

FSA
HANDBOOK

Emergency Livestock Relief Program Automation

For State and County Offices

SHORT REFERENCE

2-ELRP

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

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Farm Service Agency
Washington, DC 20250

**Emergency Livestock Relief Program
Automation
2-ELRP**

Amendment 1

Approved by: Deputy Administrator, Farm Programs



Amendment Transmittal

A Reason for Issuance

This handbook provides automation instructions and procedures for administering the ELRP.

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Part 1 General Information

1 Basic Provisions

A Purpose

This handbook provides automation procedure for administering ELRP 2023 and 2024 FW.

B Authority and Responsibility

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

C Related Handbooks

The following handbooks are related to ELRP - FW.

IF the area of concern is about...	THEN see...
audits and investigations	9-AO.
program appeals	1-APP.
document retention period	32-AS.
approved abbreviations, signatures, and authorizations	1-CM.
common payment provisions	9-CM.
acreage compliance	2-CP.
conservation compliance	6-CP.
ELRP policy and procedure	1-ELRP.
interest rates	50-FI.
establishing claims	58-FI.
prompt payment provisions	61-FI.
reporting data to IRS	62-FI.
receipts, payments, and deposits	64-FI.
web-based eligibility records	3-PL (Rev. 2).
actively engaged determinations, foreign persons provisions, and payment eligibility determinations	6-PL.
receipt for service	1-RFS.

2 Responsibilities

A Background

The responsibilities for ELRP - FW functions described in this paragraph are in addition to the responsibilities in 1-ELRP.

B Office Responsibilities

The following table describes the responsibilities of each office for ELRP - FW activity.

Office	Responsibilities
PDD	Implements automated processes to support ELRP - FW functions in State and County Offices. Provides procedural assistance to State Offices on data entry requirements and software operations.
SND	Provides ELRP - FW policies for administering and delivering ELRP 2023 and 2024 Flood and Wildfire.
State Offices	Provides application training to County Offices. Provides procedural assistance to County Offices on data entry requirements and software operations.
FPAC Business Center, Information Solutions Division	Develops software and provides technical assistance to PDD.

3 Submitting Software Issues

A Overview

County Offices are to report issues to their State Office specialist. If the State Office specialist is unable to resolve the issue, submit the issue to the PDD Software Issues SharePoint site at https://usdagcc.sharepoint.com/sites/fsa-dafp-disaster/Payment_Issues/SitePages/Home.aspx.

Note: The PDD Software Issues SharePoint site is only for State Office specialists and the National Office. County Offices must not request access.

B Providing State Office Access to the PDD Software Issues SharePoint Site

State Office specialists who do not have access to the PDD Software Issues SharePoint site can request access through the SharePoint site.

4-10 (Reserved)

Part 2 Common Functions

11 Accessing ELRP - FW Software

A Overview

ELRP - FW functions:

- are within the web-based software
- can only be updated by FSA employees with eAuthentication Level II certification.

B Security Roles

The following are security roles.

- County Office employees with authorized access will be able to administer applications nationwide; however, determinations for applications outside of their assigned counties will be made by the administrative State and county.
- State Office employees with authorization will have full access to all applications within their State. Although designated State Office users have the capability to edit applications, this access does not constitute authority to create, edit, or inactivate applications. State Office users must use discretion within the software as State Office users have full County Office functionality.
- National Office employees with authorized access will have full access to all applications nationwide.

C Accessing ELRP - FW Software

Access the ELRP - FW Software according to the following table.

Step	Action
1	Access the FSA Applications Intranet page at https://intranet.fsa.usda.gov/fsa/applications.asp .
2	Under “FSA Applications” and “Applications Directory”, CLICK “D-F”.
3	CLICK “ELRP FW - Emergency Livestock Relief Program 2023 & 2024 Flood & Wildfire”.
4	The ELRP - FW Home Screen will be displayed.

12 ELRP - FW Home Screen (Continued)

A Overview

The ELRP - FW Home Screen allows users to process applications for ELRP - FW. The system will default to the user's State and county. If the user is assigned to multiple County Offices, the software will default to the State/county with the lowest State/county code first.

B Example of ELRP - FW Home Screen

The following is an example of the ELRP - FW Home Screen.

The screenshot displays the ELRP - FW Home Screen. At the top, a green header bar contains the text "ELRP - FW | Emergency Livestock Relief Program 2023 & 2024 Flood & Wildfire" on the left, a help icon (question mark) in the center, and a user profile icon on the right. Below the header is a navigation bar with "Home" (underlined), "Tools" with a dropdown arrow, and "Admin" with a dropdown arrow. The main content area features three filter sections: "Program Year:" with a dropdown menu showing "Select Year"; "State:" with a dropdown menu showing "Select State"; and "County:" with a dropdown menu showing "Select County". Below these filters are two blue buttons: "Customer Search" and "Application Selection". At the bottom left of the main area is a blue link labeled "Return to top".

12 ELRP - FW Home Screen (Continued)

C Field Descriptions and Actions

The following table provides the fields, descriptions, and actions for the ELRP - FW Home Screen.

Field	Description/Action
Program Year	Select from the drop-down the available program year(s).
State/County	Defaults to the user’s assigned State/county. Use the drop-down to select a different State/county.
Customer Search	CLICK “Customer Search” to select a producer. The SCIMS Search Screen will be displayed. Note: Nationwide customer service is available for the ELRP - FW.
Application Selection	CLICK “Application Selection” to navigate to the applications entered for the selected State/county.

D Top Navigation Bar

The top navigation bar will be displayed on all screens within the ELRP - FW Software. The following table provides an explanation of the links.

Option	Description/Action
Home	Allows users to navigate to the ELRP – FW Home Screen.
Tools	Allows users to navigate to: <ul style="list-style-type: none"> • Receipt for Service • Email Notification • Reports.

13-20 (Reserved)

Part 3 ELRP - FW Software

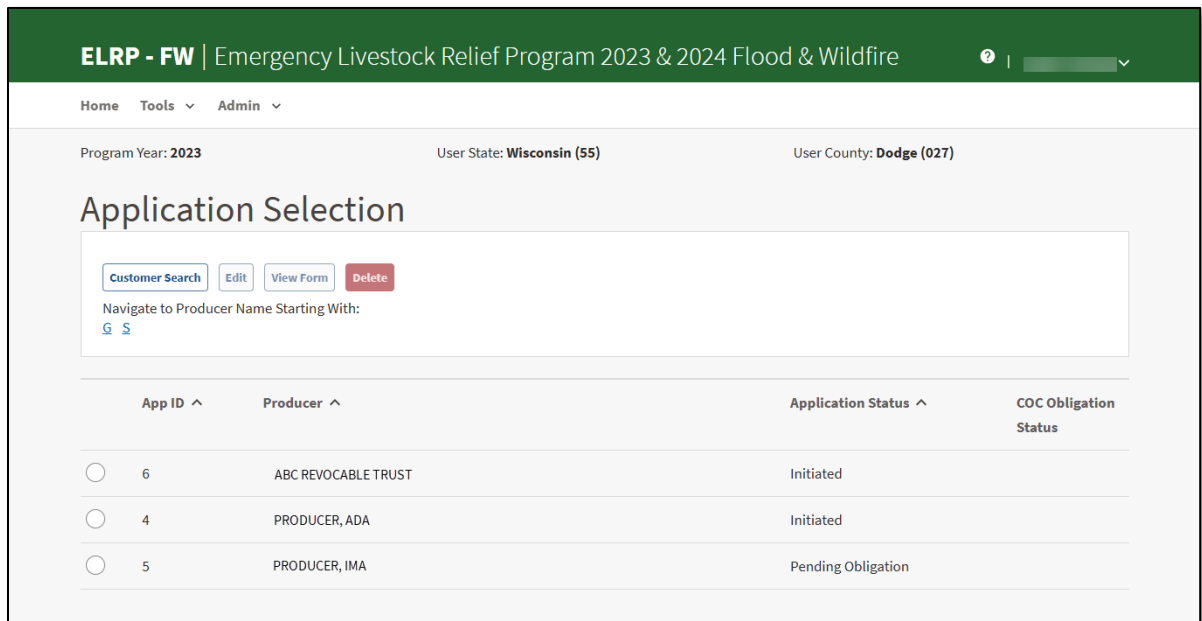
21 Application Selection Screen

A Overview

After a user has successfully logged into the ELRP - FW software, the Application Selection Screen will be displayed. This screen is the starting point for processing ELRP – FW applications.

B Example of Application Selection Screen

The following is an example of the Application Selection Screen.



21 Application Selection Screen (Continued)

C Field Descriptions and Actions

The following table provides the field, descriptions, and actions for the Application Selection Screen.

Field	Description/Action
Program Year	Displays the program year.
State	Displays the State selected on the ELRP - FW Home Screen.
County	Displays the county selected on the ELRP - FW Home Screen.
Customer Search	<p>Allows users to select a specific producer.</p> <p>Note: Nationwide customer service is available for the ELRP - FW.</p>
Edit	<p>Allows users to edit a specific application.</p> <p>An application must be selected using the radio button before the “Edit” function is enabled.</p>
View Form	<p>Allows users to view the form.</p> <p>An application must be selected using the radio button before the “View Form” function is enabled.</p>
ECPR	<p>Allows users to view ECPR in either PDF or HTML formats.</p> <p>An application must be selected using the radio button before the “ECPR” function is enabled.</p>
Delete	<p>Allows a user to delete an application.</p> <p>A pop-up box will be displayed asking the user if they are sure they want to cancel the application.</p> <p>CLICK:</p> <ul style="list-style-type: none"> • “Yes” to cancel the application <p>Note: The status will be updated to “Cancelled”.</p> <ul style="list-style-type: none"> • “No” to return to the Application Selection Screen. <p>Warning: Applications cancelled after the application is approved will result in the payment being cancelled and an overpayment transferred to NRRS. The application can no longer be edited after being cancelled. The County Office will need to contact their State Office if cancelled in error.</p>

21 Application Selection Screen (Continued)

C Field Descriptions and Actions (Continued)

Field	Description/Action	
Navigate to Producer Name Starting With:	<p>Displays a list of the first letter of all applicants' last name.</p> <p>Click the letter to navigate to the last names starting with that letter.</p>	
App ID	<p>Displays the system-generated application number for the producer.</p>	
Producer	<p>Displays the name of the producer.</p>	
Application Status	Indicator	Description
	Initiated	<p>Application has been created and data has been edited, however, producer signatures have not been recorded.</p>
	Enrolled	<p>Application has been created and the producers' signatures have been recorded.</p>
	Approved	<p>The COC determination is "Approved" for all line items and the date has been recorded on the Summary Screen.</p>
	Disapproved	<p>The COC determination is "Disapproved" for all line items and the date has been recorded on the Summary Screen.</p>
	Partial	<p>There is a COC determination for at least 1 line item, but not all have had a COC determination made.</p>
	Split	<p>All line items have a COC determination, but line items are both approved and disapproved.</p>
	Suspended	<p>Application has been suspended because of a SCIMS merge. County Offices must resolve the SCIMS issue and then contact the State Office specialist for further assistance.</p>
	Pending	<p>The COC date has been recorded, determination is "Approved", and an obligation is now pending.</p> <p>Note: This status is a rare occurrence.</p>
	Cancelled	<p>Application has been cancelled.</p>

21 Application Selection Screen (Continued)

C Field Descriptions and Actions (Continued)

Field	Description/Action	
Obligation Status	Indicator	Description
	Approved	The application has been successfully obligated and gross payment has been sent to the Common Payment System.
	Failed	An obligation has failed because of lack of responses from the accounting system or lack of funding. A message will be displayed informing the user of remediation.
	Not Required	An obligation is not required because the payment calculates to zero on the application.
	Rejected	A hyperlink that indicates an obligation has been rejected. County Offices are to contact their State Office specialist for assistance. After clicking the hyperlink, a message will be displayed informing the user of remediation instructions.

22 Application Screen

A Overview

After a producer has been selected from the Application Selection Screen, the Application Screen will be displayed allowing users to process applications.

B Example of Application Screen

The following is an example of the Application Screen.

The screenshot shows the 'ELRP - FW | Emergency Livestock Relief Program 2023 & 2024 Flood & Wildfire' application screen. It features a green header with the program name and a navigation menu with 'Home', 'Tools', and 'Admin'. Below the header is a progress bar with four tabs: 'PART C - DISASTER EVENT' (active), 'PART D - LIVESTOCK INFORMATION', 'PART E - ASSOCIATED PRODUCERS', and 'SUMMARY'. The main content area displays application details: Program Year: 2023, Producer: PRODUCER, IMA, User State: Wisconsin (55), Recording State: Wisconsin (55), User County: Dodge (027), Recording County: Dodge (027), Application Status: Initiated, and Application ID: 4. Below this is a table with columns for Disaster Event Number, Physical State And County, Disaster Event Type, Beginning Date of Disaster Event, Qualifying Disaster Event Eligibility, and Actions. An 'Add Disaster Event' button is located below the table. At the bottom, there is a '1 of 4 Steps' indicator and buttons for 'Exit', 'Save', 'Continue', and 'Save and Continue'.

C Application Screen Tabs

The following table provides the descriptions for the tabs.

Tab	Description
Part C – Disaster Event	The Part C – Disaster Event tab is the defaulted screen after selecting the producer. Follow paragraph 23 to complete the Part C – Disaster Event Screen.
Part D – Livestock Information	The Part D – Livestock Information tab allows users to enter the livestock information associated to the disaster event. Follow paragraph 24 to complete the Part D – Livestock Information Screen.
Part E – Associated Producer	The Part E – Associated producer tab allows users to enter associated producer(s) to the producer. Follow paragraph 25 to complete the Part E – Associated Producer Screen.

22 Application Screen (Continued)

C Application Screen Tabs (Continued)

Field	Description
Summary	<p>The Summary tab displays all the information entered from all tabs and allows users to:</p> <ul style="list-style-type: none"> • view information entered from previous screens • enter the producer’s signature date and type • record the COC determination and date. <p>Follow paragraph 26 to complete the Summary Screen.</p>

D Application Screen Header Information

The following table provides the header information displayed on each screen.

Field	Description/Action
Program Year	Displays the program year.
User State	Displays the administrative State selected from the ELRP - FW Home Screen.
User County	Displays the administrative county selected from the ELRP - FW Home Screen.
Application Status	Displays the system-generated status of the application.
Producer	Displays the name of the producer.
Recording State	Displays the recording State of the producer.
Recording County	Displays the recording county of the producer.
Application ID	Displays the system-generated application number.

22 Application Screen (Continued)

E Application Screen Footer Information

The following table provides the footer information displayed on each screen.

Field	Description/Action
Exit	Exits the application and returns the user to the Application Selection Screen. Information not previously saved will not be saved.
Save	Saves the information entered and remains on the same screen. Note: Users who prefer to tab across the application must CLICK “Save” before proceeding to the next screen.
Continue	Proceeds to the next tab without saving data.
Save and Continue	Saves the information entered and proceeds to the next screen.

23 Part C - Disaster Event Screen

A Overview

The Part C - Disaster Event Screen allows users to enter the disaster event details on FSA-970.

B Example of Part C – Disaster Event Screen

The following is an example of Part C - Disaster Event Screen.

The screenshot displays the 'ELRP - FW | Emergency Livestock Relief Program 2023 & 2024 Flood & Wildfire' application. The top navigation bar includes 'Home', 'Tools', and 'Admin'. Below this is a progress indicator with four steps: 'PART C - DISASTER EVENT' (active), 'PART D - LIVESTOCK INFORMATION', 'PART E - ASSOCIATED PRODUCERS', and 'SUMMARY'. The main content area shows application details: Program Year: 2023, Producer: PRODUCER, IMA, User State: Wisconsin (55), Recording State: Wisconsin (55), User County: Dodge (027), Recording County: Dodge (027), Application Status: Initiated, and Application ID: 4. Below this is a table with columns for Disaster Event Number, Physical State And County, Disaster Event Type, Beginning Date of Disaster Event, Qualifying Disaster Event Eligibility, and Actions. The 'Physical State And County' column has a dropdown menu with 'Select Physical State an...' selected. The 'Disaster Event Type' column has a dropdown menu with 'Select Disaster ...' selected. The 'Beginning Date of Disaster Event' column has a date input field with 'MM/DD/YYYY' and a calendar icon. The 'Qualifying Disaster Event Eligibility' column has two checkboxes: 'County - DAFP Approved' and 'Individual-Supporting Documentation Required'. The 'Actions' column has a 'Remove' button. At the bottom of the form is an 'Add Disaster Event' button. The footer of the form shows '1 of 4 Steps' and four buttons: 'Exit', 'Save', 'Continue', and 'Save and Continue'.

23 Part C - Disaster Event Screen (Continued)

C Field Descriptions and Actions

The following table provides the fields, descriptions, and actions for Part C - Disaster Event Screen.

Field	Description/Action
Disaster Event Number	Auto populated once line item is saved. Note: Number can not be edited by user.
Physical State /County Code	Select the physical location of the disaster event from the drop-down. Note: Only the State and county recorded in Farm Records for the producer will be displayed.
Disaster Event Type	Select the response as recorded by the producer from the drop-down. Note: Drop-down options will be either of the following: <ul style="list-style-type: none"> • Flood • Wildfire.
Beginning Date of Disaster Event	Enter the date recorded by the producer. Note: Users can manually enter the date or use either of the available calendar widgets to populate the date.

24 Part D - Livestock Information Screen

A Overview

The Part D - Livestock Information Screen allows users to enter the information for the livestock impacted by the disaster event.

Note: The Part C - Disaster Event must be completed before completing this screen.

24 Part D - Livestock Information Screen (Continued)

B Example of Part D - Livestock Information Screen

The following is an example of the Part D - Livestock Information Screen.

C Field Descriptions and Actions

The following table provides the fields, descriptions, and actions for the Part D - Livestock Information Screen.

Field	Description/Action
Disaster Event Number	Displays the auto populated disaster event number recorded on the Part C – Disaster Event tab.
Livestock Kind/Type/Weight Range	Select the response as recorded by the producer from the drop-down.
Number of Livestock in Inventory on the Beginning Date of Disaster Event	Enter the livestock number reported by the producer for the livestock kind/type and weight range selected.
Share %	Enter the share percentage as a whole number.

25 Part E - Associated Producers Screen

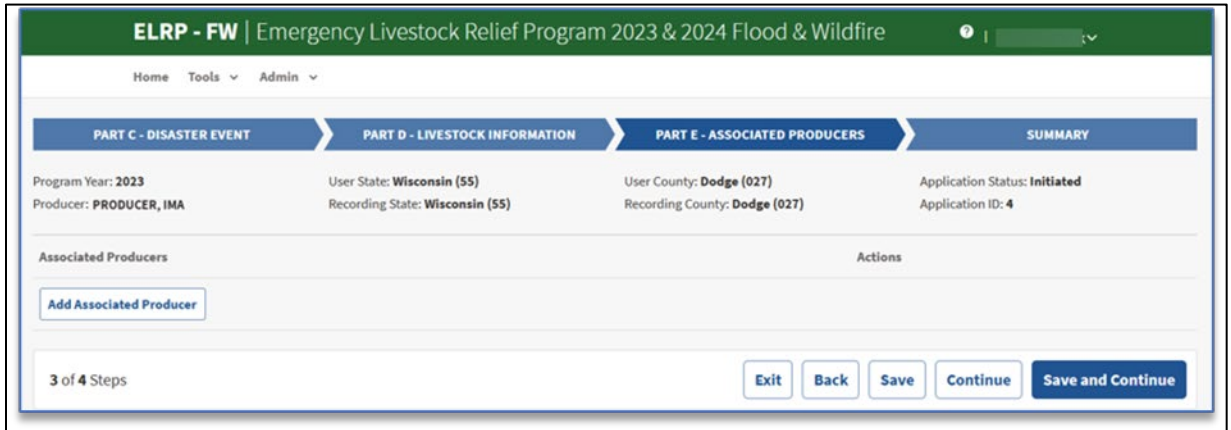
A Overview

The Part E - Associated Producers Screen allows users to associate additional producers who have a share in the ownership of the livestock on the application. The associated producers are not included in any payment eligibility calculations.

25 Part E - Associated Producers Screen (Continued)

B Example of Part E - Associated Producers Screen

The following is an example of the Part E - Associated Producers Screen.



C Field Descriptions and Actions

The following table provides the fields, descriptions, and actions for the Part E - Associated Producers Screen.

Field	Description/Action
Add Associated Producer	<p>CLICK “Add Associated Producer” to search for an associated producer in SCIMS. Once a producer is selected from SCIMS, the producer’s name will be displayed.</p> <p>Note: If user needs to record multiple producers, CLICK “Add Associated Producer” again.</p>

26 Summary Screen

A Overview

The Summary Screen allows users to:

- review the information recorded
- record producer eligibility responses
- record the producer’s name and signature type
- record the COC determination and date.

Note: The COC Determinations within the Livestock Information section of the Summary Screen.

B Example of Summary Screen

The following is an example of the Summary Screen.

The screenshot displays the 'SUMMARY' section of the ELRP - FW application. At the top, there is a navigation bar with 'PART C - DISASTER EVENT', 'PART D - LIVESTOCK INFORMATION', 'PART E - ASSOCIATED PRODUCERS', and 'SUMMARY'. Below this, key information is provided: Program Year: 2023, Producer: PRODUCER, IMA, User State: Wisconsin (55), Recording State: Wisconsin (55), User County: Dodge (027), Recording County: Dodge (027), Application Status: Initiated, and Application ID: 4.

The 'DISASTER EVENT' section contains a table with the following data:

Disaster Event Number	Physical State and County	Disaster Event Type(Flood, or Wildfire)	Beginning Date of Disaster Event(MM/DD/YYYY)	Qualifying Disaster Event Eligibility
2	Wisconsin-Dodge	Flood	06/08/2023	County - DAFP Approved

The 'LIVESTOCK INFORMATION' section contains a table with the following data:

Disaster Event Number	Livestock Kind/Type/Weight	Number of Livestock in Inventory on the Beginning Date of Disaster Event	Share %	COC Determination
2	Beef-Cows and Bulls-Adult	30	100.00	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved
COC USE ONLY				
2	Beef-Non-Adult-500 pounds or more	4	100.00	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved
COC USE ONLY				
2	Beef-Non-Adult-Less than 500 lbs.	6	100.00	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved
COC USE ONLY				

26 Summary Screen (Continued)

B Example of Summary Screen (Continued)

PRODUCER ELIGIBILITY

The livestock reported were physically located or would have normally been located absence of the qualifying disaster event in the associated county listed on the beginning date of the qualifying disaster event.

YES NO

I owned, leased, entered into a contract to purchase, or was an eligible contract grower of the livestock reported, and I physically maintained control of all such livestock on the beginning date of the qualifying disaster event.

YES NO

The livestock reported on this application meet all eligibility criteria in 7 CFR part 760, Subpart U, including being produced and maintained for commercial use as part of my livestock operation.

YES NO

I submitted the required supporting documentation to verify my eligible livestock inventories reported as of the beginning date of the qualifying disaster event.



YES NO

If applying as an individual, I am a citizen of the United States or a resident alien; if applying as a partnership, the members of the partnership are citizens of the United States; or if applying as a corporation, limited liability corporation, or other farm organizational structure, the entity is organized under State law, and is comprised solely of U.S. citizens or legal resident aliens. If applying as an Indian tribe or tribal organization, the tribe meets the definition according to the terms as defined in section 4 of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 5304).

YES NO




Associated Producers: PRODUCER, IMA

PRODUCER CERTIFICATION

Producer Signature Date(MM/DD/YYYY)  

Type of Signature

COC DETERMINATION

Original Approval Date(MM/DD/YYYY)	Date(MM/DD/YYYY)
<input type="text" value="MM/DD/YYYY"/> 	<input type="text" value="MM/DD/YYYY"/>  

4 of 4 Steps

[Exit](#) [Back](#) [Save and Continue](#)

[Return to top](#)

26 Summary Screen (Continued)

C Field Descriptions and Actions

The following table provides the fields, descriptions, and actions for the Summary Screen.

Field	Description/Action
Producer Eligibility	
The livestock reported were physically located or would have normally been located absence of the qualifying disaster event in the associated county listed on the beginning date of the qualifying disaster event.	Enter response as recorded by the producer. Note: Application can not be approved if response is “No”.
I owned, leased, entered into a contract to purchase, or was an eligible contract grower of the livestock reported, and I physically maintained control of all such livestock on the beginning date of the qualifying disaster event.	Enter response as recorded by the producer. Note: Application can not be approved if response is “No”.
The livestock reported on this application meet all eligibility criteria in 7 CFR part 760, Subpart U, including being produced and maintained for commercial use as part of my livestock operation.	Enter response as recorded by the producer. Note: Application can not be approved if response is “No”.
I submitted the required supporting documentation to verify my eligible livestock inventories reported as of the beginning date of the qualifying disaster event.	Enter response as recorded by the producer. Note: Application can not be approved if response is “No”.
If applying as an individual, I am a citizen of the United States or a resident alien; if applying as a partnership, the members of the partnership are citizens of the United States; or if applying as a corporation, limited liability corporation, or other farm organizational structure, the entity is organized under State law and is comprised solely of U.S. citizens or legal resident aliens. If applying as an Indian tribe or tribal organization, the tribe meets the definition according to the terms as defined in section 4 of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 5304).	Enter response as recorded by the producer. Note: Application can not be approved if response is “No”.

23 Summary Screen (Continued)

C Field Descriptions and Actions (Continued)

Field	Description/Action
Livestock Information	
COC Determination	Click the applicable COC determination. Note: An “Approve All” or “Disapprove All” link allows users to record a single determination for all line items.
Producer Certification	
Producer Name	Displays the name of the producer.
Producer Signature Date	Enter the date the producer signed FSA-970. Users can manually enter the date or use either of the available calendar widgets to populate the date. Note: The “Today” calendar widget populates the current date.
Producer Signature Type	Use the drop-down to select the method the producer used to submit their application.
COC Determination	
Date (MM/DD/YY)	Enter the date COC or designated representative signed FSA-970. Users can manually enter the date or use either of the available calendar widgets to populate the date. Note: The “Today” calendar widget populates the current date.

27-40 (Reserved)

Part 4 (Reserved)

41-60 (Reserved)

Part 5 ELRP Payment Provisions

61 General Payment Provisions

A Overview

The ELRP 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

Payments are processed nightly for the following:

- gross payment amounts sent through the automated payment process
- payments on the Nonpayment Report if changes have been made in the ELRP system during the day for the producer or supporting system information.

All payments on the Nonpayment Report are processed once a week to ensure that all payment eligibility updates have been applied to the reduced payment amount.

C Obtaining FSA-325

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

Note: If FSA-970 has been filed by the producer, a revised FSA-970 is **not** required when payments are issued under the deceased, incompetent, or disappeared producer's ID number.

D Administrative Offset

ELRP payments are subject to administrative offset provisions, including TOP services.

61 **General Payment Provisions (Continued)**

E Funds Control Process

The funds for ELRP payments will be controlled at the national level. If adequate funds are not available or there is an issue with the payment obligation, those producers meeting either condition will be listed on the Failed Obligations/Insufficient Funds Report in the Common Payments System.

Funding for payments is established as follows.

Program	Program Code	Accounting Code
Emergency Livestock Relief Program	XXELRP	2911
Emergency Livestock Relief Program 2022	XXELRP 2022	2933
Emergency Livestock Relief Program 2023 and 2024 – Drought and Wildfire	XXELRPSUP	2943
Emergency Livestock Relief Program 2023 and 2024 – Flood and Wildfire	XXELRPFW	2946

F Sequestering ELRP Payments

ELRP payments are not subject to sequestration.

G Assignments

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

H Bankruptcy

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

Note: Contact the OGC Regional Attorney for guidance on issuing ELRP payments on all bankruptcy cases.

I Prompt Payment Interest

Prompt Payment Act provisions do not apply.

62 Payment Limitation and Eligibility

A Payment Limitation Amount

The payment limitation for ELRP is \$125,000 per person or legal entity (direct attribution applies), unless the producer applying requests the optional payment limitation according to 1-ELRP. When applicable, the payment limitation request must be completed on FSA-510 and loaded in subsidiary according to 3-PL (Rev. 2).

As each payment is processed, the available payment limitation for the person or legal entity will be reduced until:

- all ELRP payments are issued for the person or legal entity
- the maximum payment limitation has been attributed to a person or legal entity.

62 Payment Limitation and Eligibility (Continued)

B Eligibility Values

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

Eligibility Determination	Value	Eligible for Payment
AD-1026	Certified	Yes
	Not Filed	No
	Good Faith Determination	Yes
	COC Exemption	Yes
	Awaiting Affiliate Certification	No
	Affiliate Violation	No
AGI Note: See 5-PL and 3-PL (Rev. 2) for additional information about AGI determinations.	Not Filed	Not Applicable
	Filed CCC-941	
	Exempt	
	Not Met – Producer	
	Not Processed	
	Compliant – Producer	
	Compliant – Less Than 3 Years	
	Not Compliant	
FSA-510 Pay Limit Exception Request Note: If the FSA-510 pay limit request is “Yes”, then the payment entity or members will be allowed to have an increased payment limitation amount.	Producer certifies at least 75 percent of their average AGI was derived from farming, ranching, or forestry.	Not Applicable
Conservation Compliance – Farm/Tract Eligibility	In Compliance	Yes
	Partial Compliance	Yes
	In Violation	No
	No Association	Yes
	Past Violation	No
	Reinstated	Yes
Controlled Substance	No Violation	Yes
	Growing	No
	Trafficking	No
	Possession	No
Substantive Change	Eligible	Yes
	Not Applicable	Yes
	Not Eligible	No

62 Payment Limitation and 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

63 Payment Processing

A Supporting Files for Integrated Payment Processing

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

Type of Information	How Information Is Used for Payment Processing	Source
Application Data	Used to compute the ELRP payment amount for the producer.	Application System
Payment Eligibility Information	Used to determine whether the producer or member of a joint operation is eligible for payment for the year for which the application was filed.	Subsidiary Eligibility System
General Name and Address Information	Used to determine the producer's business type and general name and address information.	Business Partner/SCIMS
Entity and Joint Operation Information	Used to determine members and member's share of the following for the year the application was filed: <ul style="list-style-type: none"> • general partnerships • joint ventures • entities. 	Business File
Combined Producer Information	Used to determine whether producers or members of entities or joint operations are combined with other producers. This information is used to ensure that the payment limitation is controlled properly.	Combined Producer System

63 Payment Processing (Continued)

A Supporting Files for Integrated Payment Processing (Continued)

Type of Information	How Information Is Used for Payment Processing	Source
Available Payment Limitation	Used to determine payment limitation availability.	Payment Limitation System
Financial-Related Information	<ul style="list-style-type: none"> • Calculated payment information is provided to NPS. • Determined overpayment amount may be provided to NRRS. 	NPS or NRRS

B Prerequisites for Payments

The following table details the actions that must be performed or verified as having been completed to properly issue payments. COC, CED, or designee will ensure that the actions are completed.

Step	Action
1	<p>Application has been approved and the approval date has been recorded in the system.</p> <p>Notes: ELRP Drought and Wildfire utilize the approval date of the LFP application to populate the ELRP application. ELRP Flood and Wildfire utilize the approval date of the ELRP FW application.</p>
2	AD-1026 is on file for the applicable year for those seeking payment and the eligibility information is recorded in the web-based eligibility system.
3	All other eligibility determinations have been updated according to the determinations made by COC for producers and members of joint operations. See 6-PL.
4	Joint operation and entity ownership structure information is updated in Business File for the applicable year. See 3-PL (Rev. 2).
5	Assignments and joint payees have been updated in NPS if CCC-36, CCC-37, or both were filed.

64 Overpayments

A Overview

Overpayments will be determined during the ELRP payment calculation process. Overpayment information will be updated to the Pending Overpayment Report according to 9-CM, paragraph 65. The overpayment will remain on the Pending Overpayment Report for 20 workdays to allow time for correcting the condition that caused the overpayment. If the overpayment is a legitimate debt, then the overpayment should be transferred to NRRS immediately.

B Determined Overpayments

The system will update the applicable information to the Pending Overpayment Report. See 9-CM, paragraph 65 for information on the Pending Overpayment Report.

C Handling Debts Less Than \$100

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

65-80 (Reserved)

Part 6 Reports

81 Application Reports

A Overview

ELRP application reports are available through the “Tools” drop-down on the ELRP - FW Home Screen.

Reports can be generated in either CSV or HTML formats.

B Example of ELRP – FW Report Selection Screen

The following is an example of the ELRP - FW Report Selection Screen.

ELRP - FW | Emergency Livestock Relief Program 2023 & 2024 Flood & Wildfire

Home

ELRP - FW Report Selection

Program Year: 2022 State: All States(00) County: All Counties(000)

Start Date: mm/dd/yyyy End Date: mm/dd/yyyy

Note: Start and End dates, if entered, are based on the date the application was created in the system.

Report Format: CSV HTML

Application Status Report

Note: Select at least one or more statuses to run the Application Status Report.

Application Status: All Notified Initiated Enrolled Approved Disapproved
Partial Split Suspended Pending Cancelled

Complete Data Report (CSV only)

Approved Obligation Report

Failed or Rejected Obligation Report

Application Selection Create Report

81 Application Reports (Continued)

C Available Reports

The following reports are available to monitor ELRP activity.

Report	Description
Application Status Report	This report captures general information for the application, such as application status and status date. An application status must be selected before the report can be generated.
Complete Data Report (CSV only)	This report captures detailed information for the applications.
Approved Obligation Report	This report captures applications that have been successfully obligated.
Failed or Rejected Obligation Report	This report captures applications with a failed or rejected obligation.

82 Estimated Calculated Payment Report for ELRP 2023/2024 Drought and Wildfire

A Overview

ECPR provides an estimate of the gross payment a producer can earn for ELRP Drought and Wildfire.

B Example of ECPR

The following is an example of ECPR.

State: California County: Fresno	United States Department of Agriculture Farm Service Agency 2024 Emergency Livestock Relief Program 2023/2024 Estimated Calculated Payment Report	Date: 05/19/2025
Location State: California Location County: Fresno	Producer Name: Any Producer	Application Number: 360 Application Status: APPROVED
2024 LFP Gross Payment Amount \$4,165.00	2024 Adjusted LFP Gross Payment Amount N/A	Payment Factor 0.3500
		Gross Payment \$1,457.75
		Program Factor 1.0000
		Factored Gross Payment \$1,457.75
		Total Gross Payment: \$1,457.75 Total Factored Gross Payment: \$1,457.75

82 Estimated Calculated Payment Report for ELRP 2023/2024 Drought and Wildfire
(Continued)

C Field Descriptions for ECPR for ELRP Drought and Wildfire

The following information will be displayed on ECPR.

Field	Description
Program Name	20XX Emergency Livestock Relief Program 2023/2024
State Name	Full name of the State selected by the user.
County Name	Full name of the county selected by the user.
Producer Name	Producer name.
Application Number	System-assigned application number.
Application Status	Status of the application.
Disaster Event	Disaster Event
Disaster Type	Disaster Type
Location State	Full name of the physical location state.
Location County	Full name of the physical location county.
Livestock Type Kind and Weight Range	Livestock type, kind and weight range.
Number of Head	Number of head.
Payment Rate	Payment Rate for the type, kind and weight range of the livestock.
Share	Producer share.
Payment Factor	Payment factor according to 1-ELRP.
Other payment losses	Weighted average of the other payment losses based on calculated ELRP payment.
Gross Payment	Number of head multiplied by payment rate multiplied by share multiplied by payment factor.
Program Factor	Determined program factor according to 1-ELRP. Note: For 2023 and 2024 ELRP the program factor is 1.0.
Factored Gross Payment	Gross payment multiplied by program factor.
Total Gross Payment	Total of the gross payment.
Total Factored Gross Payment	Total of factored gross payment.

83 Estimated Calculated Payment Report for ELRP 2023/2024 Flood and Wildfire

A Overview

ECPR provides an estimate of the gross payment a producer can earn for ELRP-FW.

B Example of ECPR

The following is an example of ECPR.

United States Department of Agriculture Farm Service Agency 2023 Emergency Livestock Relief Program 2023/2024 - Flooding and Wildfire Estimated Calculated Payment Report								Date:	08/20/2025		
FSA-970E		State: Iowa County: Cerro Gordo						Producer Name: Any Producer		Application Number: 109 Application Approved: No	
Disaster Event: 1 Disaster Type: Flood Physical State and County: 19-033											
Livestock Kind/Type/Weight	Approved	Number of Livestock	Payment Rate	Share	Livestock Loss	Gross Payment	Payment Factor	Factored Gross Payment			
F-Beef-Cows and Bulls-Adult	Yes	125	\$104.61	100.00 %	\$13,076.25	\$13,076.25	0.3500	\$4,576.69			
F-Beef-Non-Adult-500 pounds or more	Yes	125	\$78.45	100.00 %	\$9,806.25	\$9,806.25	0.3500	\$3,432.19			
							Disaster Event 1 Livestock Loss Payment \$22,882.50				
							Disaster Event 1 Gross Payment \$22,882.50				
Disaster Event: 2 Disaster Type: Flood Physical State and County: 19-195											
Livestock Kind/Type/Weight	Approved	Number of Livestock	Payment Rate	Share	Livestock Loss	Gross Payment	Payment Factor	Factored Gross Payment			
F-Beef-Cows and Bulls-Adult	Yes	125	\$104.61	100.00 %	\$13,076.25	\$13,076.25	0.3500	\$4,576.69			
							Disaster Event 2 Livestock Loss Payment \$13,076.25				
							Disaster Event 2 Gross Payment \$13,076.25				
							Total Gross Payment \$35,958.75				
							Total Factored Gross Payment \$12,585.56				

83 **Estimated Calculated Payment Report for ELRP 2023/2024 Flood and Wildfire (Continued)**

C Field Descriptions for ECPR

The following information will be displayed on ECPR.

Field	Description
Program Name	20XX Emergency Livestock Relief Program 2023/2024 – Flooding and Wildfire
State	Full name of the State selected by the user.
County	Full name of the county selected by the user.
Producer Name	Producer name from the application.
Application Number	System-assigned application number.
Application Approved	“Yes” if 1 line item is approved and the application has a COC approval date.
Disaster Event	Disaster event number from the application.
Disaster Type	Displays flood or wildfire for the disaster event.
Physical State and County	Physical State/County from the application.
Livestock Kind/Type/Weight	F (Flood) or W (Wildfire) followed by the Livestock kind, type and weight.
Approved	“Yes” if line item was approved.
Number of Livestock	Number of livestock for the livestock kind/type/weight for the disaster event.
Payment Rate	Payment rate for the livestock kind/type/weight and disaster type.
Share	Producer’s share for the livestock kind/type/weight range.
Livestock Loss	Number of livestock times payment rate times share.
Gross Payment	If the number of disaster events is determined to not exceed the maximum number of disaster events the livestock loss will be the gross payment. If the number of disaster events exceeds the threshold, it will be 0.
Payment Factor	Payment factor according to 1-ELRP.
Factored Gross Payment	Gross payment multiplied by program factor.
Disaster Event “X” Livestock Loss Payment	Total of the disaster event livestock loss payment.
Disaster Event “X” Gross Payment	Total of the disaster event livestock loss gross payment.
Total Gross Payment	Total of the gross payment.
Total Factored Gross Payment	Total of factored gross payment.

84 Payment Reports

A Displaying or Printing Payment Reports

ELRP 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 Payment History Report – Detail has program-specific data, so information for this report is in this handbook.

ELRP Payment Report information is available according to the following table.

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	Live	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	9-CM paragraph 70

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

Reports, Forms, Abbreviations, and Delegations of Authority

Reports

None.

Forms

This table lists all forms referenced in this handbook.

Number	Title	Display Reference	Reference
AD-1026	Highly Erodible Land Conservation (HELC) and Wetland Conservation (WC) Certification		62, 63
CCC-36	Assignment of Payment		63
CCC-37	Joint Payment Authorization		63
CCC-941	Average Adjusted Gross Income (AGI) Certification and Consent to Disclosure of Tax Information		62
FSA-325	Application for Payment of Amounts Due Persons Who Have Died, Disappeared, or Have Been Declared Incompetent		61
FSA-510	Request for an Exception to the \$125,000 Payment Limitation for Certain Programs		62
FSA-970	Emergency Livestock Relief Program (ELRP) 2023 & 2024 Flood and Wildfire (FW) Application		22, 26, 61

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

Abbreviations Not Listed in 1-CM

The following abbreviations are not listed in 1-CM.

Approved Abbreviation	Term	Reference
CSV	comma-separated value	81
FW	flood and wildfire	Text
ECPR	Estimated Calculated Payment Report	21, 82
ELRP	Emergency Livestock Relief Program	Text, Ex. 3
HTML	HyperText Markup Language	21, 81
PDD	Program Delivery Division	1-3
PDF	portable document format	21
SND	Safety Net Division	1, 2

Redelegations of Authority

None.

Menu and Screen Index

The following menus and screens are displayed in this handbook.

Menu or Screen	Title	Reference
	Application Screen	22
	Application Selection Screen	21
	ELRP – FW Home Screen	12
	ELRP – FW Report Selection Screen	81
	Part C – Disaster Event Screen	23
	Part D – Livestock Information Screen	24
	Part E – Associated Producers Screen	25
	Summary Screen	26

