

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

Coronavirus Food Assistance Program Automation 2-CFAP	Amendment 3
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Approved by: Deputy Administrator, Farm Programs



Amendment Transmittal

A Reasons for Amendment

Subparagraph 13 B has been amended to update the screen.

Subparagraph 13 C has been amended to change “Cancel” to “Delete”.

Subparagraph 14 B has been amended to update the screen.

Subparagraph 14 C has been amended to update the table.

Paragraph 18 has been amended to change the name to Aquaculture, Nursery, and Floriculture Loss Information.

Subparagraph 18 A has been amended to:

- replace “Value” with “Aqua, Nursery, Flora”
- include volume.

Subparagraph 18 B has been amended to update the screen.

Subparagraph 18 C has been amended to update the table.

Subparagraph 71 B has been amended to include additional CFAP Application reports.

Page Control Chart		
TC	Text	Exhibit
1, 2	2-3 through 2-6 2-10.5, 2-10.6 (add) 2-11, 2-12 4-1 through 4-50	

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12 CFAP Home Screen (Continued)

E Page Options

The following table provides available options for selecting a producer.

Option	Description/Action
Customer Search	Users can select this option to search for a specific producer. Choosing this option will initiate a SCIMS search. Note: Nationwide customer service is available for CFAP.
Application Selection	If this option is selected, all applications in the selected State/county will be displayed. Note: A State/county must be selected before displaying the applications entered.

13 Application Selection Screen

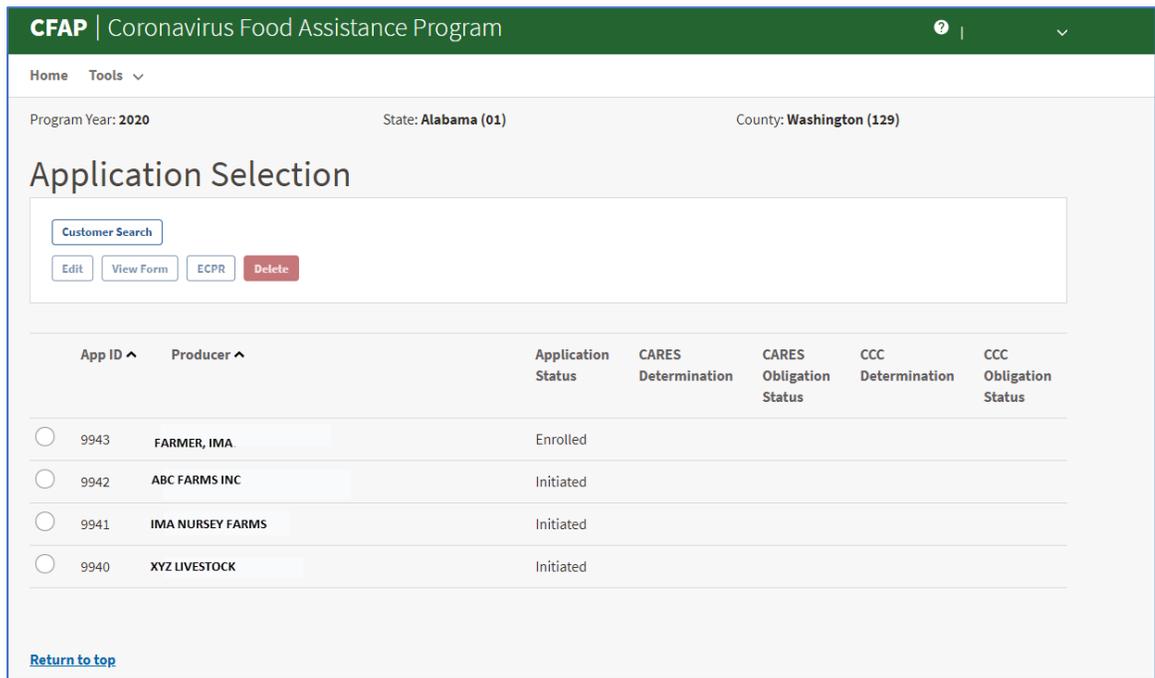
A Overview

The Application Selection Screen allows users to create, edit, and/or view applications for CFAP.

B Example of Application Selection Screen

Following is an example of the Application Selection Screen.

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13 Application Selection Screen (Continued)

C Application Selection Screen Descriptions and Actions

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

Field/Button	Description/Action						
Year	Displays the program year.						
State	Displays the recording State.						
County	Displays the recording county.						
Customer Search	<p>Allows users to select a specific producer.</p> <p>If an application already exists, the user will be directed to the application; otherwise, a new application will be created.</p> <p>Note: A producer is allowed 1 application nationwide.</p>						
Edit	After selecting the producer, CLICK “Edit” to access the application.						
View Form	After selecting the producer, CLICK “View Form” to view AD-3114.						
ECPR	After selecting the producer, CLICK “ECPR” to view the Estimated Calculation Payment Report.						
--Delete--	<p>Cancels an application entered in error.</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>Note: The application will not be canceled.</p> <p>Warning: Applications canceled after COC approval will result in the payments being canceled and an overpayment transferred to NRRS. The application can no longer be edited after being canceled. A new application will need to be created if canceled in error.</p>						
Application ID	Displays the system-generated application number for the producer.						
Producer	Displays the name of the producer.						
Status	<table border="1"> <thead> <tr> <th>Indicator</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Initiated</td> <td>Application has been created and the “Producer Signature Date” field is blank.</td> </tr> <tr> <td>Enrolled</td> <td>Application has been created and a producer signature date has been recorded.</td> </tr> </tbody> </table>	Indicator	Description	Initiated	Application has been created and the “Producer Signature Date” field is blank.	Enrolled	Application has been created and a producer signature date has been recorded.
	Indicator	Description					
	Initiated	Application has been created and the “Producer Signature Date” field is blank.					
Enrolled	Application has been created and a producer signature date has been recorded.						

13 Application Selection Screen (Continued)

C Application Selection Screen Descriptions and Actions (Continued)

Field/Button	Description/Action	
Status (Continued)	Indicator	Description
	Approved	The COC date has been recorded and determination is "Approved".
	Disapproved	The COC date has been recorded and determination is "Disapproved".
	Pending Obligation	The COC date has been recorded, determination is "Approved", and obligation is now pending. Note: This status is a rare occurrence.
CARES Determination	Approved	The COC date has been recorded and determination is "Approved".
	Disapproved	The COC date has been recorded and determination is "Disapproved".
CARES Obligation Status	Approved	An obligation has been approved and payment has been sent to the Common Payment System.
	Failed	An obligation has failed because of lack of response from the accounting system or from a lack of funding.
	Rejected	An obligation has been rejected. This status is very rare. Counties are to contact their State Office specialist for assistance. Note: Do not change or alter the application unless instructed to do so.
	Failed	An obligation has failed because of lack of response from the accounting system or from a lack of funding.
CCC Determination	Approved	The COC date has been recorded and determination is "Approved".
	Disapproved	The COC date has been recorded and determination is "Disapproved".
CCC Obligation Status	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 response from the accounting system or from a lack of funding. Note: No further action is needed by the user. The system will retry the obligation each night.
	Rejected	An obligation has been rejected. Counties are to contact their State Office specialist for assistance. Note: Do not change or alter the application unless instructed to do so.
	Failed	An obligation has failed because of lack of response from the accounting system or from a lack of funding.

14 CFAP Application Screen

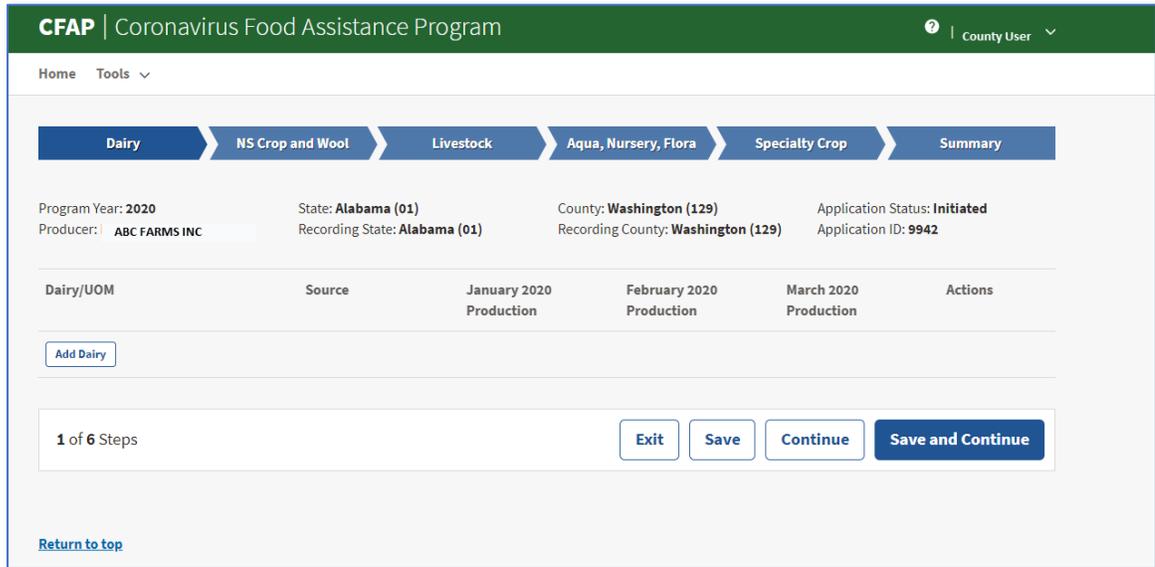
A Overview

After a producer has been selected, the CFAP Application Screen will be displayed.

B Example of CFAP Application Screen

Following is an example of the CFAP Application Screen.

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C CFAP Application Screen Descriptions and Actions

The following table provides descriptions and actions for the CFAP Application Screen.

Tab	Description/Action
Dairy	Screen is defaulted to “ Dairy ”. Follow paragraph 15 to enter application information.
NS Crop and Wool	CLICK “ NS Crop and Wool ”. Follow paragraph 16 to enter applicable information.
Livestock	CLICK “ Livestock ”. Follow paragraph 17 to enter application information.
--Aqua, Nursery, Flora	CLICK “ Aqua, Nursery, Flora ”. Follow paragraph 18 to enter applicable-- information.
Specialty Crop	CLICK “ Specialty Crop ”. Follow paragraph 19 to enter application information.
Pay Limit Adjust	CLICK “ Pay Limit Adjust ”. Follow paragraph 20 to enter applicable information. Note: This tab is only displayed when the producer is 1 of the following: <ul style="list-style-type: none"> • corporation • LLC • LLP.

--18 Aquaculture, Nursery, and Floriculture Loss Information--

A Overview

*--The Aqua, Nursery, Flora Loss Screen allows users to enter the value or volume loss information for the producer according to AD-3114, Part F.

B Example of Aqua, Nursery, Flora Loss Screen

Following is an example of the Aqua, Nursery, Flora Loss Screen.

The screenshot shows a web application interface for entering loss information. At the top, there is a navigation bar with tabs for Dairy, NS Crop and Wool, Livestock, Aqua, Nursery, Flora (selected), Specialty Crop, and Summary. Below the navigation bar, application details are displayed: Program Year: 2020, Producer: ABC FARMS INC, State: Alabama (01), Recording State: Alabama (01), County: Washington (129), Recording County: Washington (129), Application Status: Initiated, and Application ID: 9942.

The main section contains a table with the following columns: Commodity, Source, Volume of Inventory Sold (Jan 15, 2020 - April 15, 2020), Value of Inventory Shipped that Spoiled or Went Unpaid (as of April 15, 2020), Volume of Inventory Not Sold (as of April 15, 2020), Value of Inventory Not Sold (as of April 15, 2020), and Actions. There are two rows of input fields for 'Aquaculture-All Other' and 'Nursery', each with 'PRODUCER' and 'COC USE ONLY' options. Each row has a 'Remove' button.

At the bottom left, there is an 'Add Loss' button. At the bottom right, there is a progress indicator '4 of 6 Steps' and a set of navigation buttons: Exit, Back, Save, Continue, and Save and Continue.

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*--18 Aquaculture, Nursery, and Floriculture Loss Information (Continued)

C Aqua, Nursery, Flora Loss Screen Descriptions and Actions

The following table provides the descriptions and actions for the Aqua, Nursery, Flora Loss Screen.

Field/Button	Description/Action
Add Loss	CLICK “ Add Loss ”. Using the drop-down menu, select the applicable crop. To add additional commodities, CLICK “ Add Loss ” again.
Volume of Inventory Sold (Jan 15, 2020 - April 15, 2020)	Enter the quantity sold. Note: Only Aquaculture losses may be entered.
Value of Inventory Shipped that Spoiled or Went Unpaid (as of April 15, 2020)	Enter the dollar value in dollars and cents. Note: Only Nursery and Floriculture losses may be entered.
Volume of Inventory Not Sold (as of April 15, 2020)	Enter the quantity sold. Note: Only Aquaculture losses may be entered.
Value of Inventory Not Sold (as of April 15, 2020)	Enter the dollar value in dollars and cents. Note: Only Nursery and Floriculture losses may be entered.
Remove	CLICK “ Remove ” to remove the line entry.
COC Use Only	CLICK “ COC Use Only ” to allow users to override the producer’s production.

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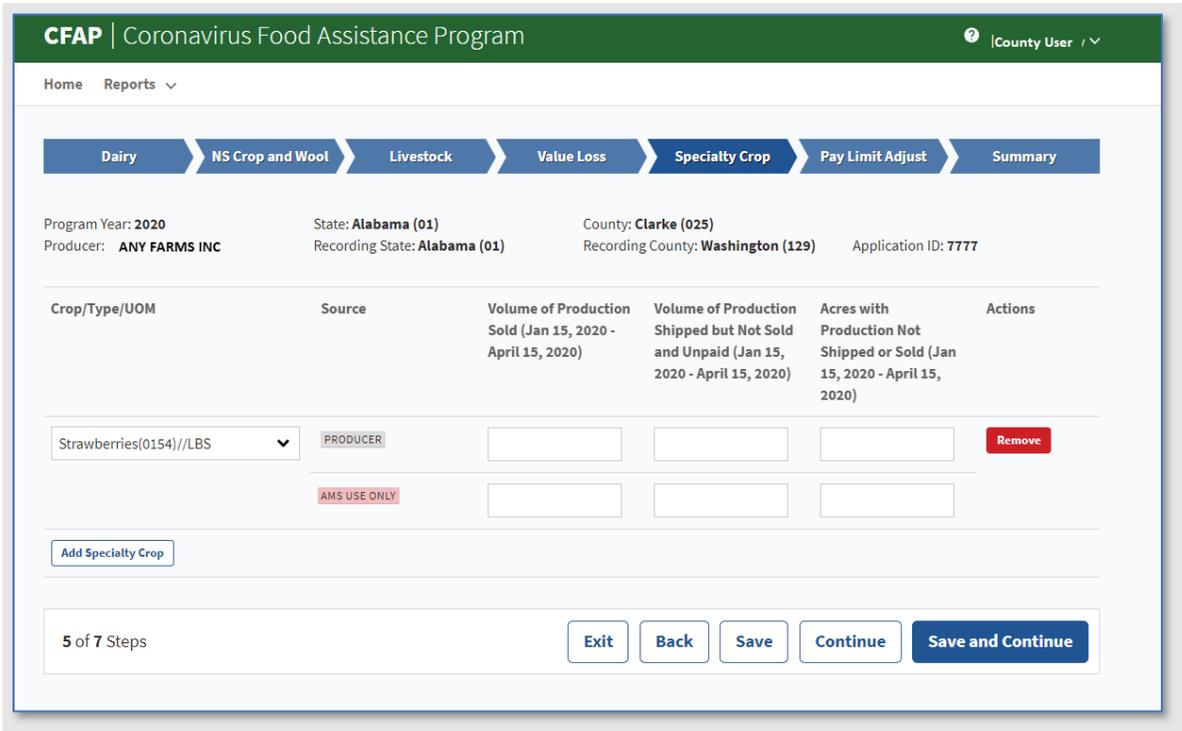
19 Specialty Crop Information

A Overview

The Specialty Crop Screen allows users to enter the value loss information for the producer according to AD-3114, Part F.

B Example of Specialty Crop Screen

Following is an example of the Specialty Crop Screen.



C Specialty Crop Screen Descriptions and Actions

The following table provides the descriptions and actions for the Specialty Crop Screen.

Field/Button	Description/Action
Add Specialty Crop	CLICK “Add Specialty Crop”. Using the drop-down menu, select the applicable crop. To add additional crops, CLICK “Add Specialty Crop” again.
Volume of Production Sold (Jan 15, 2020 - April 15, 2020)	Enter the applicable quantity.

Part 4 Reports

Section 1 Application Reports

71 CFAP Application Reports

A Overview

CFAP application reports are available through the FSA Data Warehouse Production Home Page.

Users can either:

- using the “Tools” drop-down menu on the header, CLICK “**EDW**”
- CLICK “**Data Mart**” from the FSA Intranet Application Page.

71 CFAP Application Reports (Continued)

B Available Reports

The following reports are available to users to monitor CFAP.

Report	Description
CFAP Status	This report captures general information for the application.
Dairy	This report captures information entered on the “Dairy” tab.
Non-Specialty and Wool	This report captures information entered on the “NS Crop and Wool” tab.
Livestock	This report captures information entered on the “Livestock” tab.
Value Loss	*--This report captures information entered on the “Aqua, Nursery, Flora” tab. Note: A future release will update the name of the report to “Aqua, Nursery, Flora”.--*
Specialty Crops	This report captures information entered on the “Specialty Crop” tab.
COC Adjusted to Zero	This report captures applications that COC has adjusted the data to zero.
*--CFAP Application Approved Status Change	This report captures applications that were previously approved, and the user has removed the approval dates.
COC Adjustment	This report captures any application that has been adjusted by the COC.
COC Application Age	This report identifies the number of days initiated and enrolled applications have been in the system.
CFAP Obligation	This report captures the obligation information for approved applications.
CFAP Pay Limit Adjustment	This report captures applications and associated members added in order to adjust the \$250,000 payment limitation.
Detail CFAP	This report captures a variety of application details including demographics.--*

72-90 (Reserved)