th data-bbox="428 1308 716 1381">IF the payment entity is...</th> <th data-bbox="716 1308 1122 1381">AND the resident alien field is...</th> <th data-bbox="1122 1308 1485 1381">THEN...</th> </tr> </thead> <tbody> <tr> <td data-bbox="428 1381 716 1539" rowspan="2">an individual</td> <td data-bbox="716 1381 1122 1465"> <ul style="list-style-type: none"> • “Unknown” or “N/A” • “Yes” </td> <td data-bbox="1122 1381 1485 1465">continue to step 4.</td> </tr> <tr> <td data-bbox="716 1465 1122 1539">“No”</td> <td data-bbox="1122 1465 1485 1539">the payment entity is not eligible for payment.</td> </tr> <tr> <td data-bbox="428 1539 716 1612">any business type other than individual</td> <td data-bbox="716 1539 1122 1612" style="background-color: #cccccc;"></td> <td data-bbox="1122 1539 1485 1612">continue to step 4.</td> </tr> </tbody> </table>			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.
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.												

128 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 <ul style="list-style-type: none"> • has been sent to NPS for the payment entity • is signed 	continue to step 5.	
	<ul style="list-style-type: none"> • has been sent to NPS for the payment entity • is not signed 	<ul style="list-style-type: none"> • the payment in NPS is canceled and the new payment transaction is processed • continue to step 5. 	
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...	
	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.	

128 ELAP Payment Process (Continued)

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

Step	Action	
7	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 must be sent to NPS for disbursement.
	negative	overpayment amount must be updated to the Pending Overpayment Report.

129 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 227

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

130 Payment History Report – Detail

A Background

The Payment History Report – Detail provides detailed information about an ELAP payment.

B Payment History Report – Detail Field Descriptions

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

Field	Description
State	Full name of the State selected by the user.
County	Full name of the county selected by the user.
Program Year	Program year selected by the user.
Program Name	Emergency Loss Assistance Program.
Date (Report)	Date the Payment History Report - Detail was printed.
Producer Name	Name of the producer associated with the selection.
Business Type	Business type associated with the producer.
Date (Payment)	Date the payment or overpayment was processed.
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.
Contract/ Application/ Farm	Will be blank.

130 Payment History Report – Detail (Continued)

B Payment History Report – Detail Field Descriptions (Continued)

Field	Description
Commodity	Name of the commodity.
Transaction Type	Type of transaction for the information displayed. Transaction type will be 1 of the following: <ul style="list-style-type: none"> • “Payment” • “Receivable” • “Canceled Payment” • “Canceled Receivable”.
Gross Payment Amount	Amount of the payment initially attributed to the producer or entity member.
Total Reduction Amount	Total reduction amount for all reductions applied to the gross payment.
Net Payment	Net payment amount for the producer after all reductions have been applied.
Reduction Reason	Reason for the reduction applied to the gross payment amount.

130 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
			<input type="button" value="Previous"/> <input type="button" value="Print"/> <input type="button" value="Next"/>						
Screen ID: LO08CPR2100 Last Modified: 03/14/2011 09:37:05 AM								Back to Top ^	
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.

131 General Provisions for Canceling Payments

A Canceling Payments

After payment processing has been completed, County Offices must review the NPS payment worklist to ensure that the correct payments have been generated. The user should do 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.

132 General Provisions for Canceling Receivables**A Canceling Receivables**

Past processing for ELAP has required a second payment to be generated if a receivable was previously established for an ELAP overpayment. New processing will now cancel the receivable in NRRS if both of the following apply:

- condition causing the overpayment has been corrected in the system and the producer is determined to no longer be overpaid
- receivable in NRRS has not had any payments applied to the overpayment amount.

Note: If a payment amount has been applied to the receivable then a second payment will be required to be applied to the receivable.

133 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 table provides situations that may cause overpayments 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 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 (Includes Form AD-1026 Appendix)		100, 120
CCC-36	Assignment of Payment		100
CCC-37	Joint Payment Authorization		100
CCC-851	Emergency Loss Assistance for Livestock Application		Text
CCC-851-1	Emergency Loss Assistance for Livestock Payment Calculation Worksheet		11, 21, 32, 120
CCC-860	Socially Disadvantaged, Limited Resource and Beginning and Veteran Farmer or Rancher Certification		23, 53
CCC-902	Farm Operating Plan for Payment Eligibility 2009 and Subsequent Program Years		100
CCC-934	Emergency Loss Assistance for Farm-Raised Fish/Honeybees Application		Text
CCC-934-1	Emergency Loss Assistance for Farm-Raised Fish Losses Payment Calculation Worksheet		11, 51, 59
CCC-941	Average Adjusted Gross Income (AGI) Certification and Consent to Disclosure of Tax Information - Agricultural Act of 2014		100
FSA-325	Application for Payment of Amounts Due Persons Who Have Died, Disappeared, or Have Been Declared Incompetent		100

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

Abbreviations Not Listed in 1-CM

The following abbreviations are not listed in 1-CM.

Approved Abbreviations	Term	Reference
AU	Animal Unit	25, 26
AUM	Animal Unit Months	25, 26
FBC	Farm Production and Conservation Business Center	2
PDD	Program Delivery Division	1, 2
SND	Safety Net Division	1

Delegations of Authority

None.

Menu and Screen Index

The following table lists the menus and screens displayed in this handbook.

Menu or Tab	Title	Reference
	Add/Modify a Payment Page	125
	Add/Modify a Payment Confirmation Page	125
	Select a Physical Location Page	124
	Select a Program Year Page	122
	Select Administrative State/County Page	123

