

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

**Coronavirus Food Assistance Program 2
3-CFAP**

Amendment 5

Approved by: Acting Deputy Administrator, Farm Programs



Amendment Transmittal

A Reasons for Amendment

Subparagraph 15 A has been amended to correct a date.

Subparagraphs 21 B, 50 C and 51 E have been amended to clarify that producers may apply for and/or amend their application to include crop insurance indemnities, NAP payments, and WHIP+ payments received for **crop year** 2019 in their eligible sales.

Subparagraph 22 A has been amended to update policy on CFAP 2 payment calculations for sales commodities.

Subparagraph 52 C has been amended to clarify that if the payment increases, a new signature is required.

Subparagraph 251 E has been added to provide policy and procedure when a modification to 2020 total reported acres occurs on a CFAP 2 application.

Subparagraph 262 B has been amended to add a note to refer to subparagraph I when a modification to 2020 APH approved yields occurs on a previously signed and/or paid CFAP 2 application.

Subparagraph 262 H has been amended to add an important note that a new producer signature and date are **not** required when adjusting a producer's yield to 100 percent of the weighted 2019 ARC-CO benchmark yield, in AD-3117, item 25, COC Adjusted Weighted Insurance Approved Yield.

Amendment Transmittal (Continued)

A Reasons for Amendment (Continued)

Subparagraph 262 I has been added to provide policy and procedure when a modification to 2020 APH approved yields occurs on a previously signed and/or CFAP 2 application after.

Exhibit 6 has been added to include the Example Letter to Producers Submitting CFAP 2 Application (AD-3117) after the Sign-up Period, as Applicable, Has Ended.

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Part 2 CFAP 2 Policy and Procedures Provisions**Section 1 CFAP 2 General Program Policies and Provisions****15 Producer Eligibility****A Producer**

[7 CFR Part 9 Subpart C §9.201] A producer is a person or legal entity who shares in the risk of producing a commodity. A person or legal entity who is not in the business of farming at the time of application is not considered a producer.

A contract producer is a producer who grows or produces an eligible commodity under contract on behalf of another person or entity. The contract producer does not have ownership in the commodity and is not entitled to a share from sales proceeds of the commodity.

[7 CFR Part 9 Subpart C §9.202] Producers, excluding contract producers, are eligible for payment for eligible price-triggered crops, flat rate crops, price-triggered livestock, eggs, broilers, dairy, and sales commodities if they meet all other requirements for eligibility.

Contract producers are eligible for payment if they:

- produced broilers, pullets, layers, chicken eggs, turkeys, hogs, or pigs under a contract in both the 2019 and 2020 calendar years and received revenue under such a contract during the period from January 1, 2020, through December 27, 2020
- had a loss in eligible revenue for the period from January 1, 2020, to *--December 27, 2020, as compared to the period from January 1, 2019, through--* December 27, 2019
- meet all other requirements for eligibility.

Contract producers must provide a copy of their contract and documentation to support the information provided on their application if requested by FSA.

15 Producer Eligibility (Continued)**A Producer (Continued)**

[7 CFR Part 9 Subpart A §9.3] To be eligible for a CFAP 2 payment, a person or legal entity must be 1 of following:

- citizen of the United States
- resident alien (possessing a Resident Alien Card (I-551))
- partnership of citizens of the United States
- corporation, LLC, or other organizational structure organized under State law
- Indian Tribe or Tribal organization, as defined in section 4(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 5304)
- foreign person or foreign entity who meets Foreign Person Rules as described in 5-PL.

B Ineligible Producer

The following persons or legal entities are **ineligible** for CFAP 2 payments:

- Federal, State, and local governments, including public schools as defined in 5-PL
- persons or legal entities who did not have a reported ownership interest in any of the eligible commodities, excluding contract producers
- persons and legal entities that have been suspended or debarred or otherwise excluded from participating in Federal programs (1-CM, paragraph 823)
- persons and legal entities that do not meet payment limitation, payment eligibility, AGI and HELC/WC requirements for CFAP 2.

21 Eligible Commodities and Signup Period

A Eligible Commodities

CFAP 2 provides financial assistance to eligible producers with an ownership interest in the following eligible commodities that have been determined to have been impacted by the effects of the COVID-19 outbreak.

Commodity Category	Eligible Commodity																																
Dairy (See Part 4)	<ul style="list-style-type: none"> • Dairy (milk) 																																
Eggs and Broilers (See Part 5)	<ul style="list-style-type: none"> • Broilers • Shell Eggs • Dried Eggs • Liquid Eggs • Frozen Eggs 																																
Livestock (See Part 6)	<ul style="list-style-type: none"> • Beef Cattle • Hogs and Pigs • Sheep and Lambs 																																
Sales Commodities (See Part 7)	<ul style="list-style-type: none"> • Aquaculture grown in a controlled environment • Nursery crops and floriculture • Other livestock (excluding breeding stock) not included under the price trigger category that were grown for food, fiber, fur, or feathers • Other crops not included in the price trigger and flat-rate categories, including tobacco • Goat milk • Mink (including pelts) • Mohair • Wool •*--Turfgrass sod--* • Other commodities as determined by the Secretary. 																																
Acreage Based Crops (See Part 8)	Price Trigger Crops																																
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21 Eligible Commodities and Signup Period (Continued)

A Eligible Commodities (Continued)

CFAP 2 provides financial assistance to eligible contract producers who produced broilers, pullets, layers, chicken eggs, turkeys, hogs, or pigs under a contract in both the 2019 and 2020 calendar years, received revenue under such a contract during the period from January 1, 2020, through December 27, 2020, and had a loss in eligible revenue for the period from January 1, 2020, through December 27, 2020, as compared to the period from January 1, 2019, through December 27, 2019. See Part 9.

B CFAP 2 Signup Period

An eligible producer who had an ownership share interest and risk of production loss in 1 or more of the eligible CFAP 2 commodities can file a CFAP 2 application by submitting a completed AD-3117 to any USDA Service Center from **September 21, 2020, through December 11, 2020**, for all eligible commodities other than pullets and turfgrass sod and *--contract producers. CFAP 2 signup opened for pullets, turfgrass sod, and contract producers to submit an application to any USDA Service Center beginning January 19, 2021. Signup reopened for all CFAP 2 applications to be submitted to any USDA Service Center beginning April 5, 2021. The recording county will be responsible for acting on AD-3117.

Notes: The payment calculation for sales-based commodities has been amended to include the amount of crop insurance indemnities, NAP, and WHIP+ payments for **crop year 2019**, in addition to the amount of the producer's 2019 eligible sales. Producers of eligible sales-based commodities who received crop insurance indemnities, NAP, or WHIP+ payments for **crop year 2019** may amend their CFAP 2 applications to include those amounts.

If a producer did not apply for sales-based commodities due to having no sales in calendar year 2019, however they received a 2019 crop insurance indemnity, NAP, or WHIP+ payment, for sales-based commodities the producer can use the amount of those payments.

For AD-3117's submitted or postmarked after December 11, 2020, for all eligible commodities, COC action must be taken accordingly on or after April 5, 2021.

Notes: After a deadline is announced, there will be no late filed provisions for CFAP 2. If a producer submits an application after the applicable deadline, then COC must disapprove the application and the producer will be notified using the letter in Exhibit 6.

If a new producer signature is obtained on the AD-3117, for any reason, the date in Part K (COC determination) of the AD-3117 must be equal to or greater than the producer signature date.--*

22 CFAP 2 Payments and Payment Rates

A CFAP 2 Payments

The CFAP 2 payment is:

- available to eligible producers who had or still have an ownership interest in 1 or more of *--the eligible commodities and eligible contract producers of broilers, pullets, layers, chicken eggs, turkeys, hogs, or pigs--*
- **not** subject to sequestration
- not subject to offset.

Generally, the payment will be issued as a single payment for each producer nationwide; however, subsequent payments may be issued as more data is received from each producer. See paragraph 52 on revising AD-3117's.

Payments will be determined according to the following table.

* * * Category	Part 1 (CARES Act Funds)	Part 2 (CCC Funds)
Dairy (See Part 4)		For each eligible producer, a payment rate per pound of milk production including dumped milk for the months of April through August 2020, and estimated production from September through December 2020.
Broiler and Eggs (See Part 5)		For each eligible producer, a payment rate per head for broilers, per dozen for shell eggs, and per pound for dried, liquid, and frozen egg 2019 total production.

22 CFAP 2 Payments and Payment Rates (Continued)

A CFAP 2 Payments (Continued)

Category	Part 1 (CARES Act Funds)	Part 2 (CCC Funds)
Livestock (See Part 6)		Payments will be based on the highest owned inventory of eligible livestock, excluding breeding stock, on a date selected by the eligible producer from April 16, 2020, through August 31, 2020.
Sales Commodities (See Part 7)	FOR TOBACCO ONLY - Payment calculations will use a sales-based approach based on 5 payment gradations associated with the producer’s 2019 *--calendar year sales, including crop insurance indemnities, NAP, and WHIP+ payments for crop year 2019,--* of the commodity multiplied by the payment rate for that range.	Payment calculations for the sales commodities will use a sales-based approach based on 5 payment gradations associated with the producer’s 2019 *--calendar year sales,--* including crop insurance indemnities, NAP, and WHIP+ payments for crop year 2019, of the commodity multiplied by the payment rate for that range.
Acreage Based Crops (See Part 8)		For each eligible producer, payments will be based on the number of 2020 acres of either price-trigger or flat-rate crops.
Contract Producers (See Part 9)		<p>For eligible contract producers of broilers, pullets, layers, chicken eggs, turkeys, hogs, or pigs, if eligible revenue received beginning January 1, 2020, and ending on December 27, 2020, decreased compared to eligible revenue for the period from January 1, 2019, through December 27, 2019, then payments will be equal to:</p> <ul style="list-style-type: none"> • eligible revenue received from January 1, 2019, through December 27, 2019, minus eligible revenue received from January 1, 2020, through December 27, 2020, multiplied by • 80 percent.

50 Applying for CFAP 2 (Continued)

C Signature Requirements

*--A complete AD-3117, including the applicant's signature **must** be received no later than the deadline, once established.--*

* * *

See 1-CM for signature requirements.

D Recording Receipt of AD-3117's and Accessing CFAP 2 Application

Offices must make every effort to process the AD-3117 in the system and then have the producer sign the application. If the CFAP 2 system is not available, a manual AD-3117 must be completed.

Note: COC's are not to approve any AD-3117 until **after** AD-3117 has been loaded into the CFAP 2 system.

If a producer submits a signed manual AD-3117 to the County Office, enter the application in *--the system accurately, as completed by the producer. County Office will date stamp--* AD-3117 upon receipt of AD-3117 signed in Part I by the producer.

If a producer submits an application to a County Office that is not the producer's recording County Office, the receiving County Office will date stamp the signed application and send a copy by e-mail or FAX to the recording County Office.

See Exhibit 20 for instructions on completing AD-3117.

51 Reviewing and Acting on AD-3117's

A Redelegation of Authority for AD-3117's

COC may redelegate authority to CED to approve routine AD-3117's; however, CED **cannot** further redelegate authority to PT.

All adverse actions must go to COC for review.

Important: Approved AD-3117's are subject to prompt pay interest; therefore, every effort must be made to complete the payment process as soon as possible for approved AD-3117's.

B Reviewing AD-3117's for Reasonableness

--Production, sales, revenue, inventories, and/or acreage, as applicable, will be a-- self-certification by the producer and is subject to spot check. COC's may request additional documentation from a CFAP 2 applicant to support a producer's certification of eligible commodities. The following table provides a list of examples of supporting documentation.

Note: If a producer fails to submit additional documentation in response to a request to substantiate production, sales, and/or inventories, as applicable, of any eligible commodity on the application, COC will make the applicable COC adjustments on the application for the commodities and/or disapprove the application, as applicable.

Commodity/ *--Category	Source of Supporting Documentation--*
Dairy	<ul style="list-style-type: none"> • milk marketing statements for the months of April, May, June, July, and August 2020 • records documenting milk that was dumped during April, May, June, July, and August 2020 • other records determined acceptable by COC.
Eggs and Broilers	<ul style="list-style-type: none"> • egg and broilers marketing statements for 2019 • contracts • sales receipts • other records determined acceptable by COC. <p>Note: If the applicant was a new producer after December 31, 2019, provide 2020 documentation.</p>

51 Reviewing and Acting on AD-3117's (Continued)

E COC Adjusting or Disapproving AD-3117's

If it is determined that any of the information as certified on AD-3117 is not reasonable or is questionable, evidence may be requested from the participant according to subparagraph B. If evidence provided by the participant differs from the information certified, COC's do have authority to make adjustments. See subparagraph 3 G on producer responsibilities.

COC will disapprove AD-3117 if **any** of the following occur:

- program eligibility requirements are not met
- person or legal entity applying for CFAP 2 is determined to not to be an eligible producer according to subparagraph 15 B
- information on AD-3117 or supporting documentation provided by the participant is not accurate or reasonable
- evidence that applicant did not have a reported ownership share interest in the eligible commodity
- signature requirements were not met according to 1-CM, signed AD-3117 in Part I

Note: If AD-3117 was completed but never signed by the producer or someone on behalf of the producer, take **no** action on AD-3117. It is not considered filed unless it is signed.

•*--AD-3117 was submitted or postmarked **after** the announced signup deadline.--*

If COC disapproves AD-3117 for any reasons listed, or adjusts AD-3117 for any reason, then COC must take the following actions:

- adjust or disapprove AD-3117 as applicable
- notify the participant of the adjustment or disapproval
- provide participant applicable appeal rights according to 1-APP
- thoroughly document reasons for the adjustment or disapproval in the COC minutes.

52 Revised AD-3117's and Signature Requirements

A Revised AD-3117's

AD-3117's can be revised after filing and after AD-3117 was approved and paid before the *--end of the signup period, including during the signup period opened April 5, 2021. The--* reasons for revision can vary. Some reasons may include:

- production, sales, revenue, or inventory reported was incorrect or entered in error
- additional production, sales, revenue, or inventory was not reported on original application
- *--addition of information for commodities determined eligible after December 11, 2020.--*

For any revision to an approved and paid AD-3117, thoroughly document the reason for the revision in the COC minutes and provide the producer a copy of the revised AD-3117.

B Revisions That Require New Producer Signatures and Approval

Any revision to a previously approved and paid AD-3117 that would increase the calculated *--payment amount requires a new producer signature and new approval date entered. This includes revisions to add contract producer information in Part H.--*

The payment calculation for sales-based commodities has been amended to include the amount of crop insurance indemnities, NAP, and WHIP+ payments received for **crop year 2019** for the sales-based commodities in addition to the amount of the producer's 2019 *--eligible **calendar year** sales. A new producer signature on AD-3117 is required.--*

C Revisions That Do Not Require New Producer Signature

A revision that adversely affects an application does not require a new producer signature. Notify the participant in writing of the revision, provide participant applicable appeal rights according to 1-APP, and thoroughly document reason for the revision in the COC minutes.

If a revision results in less payment acres, CED will issue a reduced payment letter along with a copy of the revised AD-3117.

A new producer signature is not required on AD-3117 if revisions or updates are required **only** in item 25, "COC Adjusted Weighted Insurance Approved Yield", according to paragraph 262.

Any revised AD-3117 must have a new approval entered.

53-64 (Reserved)

251 General Provisions – Acreage-Based Crops (Continued)**D Late-Filed FSA-578's for CFAP 2 Only**

In some instances, the producer may not have timely filed FSA-578. **For CFAP 2 purposes only**, County Offices may accept late-filed 2020 acreage reports without regard to the following:

- *--more than 1 year after the ARD--*
- collecting a late-filed fee
- conducting a farm visit
- collecting farm visit and crop verification fees
- certifying the crop.

If the 2020 acreage report is filed for any purpose other than CFAP 2, the provisions in 2-CP must be followed.

*--**Note:** A late-filed FSA-578 for the purpose of CFAP 2, using these provisions, shall not be “certified” in CARS.--*

251 General Provisions – Acreage-Based Crops (Continued)***--E Modifications to Total 2020 Reported Acres**

For both price-trigger and flat rate crops, if a change to a producer's total 2020 reported acres occurs (for whatever reason, i.e. correction, revision, spot check or late-field acreage report accepted by COC based on 2-CP policy) after the application was originally acted on, the producer's CFAP 2 application will be put in "suspended status"; therefore, COC must revisit the producer's CFAP 2 application and:

- accept the change to reported/determined acres prepopulated in item 22, AD-3117
- notify the producer and provide appeal rights, if applicable, according to subparagraph 51 E.

Important: See paragraph 52 for AD-3117 revisions that require new producer signatures and approval.--*

252-260 (Reserved)

262 Yields for Price Trigger Crops

A Overview

For price trigger crops, CFAP 2 payments will be based on 1 of the following:

- producer's weighted 2020 APH-approved yield, as described in subparagraph C
- 100 percent of the ARC-CO benchmark yield, if a weighted 2020 APH-approved yield is not available and the producer meets 1 of the conditions described in subparagraph E
- for all other producers, 85 percent of the weighted 2019 ARC-CO benchmark yield, as determined according to subparagraph F.

Note: Yields are not a factor for flat-rate crops; therefore, yields are only determined according to this paragraph for price trigger crops.

B 2020 APH-Approved Yields

The CFAP 2 application software will interface with the RMA-shared service each time an automated application is initiated. If a match is found, based on the producer's tax ID number, RMA will return to FSA, by county, the producer's:

- 2020 APH-approved yield
- 2020 insured acreage.

Note: The yield and acres returned from RMA represents a blend of irrigated and nonirrigated yields for the producer by county.

RMA will return to FSA the data listed in this subparagraph for all counties where the tax ID number matches:

- primary insurance policyholder, including policyholders who are insured through a transfer of coverage and right to an indemnity
- secondary insurance policyholder, if the secondary policyholder is the CFAP 2 applicant's spouse.

Note: See subparagraph E for secondary insurance policyholders who are landlords, tenants, or members of a joint venture.

***--Important:** See subparagraph I for modification to 2020 APH approved yields after the COC has acted on the original CFAP 2 application.--*

262 Yields for Price Trigger Crops (Continued)

C Weighted 2020 APH-Approved Yields

For producers who insured a price-trigger crop under an RMA policy or plan of insurance, the producer’s yield for CFAP 2 will be the weighted 2020 APH-approved yield for all of the producer’s insured acres nationwide, as determined in subparagraph D.

***--Note:** This subparagraph also is applicable to producers who are insured through RMA through a Transfer of Coverage Right to an Indemnity or insured as a secondary policy holder as a spouse.--*

For price-trigger crops with a weighted 2020 APH-approved yield, AD-3117, item 24, Weighted Insurance Approved Yield, will be prepopulated for the producer in Part G.

PART G – ACREAGE-BASED CROPS		COC USE ONLY			
21. Crop	22. Total 2020 Reported Acres	23. COC Adjusted Total 2020 Reported Acres	24. Weighted Insurance Approved Yield	25. COC Adjusted Weighted Insurance Approved Yield	26. 85% of Weighted County Yield
Barley	350		80		

Notes: COC may adjust “Weighted Insurance Approved Yield”, in item 25, if the quantity is determined to be unreasonable or inaccurate.

See 1-APP for notification requirements.

D Calculating Weighted 2020 APH-Approved Yield

The CFAP 2 application software will calculate a producer’s weighted 2020 APH-approved yield by averaging the producer’s 2020 APH-approved yields for the crop nationwide and weighting the yield based on the producer’s 2020 insured acres nationwide, as provided in the following table.

Important: This is an automated calculation. The calculation is provided for informational purposes only.

Step	Instruction
1	For each county and insurance unit, the expected production is calculated by multiplying: <ul style="list-style-type: none"> • 2020 insured acres, times • 2020 APH-approved yield.
2	Expected production nationwide is calculated by summing the expected production for all counties and units.
3	2020 insured acres nationwide is calculated by summing 2020 insured acres for all counties and units.
4	Weighted 2020 APH-approved yield is calculated by dividing: <ul style="list-style-type: none"> • expected production nationwide (result in step 2), by • 2020 insured acres nationwide (result in step 3).

262 Yields for Price Trigger Crops (Continued)

H Calculating 100 Percent of Weighted 2019 ARC-CO Benchmark Yield (Continued)

COC must enter the result of this calculation, 100 percent of the weighted 2019 ARC-CO benchmark yield, in item 25, COC Adjusted Weighted Insurance Approved Yield, on AD-3117.

***--Important:** COC’s must enter the producer’s original CFAP 2 application signature and date on AD-3117, Part J. The CFAP 2 application (regardless of a yield decrease or increase) does **not** need a new producer signature and date, because COC is adjusting the yield using item 25, COC Adjusted Weighted Insurance Approved Yield. However, COC must enter a new signature, date and determination on AD-3117, Part K.--*

Example:

John Farmer applied for CFAP 2 for 191.25 acres of upland cotton. John Farmer did not have a weighted 2020 APH-approved yield for upland cotton, as described in subparagraph D; therefore, the CFAP 2 payment was calculated and issued based on a yield of 758.31, 85 percent of weighted 2019 ARC-CO benchmark yield, as shown in this screenshot.

Commodity	Source	Total 2020 Reported Acres	Weighted Insurance Approved Yield	85% of Weighted County Yield
Cotton-Upland(0021)	PRODUCER	191.2500		758.31
	COC USE ONLY	<input type="text"/>	<input type="text"/>	

6 of 7 Steps

Exit Back Save Continue Save and Continue

John Farmer notifies the County Office that he meets 1 of the exceptions outlined in subparagraph E and the County Office verified through the WHIPIR that John Farmer meets 1 of the exceptions; therefore, the County Office must calculate John Farmer’s 100 percent of the weighted 2019 ARC-CO benchmark yield, based on 85 percent of the weighted 2019 ARC-CO benchmark yield prepopulated on AD-3117, item 26, as follows:

- 758.31, divided by
- .85, equals
- 892.13.

262 Yields for Price Trigger Crops (Continued)

*--H Calculating 100 Percent of Weighted 2019 ARC-CO Benchmark Yield (Continued)

Example: (Continued)

COC must adjust John Farmer’s yield on AD-3117, item 25, COC Adjusted Weighted Insurance Approved Yield, to 892.13, as shown in this screenshot.

Commodity	Source	Total 2020 Reported Acres	Weighted Insurance Approved Yield	85% of Weighted County Yield
Cotton-Upland(0021)	PRODUCER	191.2500		758.31
	COC USE ONLY		892.13	

6 of 7 Steps

Exit Back Save Continue **Save and Continue**

Note: See 4-CFAP for additional instructions and screen prints for processing the CFAP 2 application.--*

262 Yields for Price Trigger Crops (Continued)

*--I Modifications to 2020 APH Approved Yields

The RMA shared service is updated weekly with 2020 APH approved yields. County Office may accept changes to a producer’s 2020 APH approved yield, at any time during the signup period.

If an update is made to a 2020 APH approved yield, the CFAP 2 application software will **not** put the application in “suspended status”. Therefore, County Offices must access the producer’s CFAP 2 application, according to the following table.

Step	Action
1	Re-access the Acreage-Based Crop Screen according to 4-CFAP so the software will pre-populate the producer’s 2020 APH approved yield change.
2	<p>Enter producer signature and date and approval date, according to paragraph 52.</p> <p>Important: A revision to a 2020 APH approved yield on a previously approved and paid AD-3117 that would increase the calculated payment amount requires a new producer signature and date to be entered on AD-3117, Part J and new COC signature, date and determination to be entered on AD-3117, Park K.</p> <p>A revision to a 2020 APH approved yield on a previously approved and paid AD-3117 that would decrease the calculated payment amount does not require a new producer signature and date, but does require a new COC signature, date and determination to be entered in Part K.</p>
3	<p>IF the re-calculated payment is:</p> <ul style="list-style-type: none"> • more than the original payment, process the payment according to 4-CFAP and notify the producer of the adjustment • less than the original payment: <ul style="list-style-type: none"> • process the overpayment • transfer the overpayment to NRRS according to 4-CFAP • provide appeal rights according to subparagraph 51 E.

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263-272 (Reserved)

Example Letter to Producers Submitting CFAP 2 Application (AD-3117) after the Sign-up Period, as Applicable, Has Ended

The following language is provided as guidance and may be modified to fit individual situations. A letter must be sent and copy of the notification kept in the file. This letter is intended for a COC decision.

Dear **(Enter name of AD-3117 Producer)**:

This letter acknowledges receipt of the AD-3117 the Coronavirus Food Assistance Program 2 (CFAP 2) Application. You submitted the request to enroll after the end of the sign-up period.

Regulations at 7 CFR Part 9 specifies that the signup period for CFAP 2 ended on **(enter applicable date)**. You filed your AD-3117 CFAP 2 application on **(enter the applicable date)**.

Accordingly, the **(enter applicable county)** County Committee (COC) has determined you did not timely file your AD-3117 CFAP 2 application and it is denied.

If you believe that the facts of this decision are not correct, you may file a written appeal of this determination with the county FSA committee within 30 days of your receipt of this decision. To file an appeal of this decision, **(insert appropriate language from 1-APP for a COC decision and include all appropriate and applicable review rights according to 1-APP for a COC decision)**.

Sincerely,

County Executive Director

