

FSA
HANDBOOK

Livestock Programs

For State and County Offices

SHORT REFERENCE

4-DAP
(Revision 2)

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

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**Livestock Programs
4-DAP (Revision 2)**

Amendment 1

Approved by: Acting Deputy Administrator, Farm Programs



Amendment Transmittal

A Reason for Issuance

This handbook has been issued to provide policy and software procedure for 2005, 2006, and 2007 LIP and LCP.

B Obsolete Material

4-DAP is obsolete.

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Part 1 Basic Information**1 Handbook Purpose and Coverage****A Handbook Purpose**

This handbook has been issued to provide procedure for livestock programs implemented by DAFP, through PECD.

B Related Handbooks

Handbooks related to programs provided in this handbook include the following:

- 1-APP for appeals
- 1-CM for signatures, power-of-attorney, and name and address files
- 6-CP for conservation compliance
- 7-CP for finality rule provisions
- 1-FI for direct deposits
- 3-FI for deleting incorrect program codes on automated CCC-257's
- 58-FI for claims and withholdings
- 61-FI for prompt payment information
- 63-FI for assignments and joint payments
- 64-FI for establishing and reporting claims in the Automated Claims System
- 67-FI for establishing and reporting debts in CRS
- 2-INFO for providing information to the public
- 1-PL for "person" and AGI provision determinations
- 2-PL for updating subsidiary information in the System 36
- 3-PL for updating subsidiary information in the web-based system.

C Sources of Authority

This handbook provides procedure for multiple livestock programs. The programs are separated by part in this handbook. See the applicable part for the source of authority and regulations for a specific program.

2-20 (Reserved)

Part 2 2005-2007 LIP

Section 1 Basic 2005-2007 LIP Information

21 General Information

A Purpose

This part provides instructions for administering 2005-2007 LIP.

2005-2007 LIP provides monetary assistance to eligible livestock owners and livestock contract growers, but not both for the same livestock, for livestock deaths that occurred between January 1, 2005, and February 28, 2007, in eligible disaster counties as a result of an eligible disaster, including losses because of blizzards that started in 2006 and continued into January 2007.

Note: Monetary assistance provided under 2005-2007 LIP is **not** required to be used by the payee for any specific purpose.

B Source of Authority

The U.S. Troop Readiness, Veterans' Care, Katrina Recovery, and Iraq Accountability Appropriations Act, 2007 (Pub. L. 110-28) authorizes the Secretary of Agriculture to use such sums as necessary to remain available, until expended, to provide assistance to certain livestock producers who suffered the death of eligible livestock between January 1, 2005, and February 28, 2007, as a result of an eligible disaster, including losses because of blizzards that started in 2006 and continued into January 2007.

The regulations for 2005-2007 LIP are provided in 7 CFR Part 760, Subpart J.

C Public Information

Follow instructions in 2-INFO for providing information about 2005-2007 LIP.

D Modifying Provisions

Provisions in this handbook shall **not** be revised without prior approval from the National Office LAP Manager and the Deputy Administrator.

Important: Revisions include adding, deleting, editing, clarifying, supplementing, or otherwise amending any procedure, form, or exhibit.

A separate State or county handbook shall **not** be created.

21 General Information (Continued)

E Forms

Forms, worksheets, applications and other documents other than those provided in this handbook or issued by the National Office shall not be used for 2005-2007 LIP.

Any document that collects data from a producer, regardless of whether the producer's signature is required, is subject to the Privacy Act and Information Collection Procedures, including clearance of these documents by the following offices:

- National Office program area
- MSD, Forms and Graphics Section
- OMB.

Forms, worksheets, and documents developed by State or County Offices **must** be submitted to the National Office LAP Manager for review and clearance before using.

Important: No State or County Office developed form, worksheet, or other document shall be used for 2005-2007 LIP unless it is approved by the National Office **before** use.

F Related Handbooks

See Part 1 for handbooks related to 2005-2007 LIP.

22 Responsibilities

A STC Responsibilities

Within the authorities and limitations in this handbook and 7 CFR Part 760, Subpart J, STC's shall:

- direct the administration of 2005-2007 LIP
- ensure that FSA State and County Offices follow 2005-2007 LIP provisions
- thoroughly document all actions taken in the STC minutes
- handle appeals according to 1-APP

22 Responsibilities (Continued)

A STC Responsibilities (Continued)

- review all applications executed by State Office employees, COC members, and their spouses according to subparagraph 72 D
- require reviews be conducted by DD according to subparagraph 72 E to ensure that County Offices comply with 2005-2007 LIP provisions

Note: STC may establish additional reviews to ensure that 2005-2007 LIP is administered according to these provisions.

- take any oversight actions necessary to ensure that IPIA provisions are met to prevent County Offices from issuing any improper payments according to subparagraph 45 E.

B SED Responsibilities

Within the authorities and limitations in this handbook and 7 CFR Part 760, Subpart J, SED's shall:

- ensure that FSA County Offices follow 2005-2007 LIP provisions
- handle appeals according to 1-APP
- ensure that DD conducts reviews according to subparagraph A

Note: SED may establish additional reviews to ensure that 2005-2007 LIP is administered according to these provisions.

- ensure that **all** County Offices publicize 2005-2007 LIP provisions according to subparagraph D
- immediately notify the National Office LAP Manager of software problems, incomplete or incorrect procedures, specific problems, or findings
- take any oversight actions necessary to ensure that IPIA provisions are met to prevent County Offices from issuing any improper payments according to subparagraph 45 E.

22 Responsibilities (Continued)

C DD Responsibilities

Within the authorities and limitations in this handbook and 7 CFR Part 760, Subpart J, DD's shall:

- ensure that COC's and CED's follow 2005-2007 LIP provisions
- conduct reviews according to subparagraph 72 E, and any additional reviews established by STC or SED according to subparagraph A and B
- provide SED with report of reviews conducted according to subparagraph 72 E
- take any oversight actions necessary to ensure that IPIA provisions are met to prevent County Offices from issuing any improper payments according to subparagraph 45 E
- closely monitor the number of third party certifications approved by COC according to subparagraph 71 F

Important: If the number of applicants using third party certifications is excessive when compared to surrounding counties, DD shall take all necessary action to ensure that the claimed losses are reasonable and that the provision is not being abused.

- ensure that County Offices publicize program provisions according to subparagraph D.

D COC Responsibilities

Within the authorities and limitations in this handbook and 7 CFR Part 760, Subpart J, COC's shall:

- fully comply with all 2005-2007 LIP provisions
- ensure that CED fully complies with all 2005-2007 LIP provisions
- review, initial, date, and document in the COC minutes all third party certifications according to subparagraph 71 E

Important: COC shall **not** delegate authority to review third party certifications to CED.

22 Responsibilities (Continued)

D COC Responsibilities (Continued)

- provide DD with a weekly written report of all reviews of third party certifications according to subparagraph 71 E
- act on completed FSA-900 for 2005-2007 LIP according to paragraph 72
- handle appeals according to 1-APP
- thoroughly document all actions taken in the COC minutes

Important: All the following **must** be thoroughly documented for all 2005-2007 LIP program determinations made by COC:

- all factors reviewed or considered
 - all documentation reviewed
 - references to applicable handbooks, notices, and regulations
 - all sources of information obtained for review or consideration.
- take any oversight actions necessary to ensure that IPIA provisions are met to prevent County Offices from issuing any improper payments according to subparagraph 45 E
 - ensure that producers receive complete and accurate program information

Note: Program information may be provided through the following:

- program leaflets, newsletters, and print media
 - meetings
 - radio, television, and video
 - County Office visits.
- ensure that 2005-2007 LIP general provisions and other important items are publicized as soon as possible after information is received from the National Office, including but not limited to, the following:
 - signup period
 - payment limitation
 - eligible livestock
 - basic participant eligibility criteria
 - general data required to complete application.

Note: The 2005-2007 LIP Fact Sheet may be used to provide some of the information in this subparagraph. The fact sheet is available online at <http://disaster.fsa.usda.gov>.

22 Responsibilities (Continued)

E CED Responsibilities

Within the authorities and limitations in this handbook and 7 CFR Part 760, Subpart J, CED's shall:

- fully comply with all 2005-2007 LIP provisions
- ensure that County Office employees fully comply with all 2005-2007 LIP provisions
- act on completed FSA-900 for 2005-2007 LIP according to paragraph 72

Note: CED may delegate approval authority to program technicians for routine cases where proof of death is provided according to subparagraph 71 E. Program technicians shall **not** be delegated authority to:

- disapprove any FSA-900
- approve any FSA-900 where third party certification is used to prove loss.
- ensure that all program and payment eligibility requirements have been met by producers before issuing any payment to ensure that IPIA provisions are met

Note: See subparagraph 45 E for additional information.

- handle appeals according to 1-APP
- ensure that producers receive complete and accurate program information
- immediately notify SED, through DD, of software problems and incomplete or incorrect procedures
- ensure that all applicants receive a copy of Exhibit 7 according to paragraph 74 when they file an application
- ensure that general provisions and other important items are publicized according to subparagraph D and copies are retained in the County Office.

22 Responsibilities (Continued)**F Program Technician Responsibilities**

Within the authorities and limitations in this handbook and 7 CFR Part 760, Subpart J, the program technician shall:

- fully comply with all 2005-2007 LIP provisions
- immediately notify CED of software problems and incomplete or incorrect procedures
- ensure that producers receive complete and accurate program information
- ensure that all applicants receive a copy of Exhibit 7 according to paragraph 74 at the time they file an application
- ensure that all program and payment eligibility requirements have been met by producers before issuing any payment to ensure that IPIA provisions are met.

Note: See subparagraph 45 E for additional information.

23 Definitions for 2005-2007 LIP**A Definitions**

The following definitions apply to 2005-2007 LIP. The definitions provided in other parts of this handbook do **not** apply to 2005-2007 LIP.

Adult beef bulls means male bovine animals that were at least 2 years old and used for breeding purposes before they died.

Adult beef cows means female bovine animals that had delivered 1 or more offspring before dying. A first time bred beef heifer shall also be considered an adult beef cow if it was pregnant at the time it died.

Adult buffalo/beefalo bulls means male animals of those breeds that were at least 2 years old and used for breeding purposes before they died.

Adult buffalo/beefalo cows means female animals of those breeds that had delivered 1 or more offspring before dying. A first time bred buffalo or beefalo heifer shall also be considered an adult buffalo/beefalo cow if it was pregnant at the time it died.

Adult dairy bulls means male bovine animals of a breed used for producing milk for human consumption that were at least 2 years old and used for breeding dairy cows before they died.

Adult dairy cows means female bovine animals used for the purpose of providing milk for human consumption that had delivered 1 or more offspring before dying. A first time bred dairy heifer shall also be considered an adult dairy cow if it was pregnant when it died.

Brownout means a reduction in electric power that affects the facility.

Bucks means male goats.

Catfish means any catfish grown as food for human consumption by a commercial operator on private property in water in a controlled environment.

Commercial use means used in the operation of a business activity engaged in as a means of livelihood for profit by the eligible producer.

Contract means, with respect to contracts for the handling of livestock, a written agreement between a livestock owner and another individual or entity setting for the specific terms, conditions, and obligations of the parties involved about the production of livestock or livestock products.

Controlled Environment means an environment in which everything that can practicably be controlled with structures, facilities, growing media (including but not limited to water and nutrients) by the producer, is in fact controlled by the producer.

23 Definitions for 2005-2007 LIP (Continued)**A Definitions (Continued)**

Crawfish means any crayfish grown as food for human consumption by a commercial operator on private property in water in a controlled environment.

Disaster county means a county included in the geographic area covered by a Secretarial or Presidential disaster declaration between January 1, 2005, and February 28, 2007, or an FSA APLN, if such notice applies to a natural disaster designated by the President, including contiguous counties. See <http://disaster.fsa.usda.gov> for a list of eligible counties.

Doe means female goats.

Eligible livestock means only certain adult and non-adult dairy cattle, beef cattle, buffalo, beefalo, equine animals, sheep, goats, swine, deer, catfish, crawfish and poultry, including egg-producing poultry, that were maintained for commercial use as part of a farming operation, that died in a disaster county during the calendar year benefits are requested as a direct result of an eligible disaster event, but no later than 60 calendar days after the ending date of the disaster period, as provided at <http://disaster.fsa.usda.gov>, but before February 28, 2007. See paragraph 44 for further delineation of eligible livestock by payment rate.

Eligible livestock owner means a person who had legal ownership of the eligible livestock on the day the livestock died and is a citizen of, or legal resident alien in, the United States. A farm cooperative, private domestic corporation, partnership, or joint operation in which a majority interest is held by members, stockholders, or partners who are citizens of, or legal resident aliens in, the United States, if such cooperative, corporation, partnership, or joint operation owned or jointly owned the eligible livestock on the day the livestock died will be considered eligible livestock owners. Any Native American tribe (as defined in section 4(b) of the Indian Self-Determination and Education Assistance Act (Pub. L. 93-638, 88 Stat. 2003)); any Native American organization or entity chartered under the Indian Reorganization Act; any tribal organization chartered under the Indian Self-Determination and Education Assistance Act; and any economic enterprise under the Indian Financing Act of 1974 may be considered an eligible livestock owner so long as they meet the terms of the definition.

23 Definitions for 2005-2007 LIP (Continued)**A Definitions (Continued)**

Eligible livestock contract grower means a person, other than the livestock owner, who possessed an independent financial interest in the eligible livestock or products derived from such livestock, as defined and limited by the terms and conditions of a contractual written agreement with the livestock owner on the day the livestock died, and is a citizen of, or legal resident alien in, the United States. A farm cooperative, private domestic corporation, partnership, or joint operation in which a majority interest is held by members, stockholders, or partners who are citizens of, or legal resident aliens in, the United States, if such cooperative, corporation, partnership, or joint operation possessed a independent financial interest, but not as owner, in the eligible livestock or products derived from such livestock on the day the livestock died will be considered an eligible livestock contract grower. Any Native American tribe (as defined in section 4(b) of the Indian Self-Determination and Education Assistance Act (Pub. L. 93-638, 88 Stat. 2003)); any Native American organization or entity chartered under the Indian Reorganization Act; any tribal organization chartered under the Indian Self-Determination and Education Assistance Act; and any economic enterprise under the Indian Financing Act of 1974 may be considered an eligible livestock contract grower so long as they meet the terms of the definition.

Equine animals means domesticated horses, mules, and donkeys.

Ewes means a female sheep.

Farming operation means a business enterprise engaged in the production of agricultural products.

Goats means domesticated ruminant mammals of the genus Capra, including Angora goats. Goats will be further delineated by sex (Bucks and Does) and age (kids).

23 Definitions for 2005-2007 LIP (Continued)

A Definitions (Continued)

Ineligible livestock means any of the following:

- any animal produced or maintained for reasons other than commercial use as part of a farming operation, as determined by FSA, including, but not limited to, recreational purposes, such as pleasure, hunting, pets, or for show
- all wild free roaming animals, as determined by FSA
- any animal not meeting the definition of eligible livestock, as determined by FSA
- any animal owned or cash leased by an ineligible livestock owner or contract grower
- all animals that died:
 - in a county other than a disaster county
 - as a result of something other than an eligible disaster event listed at <http://disaster.fsa.usda.gov>
 - more than 60 calendar days after the end of the applicable disaster period, as provided at <http://disaster.fsa.usda.gov>
 - in a calendar year other than the calendar year for which benefits are being requested
 - before January 2, 2005, or after February 27, 2007.

Kids means goats less than 1 year old.

Lambs means sheep less than 1 year old.

Non-adult beef cattle means male, female, or neutered male bovine animals that do not meet the definition of adult beef cows or bulls. Non-adult beef is further delineated by weight categories of less than 400 pounds, and 400 pounds or more at the time they died.

Non-adult buffalo/beefalo means male, female or neutered male animals of those breeds that do not meet the definition of adult buffalo/beefalo cows or bulls. Non-adult buffalo/beefalo is further delineated by weight categories of less than 400 pounds, and 400 pounds or more at the time of death.

23 Definitions for 2005-2007 LIP (Continued)**A Definitions (Continued)**

Non-adult dairy cattle means male, female, or neutered male bovine livestock, of a breed used for the purpose of providing milk for human consumption, that do not meet the definition of adult dairy cows or bulls. Non-adult dairy is further delineated by weight categories of less than 400 pounds, and 400 pounds or more at the time they died.

Poultry means domesticated chickens, turkeys, ducks, and geese. Poultry will be further delineated by sex, age, and purpose of production, as determined by FSA.

Rams means male sheep.

Saltwater intrusion line means the farthest point where saltwater has entered a fresh water body as the result of rising tide levels associate with a hurricane.

Sheep means domesticated ruminant mammals of the genus Ovis. Sheep will be further delineated by sex (rams and ewes) and age (lambs).

Storm surge means the onshore rush of saltwater caused by the high winds associate with a land falling hurricane and secondarily by the low pressure of the storm.

Storm surge line means the farthest point the saltwater is pushed onshore by the high winds associated with a hurricane.

Swine means domesticated omnivorous pigs, hogs, or boars. Swine will be further delineated by sex and weight as determined by FSA.

24-40 (Reserved)

Section 2 Policy and Procedure

41 Signup Period

A 2005-2007 LIP Signup

Signup for 2005-2007 LIP begins September 10, 2007. An ending signup date has not yet been established. DAFP will announce the ending signup date in a future notice.

Important: There are **no** late-filed provisions for 2005-2007 LIP. FSA shall not refuse to accept a producer's request to file FSA-900 after the end of signup. However, FSA-900's submitted by producers after the end of signup shall be disapproved because they were not filed during the application period.

The application period for 2005-2007 LIP is a matter of general applicability to all producers; therefore, disapproval of FSA-900's filed after the end of signup is not appealable.

42 Eligibility Criteria

A Eligible Disaster Events

To be considered eligible to receive benefits under 2005-2007 LIP:

- livestock losses must have occurred:
 - as a result of an eligible disaster event, except drought, that occurred between January 1, 2005, and February 28, 2007, including losses because of blizzards that started in 2006 and continued into January 2007
 - in a county named in a Secretarial or Presidential disaster declaration between January 1, 2005, and February 28, 2007, or an FSA APLN, if such notice applies to a natural disaster designated by the President, including contiguous counties
 - after January 1, 2005, and before February 28, 2007
 - no later than 60 calendar days from the end of the applicable disaster period, but before February 28, 2007
 - in the calendar year for which benefits are being requested
- the disaster events that caused the livestock losses shall be the same disaster events for which a natural disaster was declared or designated.

State Offices are responsible for establishing eligibility criteria for livestock deaths because of extreme heat. STC shall ensure that COC thoroughly documents each case to ensure that:

- in fact the cause of loss was because of extreme heat
- management decisions were not the cause of loss
- the extreme heat was such an abnormality that it could reasonably cause the deaths.

Livestock deaths because of insufficient or contaminated water or feed during a drought are considered to be the result of management decisions and are not eligible for LIP.

A list of eligible counties, by disaster period and eligible disaster events, are listed at <http://disaster.fsa.usda.gov>.

42 Eligibility Criteria (Continued)

A Eligible Disaster Events (Continued)

The eligible disaster events listed at <http://disaster.fsa.usda.gov> have been further defined according to this table to include the following.

Eligible Disaster Event	Includes
Below Normal Temperatures	Cool, Cold Temperatures, Cold Wet Weather
Disease	
Excessive Heat	Heat, High Temperatures
Excessive Moisture	Ground Saturation, Standing Water, Excessive Rain, Flooding, Flash Flooding, Ice Jams, Mudslides, Landslides
Hail	
High Winds	Wind
Hurricane	Heavy Surf, Tidal Surge, Tropical Storms, Typhoons
Insects	
Lightning	
Severe Storms	
Tornadoes	
Wildfire	Fire
Winter Storms	Blizzard, Freeze, Frost, Ice, Ice Storms

Note: If livestock deaths are caused by eligible disaster events that occurred in more than 1 disaster period during the applicable calendar year, livestock deaths shall be listed separately on FSA-900 by disaster period and events.

Example: County A is eligible for the following disaster periods:

- Winter Storms: March 27, 2005, through March 30, 2005
- Excessive Moisture: August 15, 2005, through August 21, 2005.

Producer A suffers livestock losses caused by disaster events that occurred during both disaster periods. Five adult beef cows died as a direct result of the disaster event that occurred during the March 27, 2005, through March 30, 2005, disaster period. Four non-adult beef cows died as a direct result of the disaster event that occurred during the August 15, 2005, through August 21, 2005, disaster period.

The 5 adult beef cows that died as a direct result of the disaster event that occurred during the March 27, 2005, through March 30, 2005, disaster period shall be recorded separately on FSA-900 than the 4 non-adult beef cows that died as a direct result of the disaster event that occurred during the August 15, 2005, through August 21, 2005, disaster period.

See:

- subparagraph 73 A for manual completion of FSA-900
- paragraph 101 for completing FSA-900 in the automated system.

42 Eligibility Criteria (Continued)

B Eligible Livestock for Owners

To be eligible livestock for owners under 2005-2007 LIP, the livestock must meet all of the following:

- been owned by an eligible livestock owner on the day the livestock died
- been maintained for commercial use as part of a farming operation on the day the livestock died
- died in a disaster county:
 - after January 1, 2005, and before February 28, 2007
 - no later than 60 calendar days from the ending date of the applicable disaster periods, but before February 28, 2007, as a result of the applicable disaster events, as provided at <http://disaster.fsa.usda.gov>
 - in the calendar year for which benefits are being requested

Note: To be eligible for 2005-2007 LIP, the disaster events that caused the livestock deaths must be the same disaster events for which a natural disaster was declared or designated.

- been 1 of the following, as defined in paragraph 23:
 - adult or non-adult beef cattle
 - adult or non-adult dairy cattle
 - adult or non-adult beefalo
 - adult or non-adult buffalo
 - sheep
 - goats
 - swine
 - equine animals
 - deer
 - catfish
 - crawfish
 - poultry, including egg-producing poultry
 - reindeer.

Important: If an animal was pregnant at the time of death, only the pregnant animal that died is eligible for payment under 2005-2007 LIP. The unborn animal is **not** eligible livestock under 2005-2007 LIP.

42 Eligibility Criteria (Continued)

B Eligible Livestock for Owners (Continued)

See paragraph:

- 23 for definitions of eligible livestock, commercial use, and farming operation
- 44 for further delineation of eligible livestock by payment rate.

C Eligibility for Newborn or Stillborn Animals

Animals that were born at a normal full-term or near full-term shall qualify for 2005-2007 LIP if both of the following apply:

- the death was the direct cause of the eligible disaster event
- the birth produced a fully developed carcass that normally would have survived under normal weather conditions.

Note: Animals that were lost before they reached full-term or near full-term and would not normally survive under normal conditions do not qualify for 2005-2007 LIP benefits.

42 Eligibility Criteria (Continued)

D Eligible Livestock for Contract Growers

To be eligible livestock for contract growers under 2005-2007 LIP, the livestock must meet all of the following:

- been in the possession of an eligible contract grower on the day the livestock died
- been maintained for commercial use as part of a farming operation on the day the livestock died
- died in a disaster county:
 - after January 1, 2005, and before February 28, 2007
 - no later than 60 calendar days from the ending date of the applicable disaster periods, but before February 28, 2007, as a direct result of an eligible disaster events, as provided at <http://disaster.fsa.usda.gov>
 - in the calendar year benefits are being requested

Note: To be eligible for 2005-2007 LIP, the disaster events that caused the livestock deaths must be the same disaster events for which a natural disaster was declared or designated.

- been 1 of the following, as defined in paragraph 23:
 - swine
 - poultry, including egg-producing poultry.

See paragraph:

- 23 for definitions of eligible livestock, commercial use, and farming operation
- 44 for further delineation of eligible livestock by payment rate.

42 Eligibility Criteria (Continued)

E Ineligible Livestock

Animals **not** eligible for 2005-2007 LIP include, but is not limited to, all of the following:

- livestock produced or maintained for reasons other than commercial use as part of a farming operation, including, but not limited to, recreational purposes, such as:
 - roping
 - hunting
 - show
 - pleasure
 - pets
 - consumption by owner

Example 1: Sam Smith owns 5 horses, 2 beef steers, and 3 goats. Mr. Smith maintains the horses for pleasure riding and fox hunting, and maintains the goats as pets for his children. He maintains the beef steers to be consumed by his family. Accordingly, Mr. Smith does not maintain any of the livestock for commercial use as part of a farming operation. All of the animals died in a disaster county as a result of a blizzard.

Because none of Mr. Smith's livestock is maintained for commercial use as part of a farming operation, the animals are **not** eligible livestock for 2005-2007 LIP purposes.

Example 2: Joe Johnson owns 5 horses which he uses to pull hansom cabs in the tourist district of the local city. The hansom cabs are Mr. Johnson's business activity he engages in as a means of livelihood for profit.

However, because the horses are not maintained as part of a farming operation, they are not eligible livestock for 2005-2007 LIP purposes.

Example 3: Jane Black owns and raises a deer herd. Mrs. Black sells the does to a local food market to be processed into meat products. She sells the bucks to hunting preserves nationwide.

Mrs. Black is in the business of selling deer as a means of livelihood for profit; therefore, the deer are maintained for commercial use. However, they also must be maintained as part of a farming operation.

42 Eligibility Criteria (Continued)

E Ineligible Livestock (Continued)

The County Office must determine whether Mrs. Black's deer business is a farming operation. Mrs. Black must provide evidence to satisfy COC or CED that the deer are part of a farming operation. One indicator of being a farming operation would be whether Mrs. Black files taxes as a farming operation. The County Office cannot request Mrs. Black to provide a copy of her tax records; however, COC or CED may ask Mrs. Black how she files her taxes for the operation.

- yaks
- llamas
- elk
- stillborn livestock, except as provided in subparagraph C
- unborn livestock

Example: A pregnant adult beef cow died before the birth of the calf. Only the pregnant cow may be considered eligible for payment. The unborn calf is **not** eligible livestock.

- any wild free roaming livestock, including equine and deer
- any animals not included in subparagraph A
- all animals that died:
 - in a county other than a disaster county
 - as a result of something other than an eligible disaster event listed at <http://disaster.fsa.usda.gov>
 - more than 60 calendar days after the applicable disaster period, as provided at <http://disaster.fsa.usda.gov>
 - before January 2, 2005, or after February 27, 2008
 - in a calendar year other than the calendar year for which benefits are being requested.

Important: Contact the National Office LAP Manager, through the State Office, when the reason for livestock death is questionable.

42 Eligibility Criteria (Continued)

F Eligible Livestock Owners

An eligible livestock owner for 2005-2007 LIP is one who meets **both** of the following:

- had legal ownership of eligible livestock, determined according to subparagraph B on the day the livestock died
- is 1 of the following:
 - a citizen of, or legal resident alien in, the United States, including a farm cooperative, private domestic corporation, partnership, or joint operation in which a majority interest is held by members, stockholders, or partners who are citizens of, or legal resident aliens in, the United States, if such cooperative, corporation, partnership, or joint operation owned or jointly owned the livestock on the day the livestock died
 - any Native American tribe as defined in the Indian Self-Determination and Education Assistance Act
 - any Native American organization or entity chartered under the Indian Reorganization Act
 - any economic enterprise under the Indian Financing Act of 1974.

The following are **not** eligible livestock owners for 2005-2007 LIP benefits:

- a foreign person, as determined according to 1-PL

Note: A foreign person is not eligible even if the requirements of the foreign person rule are met.

- any individual or entity that did **not** have legal ownership of the livestock on the day the livestock died.

42 Eligibility Criteria (Continued)

G Eligible Livestock Contract Growers

An eligible livestock contract grower for 2005-2007 LIP is one, other than the livestock owner, who meets **all** of the following:

- possessed an independent financial interest in eligible livestock according to subparagraph D, or products derived from such livestock, as defined and limited by the terms and conditions of a written contract with the livestock owner on the day the livestock died
- suffered a loss of income as a direct result of the death of specific eligible livestock subject to the terms and conditions of the written contract with the owner of the specific livestock
- is 1 of the following:
 - a citizen of, or legal resident alien in, the United States, including a farm cooperative, private domestic corporation, partnership, or joint operation in which a majority interest is held by members, stockholders, or partners who are citizens of, or legal resident aliens in, the United States, if such cooperative, corporation, partnership, or joint operation owned or jointly owned the livestock on the day the livestock died
 - any Native American tribe as defined in the Indian Self-Determination and Education Assistance Act
 - any Native American organization or entity chartered under the Indian Reorganization Act
 - any economic enterprise under the Indian Financing Act of 1974.

The following are **not** eligible livestock contract growers for 2005-2007 LIP benefits:

- a foreign person, as determined according to 1-PL

Note: A foreign person is not eligible even if the requirements of the foreign person rule are met.
- any individual or entity that had legal ownership of the livestock on the day the livestock died.

42 Eligibility Criteria (Continued)

H Deceased Individuals and Dissolved Entities

Authority to sign contracts, applications, and other documents on behalf of deceased individuals may vary according to State law. If an eligible livestock owner or livestock contract grower is now a deceased individual or a dissolved entity, then an authorized representative of the deceased individual or dissolved entity may sign FSA-900 provided the authorized representative has authority to enter into a contract for the deceased individual or dissolved entity.

Important: Proof of authority to sign for the eligible deceased individual or dissolved entity must be on file in the County Office before the representative is allowed to sign FSA-900 for the producer. Proof of authority includes any of the following:

- court order
- letter from Secretary of State
- document approved by the OGC Regional Attorney.

FSA-325 is:

- only used in situations where a program application was filed by an individual who subsequently died, is declared incompetent, or is missing before the payment is issued
- not applicable for determining who may file a program application for a deceased, incompetent, or missing individual.

State Office shall consult with the OGC Regional Attorney on the following types of cases:

- documentation submitted does **not** clearly establish authority to enter into a contract or application on behalf of the deceased individual, closed estate, or dissolved entity
- application from and request for issuing payments to heirs of a deceased individual without documentation provided that establishes authority to enter into a contract or application on behalf of the deceased individual.

See paragraph 45 for making payments to deceased individuals, closed estates, and dissolved entities.

43 Additional Eligibility Criteria for Catfish and Crawfish**A Eligible Catfish and Crawfish**

To be eligible for 2005-2007 LIP, catfish and crawfish must have been grown:

- as food for human consumption by a commercial operator on private property
- in water in a controlled environment.

B Determining Loss

The unit of measure for catfish and crawfish will be in pounds.

To determine the pounds of catfish or crawfish lost as a direct result of an eligible disaster event, COC and County Office will need to compare the beginning inventory immediately before the disaster to the inventory immediately after the disaster. COC shall require the producer to provide verifiable documentation to substantiate inventories.

Verifiable documentation to substantiate and determine reasonableness of inventories for:

- **crawfish** may include, but is not limited to, applicable FY sales and seeding documents
- **catfish** fingerlings or fry may include, but is not limited to, purchase receipts, chemical receipts, feed receipts, and electricity/fuel receipts.

Note: Catfish and crawfish owners shall provide, as determined by COC, other documentation needed to substantiate inventories. See subparagraph 71 G for additional documentation required for proof and reasonableness of inventory.

COC's shall ensure that losses reported by catfish and crawfish owners are a direct result of an eligible disaster events occurring during the applicable disaster periods at <http://disaster.fsa.usda.gov>. COC's shall ensure that the catfish or crawfish owner provides an explanation of the cause of loss and any documentation COC determines necessary to assist them in determining whether the loss was the result of an eligible disaster event.

43 Additional Eligibility Criteria for Catfish and Crawfish (Continued)**C Private Property**

For the catfish or crawfish owner to be considered eligible, the owner must have:

- owned or leased property with readily identifiable boundaries
- had control of the waterbed, the ground under the specific type of water and not just control over a column of water
- provided purchased or produced feed to the catfish or crawfish.

Example: The crawfish owner leased the right to grow crawfish in the aquatic facility for the applicable growing period.

D Controlled Environment

See subparagraph 23 A for the definition of controlled environment.

Catfish and crawfish must have been:

- placed in the aquacultural facility by the livestock owner and must not be growing naturally in the facility

Note: Species indigenous to the facility are not eligible.

- stocked or seeded on property described in subparagraph C
- stocked or seeded in containers, wire baskets, net pens, or similar device designed for the protection and containment of the seeded aquacultural species.

All portions of the aquatic environment must have been under the control of the catfish or crawfish owner. Control means the catfish or crawfish owner must have implemented the following practices.

- **Flood prevention**, including but not limited to:
 - placing the aquacultural facility in an area not prone to flood
 - in the case of raceways, devices or structures designed for the control of water level.
- **Growing media** providing an aquatic medium that:
 - provides nutrients necessary for the production of the catfish or crawfish
 - protects the catfish or crawfish from harmful species or chemicals.

43 Additional Eligibility Criteria for Catfish and Crawfish (Continued)

D Controlled Environment (Continued)

- **Fertilization or feeding** to obtain expected production results. Evidence of this practice must be provided by the producer at the request of COC. COC must be satisfied that the producer had an adequate supply of vitamins, minerals, or chemicals designed for the control of water quality and application equipment.
- **Irrigation and water quality.** Livestock owners should have had systems and practices in place to ensure that the catfish or crawfish had adequate, quality water or aquatic medium. This includes having equipment designed to control the chemical balance and oxygenation of water. Therefore, COC shall consider the following:
 - whether the source of water is adequate to ensure continued growth and survival of the aquacultural species even in the event of severe drought

Note: Natural sources of water such as rainfall is not an eligible means for providing an adequate source of water to ensure continued growth and survival of the aquacultural species.

- whether the aquacultural facility sustained losses in previous years because of water shortages or water supply interruption. If so, list corrective actions that have been taken.

E Ineligible Disaster Conditions

The loss of eligible catfish or crawfish must be a direct result of an eligible disaster events during the applicable disaster periods. Losses because of drought, managerial decisions, or losses of crawfish or catfish normally incurred in the production cycle, that is, normal death losses, are not eligible.

Example 1: Saltwater entered the aquatic facility located in the saltwater intrusion line area as a result of rising sea levels associated to an eligible hurricane. The crawfish died because of lack of oxygen as a result of the saltwater entering the facility. The crawfish death losses in this facility were a direct result of the eligible hurricane. The crawfish are eligible under LIP.

Example 2: Crawfish located in an aquatic facility located outside the saltwater intrusion line of an eligible hurricane died. Saltwater did not enter the facility. The aquatic facility was located in an area suffering drought. The crawfish died as a result of the drought and not the direct result of the eligible hurricane. The crawfish are not eligible under LIP.

43 Additional Eligibility Criteria for Catfish and Crawfish (Continued)**E Ineligible Disaster Conditions (Continued)**

The loss of catfish or crawfish because of any of the following is not considered to be the direct result of an eligible disaster event during the applicable disaster period:

- brownout
- failure of power supply
- growing environments do not completely meet the requirements of subparagraphs C and D
- collapse or failure of equipment or apparatus used in the aquacultural facility
- normal mortality
- loss from predators.

Example: Damaging weather interrupts electrical power service causing the catfish or crawfish facility's aeration equipment to fail. The loss of catfish or crawfish because of the lack of oxygen because of a failure of the aeration equipment is not eligible because natural disaster did not directly impact the catfish or crawfish.

44 Payment Rates, Limitations, and Reductions

A Funding

Because 2005-2007 LIP is fully funded, a national factor is not applicable. Payments will be issued only after regulations are published in FR.

B Payment Limitation

An \$80,000 payment limitation applies to each “person” for benefits received under 2005-2007 LIP. Determine “persons” according to 1-PL.

If a “person” determination for the applicant has:

- already been made for the disaster year for which FSA-900 is submitted, use the same “person” determination for LIP purposes
- **not** been made for the applicable disaster year for which FSA-900 is submitted, COC shall:
 - obtain CCC-502 from the applicant
 - make a “person” determination and notify applicant according to 1-PL.

Notes: Actively engaged and cash-rent tenant provisions do **not** apply.

Payment limitation allocations for multi-county and combined producers will be updated in the control county for 2007. See paragraph 241.

C AGI

The AGI provisions of 1-PL are applicable. Individuals and entities exceeding \$2.5 million AGI are not eligible for payment under 2005-2007 LIP.

See 1-PL and 3-PL for policy and software provisions of AGI.

44 Payment Rates, Limitations, and Reductions (Continued)

D Payment Rates for Eligible Livestock for Livestock Owners

2005-2007 LIP provides separate payment rates for eligible livestock owners and eligible contract growers. See subparagraph E for payment rates for eligible livestock contract growers.

Payment rates for livestock owners are based on 26 percent of a fair market value, as determined by FSA, for the specific livestock category. The following table provides 2005-2007 LIP per head payment rates, by livestock category, for eligible livestock owners.

Kind	Type	Weight Range	2005 Payment Per Head	2006/2007 Payment Per Head
Beef	Nonadult	Less than 400 pounds	\$132.03	\$130.08
		400 pounds or more	\$173.07	\$167.20
	Adult	Cow	\$260.33	\$244.46
		Bull	\$338.43	\$317.80
Dairy	Nonadult	Less than 400 pounds	\$117.00	\$112.78
		400 pounds or more	\$234.00	\$225.55
	Adult	Cow	\$468.00	\$451.10
		Bull	\$468.00	\$451.10
Buffalo/ Beefalo	Nonadult	Less than 400 pounds	\$79.22	\$78.05
		400 pounds or more	\$129.80	\$125.40
	Adult	Cow	\$156.20	\$146.68
		Bull	\$390.00	\$390.00
Swine	Boars/Sows	Over 450 pounds	\$56.37	\$45.19
	Sows/Boars/Barrows/Gilts	151 to 450 pounds	\$27.68	\$24.36
	Lightweight Barrows/Gilts	50 to 150 pounds	\$21.77	\$19.21
	Feeder Pigs	Under 50 pounds	\$15.86	\$14.07
Sheep	Rams		\$11.73	\$8.99
	Ewes		\$11.73	\$8.99
	Lambs		\$28.60	\$24.36
Goats	Bucks		\$23.45	\$17.97
	Does		\$23.45	\$17.97
	Slaughter Goats/Kids		\$28.60	\$24.36
Chickens	Layers/Roasters		\$1.68	\$1.95
	Broilers/Pullets		\$0.61	\$0.55
	Chicks		\$0.05	\$0.06
Turkeys	Toms/Fryers/Roasters		\$3.28	\$3.52
	Poults		\$0.29	\$0.29
Ducks	Ducks		\$0.97	\$0.97
	Ducklings		\$0.16	\$0.16
Geese	Goose		\$4.48	\$4.42
	Gosling		\$0.94	\$0.93
Deer			\$140.40	\$140.40
Equine			\$195.00	\$195.00
Reindeer			\$169.00	\$169.00
Catfish	Food Size		\$0.33 per pound	\$0.33 per pound
	Broodstock		\$0.65 per pound	\$0.65 per pound
	Fingerlings/Fry		\$1.10 per pound	\$1.10 per pound
Crawfish			\$0.23 per pound	\$0.23 per pound

44 Payment Rates, Limitations, and Reductions (Continued)

E Payment Rates for Eligible Livestock for Livestock Contract Growers

2005-2007 LIP provides separate payment rates for eligible livestock owners and eligible contract growers. See subparagraph D for payment rates for eligible livestock owners.

Payment rates for livestock contract growers are based on 26 percent of the average income loss sustained, as determined by FSA, by the contract grower with respect to the dead livestock. The following table provides per head payment rates, by livestock category, for eligible livestock contract growers.

Kind	Type	Weight Range	2005 Payment Per Head	2006/2007 Payment Per Head
Chickens	Layers/Roasters		\$0.10	\$0.12
	Broilers/Pullets		\$0.07	\$0.06
Turkeys	Toms/Fryers/Roasters		\$0.36	\$0.39
Ducks	Ducks		\$0.11	\$0.11
Geese	Goose		\$0.49	\$0.49
Swine	Boars/Sows	Over 450 pounds	\$23.17	\$18.57
	Sows/Boars/Barrows/Gilts	151 to 450 pounds	\$4.16	\$3.66
	Lightweight Barrows/Gilts	50 to 150 pounds	\$3.27	\$2.89
	Feeder Pigs	Under 50 pounds	\$1.80	\$1.60

44 Payment Rates, Limitations, and Reductions (Continued)

F Payment Reductions for Livestock Owners

Pub. L. 110-28 provides that payments for 2005-2007 LIP shall be reduced by any amount received by the producer for the same loss or any similar loss under:

- 2005 Hurricanes LIP
- 2005 Hurricanes LIP-II
- 2005 Aquaculture Grant Program.

Some eligible livestock owners under 2005 LIP may have received payments for dead:

- catfish and/or crawfish:
 - from the State through the aquaculture grant program
 - 2005 Hurricanes LIP-II
- livestock under:
 - 2005 Hurricanes LIP
 - 2005 Hurricanes LIP-II.

Therefore, 2005 LIP amounts for eligible livestock owners shall be reduced by the amount the applicant received for the specific livestock under all of the following:

- 2005 Hurricanes LIP determined according to 7 CFR Part 760, Subpart E
- aquaculture grant determined according to 7 CFR Part 760, Subpart G
- 2005 Hurricanes LIP-II determined according to 7 CFR Part 1416, Subpart C.

See Part 6 for instructions on recording the amount of payment to be reduced.

44 Payment Rates, Limitations, and Reductions (Continued)

F Payment Reductions for Livestock Owners (Continued)

Example 1: Sue Smith is an eligible owner of eligible catfish for 2005 LIP. Ms. Smith suffered an eligible loss (death) of 500 catfish as a direct result of Hurricane Katrina. Ms. Smith received \$200 from the State through the aquaculture grant Program for the death of the catfish. Ms. Smith did not receive any payment under the 2005 Hurricanes LIP-II for the death of the catfish. Ms. Smith's calculated payment amount for the 500 catfish under 2005 LIP shall be reduced by \$200.

Example 2: David Counts is an eligible owner of eligible catfish for 2005 LIP. Mr. Counts suffered an eligible loss (death) of 600 catfish as a direct result of Hurricane Katrina. Mr. Counts received \$400 from the State through the aquaculture grant program; however, the \$400 was for the damage to his facilities, not the dead catfish. Mr. Counts did not receive any payment under the 2005 Hurricanes LIP-II for the death of the catfish. Mr. Counts calculated payment for the 600 catfish under 2005 LIP shall not be reduced for the \$400 he received under the aquaculture grant program because the payment was not for the dead catfish.

G Payment Reduction for Contract Growers

Pub. L. 110-28 provides that payments for 2005-2007 LIP shall be reduced by any amount received by the producer for the same loss or any similar loss under:

- 2005 Hurricanes LIP
- 2005 Hurricanes LIP-II
- 2005 Aquaculture Grant Program.

In addition, some contract growers received monetary compensation from their contractor for the loss of income suffered from the death of livestock under contract.

Some eligible livestock contract growers under 2005-2007 LIP may have received payments:

- for dead poultry :
 - under 2005 Hurricanes LIP and/or 2005 Hurricanes LIP-II
 - from their contractor for the loss of income from the dead poultry
- for dead poultry or swine from their contractor for the loss of income from the dead poultry or swine in 2006 and/or 2007.

44 Payment Rates, Limitations, and Reductions (Continued)**G Payment Reduction for Contract Growers (Continued)**

Eligible livestock contract growers of poultry under 2005-2007 LIP shall have their 2005 LIP payment reduced by the amount received for the dead poultry under all of the following:

- 2005 Hurricanes LIP determined according to 7 CFR Part 760, Subpart E
- 2005 Hurricanes LIP-II determined according to 7 CFR Part 1416, Subpart C
- compensation received from their contractor for the loss of income suffered from the death of the livestock under contract.

Eligible livestock contract growers of poultry and swine under:

- 2006 LIP shall have their 2006 LIP payment reduced by the amount of any monetary compensation received for the dead livestock from their contractor for the loss of income suffered from the death of the livestock under contract
- 2007 LIP shall have their 2007 LIP payment reduced by the amount of any monetary compensation received for the dead livestock from their contractor for the loss of income suffered from the death of the livestock under contract.

See Part 6 for instructions on recording the amount of payment to be reduced.

Example 1: Bill Smith is an eligible contract grower of roaster chickens for the All American Chicken Company for the 2005 calendar year. Mr. Smith suffered an eligible loss (death) of 5,000 chickens under contract as a direct result of Hurricane Katrina. The All American Chicken Company gave Mr. Smith \$300 for the loss of income he suffered because of the loss of the chickens. Mr. Smith received a payment of \$250 under 2005 Hurricanes LIP-II for the death of the roaster chickens. Mr. Smith's 2005 LIP calculated payment amount for the 5,000 chickens is \$500, before any reduction. However, the 2005 LIP payment for the chickens will be reduced to \$0 because of the \$300 received from the contractor and the \$250 received under 2005 Hurricanes LIP-II.

44 Payment Rates, Limitations, and Reductions (Continued)**G Payment Reduction for Contract Growers (Continued)**

Example 2: Mike Jones is an eligible contract grower of roaster chickens for the All American Chicken Company for the 2006 calendar year. Mr. Jones suffered an eligible loss (death) of 5,000 chickens under contract as a direct result of an eligible disaster event in 2006. The All American Chicken Company gave Mr. Jones \$400 for the loss of income he suffered because of the loss of the chickens. Mr. Jones' calculated payment amount for the 5,000 chickens is \$600, before any reduction. However, the 2006 LIP payment for the chickens will be reduced to \$200 because of the \$400 received from the contractor.

Example 3: Jane Brown is an eligible contract grower of roaster chickens for the All American Chicken Company for the 2006 calendar year. She was also the owner of 100 adult beef cows. Mrs. Brown suffered an eligible loss (death) of 5,000 chickens under contract and 5 adult beef cows as a direct result of an eligible disaster event in 2006. The All American Chicken Company gave Mrs. Brown \$2,000 for the loss of income she suffered because of the loss of the chickens. Mrs. Brown's calculated payment amount for the 5,000 chickens is \$600, before any reduction, and \$650 for the 5 adult beef cows. The 2006 LIP payment for the chickens will be reduced to zero because of the \$2,000 received from the contractor. However, the 2006 LIP payment of \$650 for the eligible beef cows is not reduced.

45 **General Payment Information**

A Assignments and Offsets

For 2005-2007 LIP, County Offices shall:

- accept assignments according to 63-FI
- apply offsets according to 58-FI.

B Issuing Payments to Deceased Individuals, Closed Estates, and Dissolved Entities

2005-2007 LIP payments for FSA-900’s involving deceased individuals, closed estates, or dissolved entities shall be made according to the following, provided all other eligibility requirements are met.

IF the applicant is...	AND FSA-900 is signed by an authorized representative of the...	THEN payments shall be issued...
an individual who died before FSA-900 was filed	deceased according to subparagraph 42 H	to any of the following, as applicable, using the ID number of the applicant: <ul style="list-style-type: none"> • the deceased individual • the individual’s estate • name of the heirs, based on OGC determination, according to 1-CM, Part 26.
an estate that closed before FSA-900 was filed	estate according to subparagraph 42 H	
an entity that dissolved before FSA-900 was filed	dissolved entity according to subparagraph 42 H	using the ID number of the applicant.
an individual who dies, is declared incompetent, or is missing after filing FSA-900		to eligible payees executing FSA-325 according to 1-CM, paragraph 779.

Note: FSA-325 is only used where a program application was filed by an individual who subsequently died, is declared incompetent, or is missing before payments are issued. Heirs **cannot** succeed to a loss or file their own application for a deceased individual’s loss.

45 General Payment Information (Continued)**C Payment Eligibility Requirements**

A participant must meet all the following for the year for which LIP benefits are requested, if not already on file, before a payment shall be issued:

- CCC-502 on file and “person” determination according to 1-PL
- AD-1026 on file according to 6-CP
- not in violation of fraud provisions, including FCIC fraud provisions, according to 1-CM and 3-PL
- compliance with:
 - controlled substance provisions according to 1-CM
 - AGI provisions according to 1-PL.

Note: See subparagraph:

- 44 B for more information about CCC-502
- D for more information about AD-1026.

County Offices shall:

- record determinations for the applicable criteria in the web-based eligibility system according to 3-PL
- ensure that FSA-770 LIP is completed for each FSA-900.

Note: See Exhibit 11 for additional information about FSA-770 LIP.

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

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

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

- already on file for the applicant, it is not necessary to obtain a new AD-1026 for LIP
- not on file for the applicant, County Office shall obtain a completed AD-1026 applicable to the year for which LIP benefits are requested from the applicant.

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

E Prevention of Improper Payments

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

Note: See Exhibit 11 for additional information about FSA-770 LIP.

F Definition of Improper Payment

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

46-70 (Reserved)

71 Applying for Benefits**A Filing FSA-900**

To apply for 2005-2007 LIP benefits, eligible livestock owners and livestock growers shall file an automated FSA-900, found in paragraph 73, in **their administrative County Office**.

If the county in which the livestock losses occurred is eligible for LIP for 2005, 2006, and/or 2007, and the eligible livestock owner or contract grower suffered livestock losses in more than 1 of these years, the **eligible livestock owner or contract grower shall be instructed** to complete FSA-900 for each applicable year.

A completed FSA-900 must be signed and dated by the applicant before the end of signup to be considered timely filed. There are **no** late-filed provisions for 2005-2007 LIP. See paragraph 41.

See Part 3 for completing FSA-900 through the automated system.

State and County Offices shall not develop, design, or use any forms, worksheets, applications, or other documents to obtain or collect the data required from applicants to complete FSA-900. See subparagraph 21 E.

FSA-900's for 2005-2007 LIP will be based on the following:

- calendar year
- administrative county
- producer.

At any point when 1 of these items is different, it will require a separate FSA-900 to be filed.

FSA-900's shall be filed by eligible livestock owners and contract growers in **their administrative County Office**. The administrative County Office is the County Office designated by FSA to:

- make determinations
- handle official records
- issue payment to eligible livestock producers.

71 Applying for Benefits (Continued)

A Filing FSA-900 (Continued)

A livestock owner or contract grower's administrative County Office is generally the County Office where the livestock owner or contract grower's farm records are maintained. FSA does have provisions in 2-CM and 3-CM that will allow farms to be transferred to other counties; therefore, some farms may be administratively located in a county where the farm is not physically located.

2005-2007 LIP applications will be filed in the farm's administrative county.

When a producer has the same percentage share interest in multiple operations with different associated producers that are **physically located in the same county**, which is the administrative county, in the same calendar year, the total eligible livestock for all such operations shall be listed for the producer only once on FSA-900.

Example: Jane Jones has the following livestock interests in Castro County, Texas, which is an eligible county for calendar year 2006.

- 50-50 share owner of a beef cattle herd with Bill Green. Jane Jones and Bill Green, as individuals, each have a 50 percent interest in 100 head of beef cattle; 10 adult beef cows meet the eligibility requirements.
- 50-50 share owner of a beef cattle herd with Mary Blue. Jane Jones and Mary Blue, as individuals, each have a 50 percent interest in 150 head of beef cattle; 16 adult beef cows meet the eligibility requirements.
- 50-25-25 share owner of a beef cattle herd with Bob Black and Mike White. Jane Jones, Bob Black, and Mike White have a 50-25-25 percent interest, respectively, in the 300 beef cattle; 21 adult beef cows meet the eligibility requirements.

71 Applying for Benefits (Continued)

A Filing FSA-900 (Continued)

The following five FSA-900's would be filed in Castro County, Texas for calendar year 2006, assuming all producers file an application for the eligible livestock and none of the producers have any other livestock interests.

- One FSA-900 for Jane Jones for 50 percent share of the 47 eligible adult beef cows. Because Jane Jones has the same percent share interest (50 percent) in all the eligible livestock, the total eligible livestock ($10 + 16 + 21 = 47$) shall be listed for Jane Jones only once on FSA-900.
- One FSA-900 for Bill Green for 50 percent share of 10 adult beef cows from the operation he shares with Jane Jones.
- One FSA-900 for Mary Blue for 50 percent share of 16 adult beef cows from the operation she shares with Jane Jones.
- One FSA-900 for Bob Black for 25 percent share of 21 eligible adult beef cows from the operation he shares with Jane Jones and Mike White.
- One FSA-900 for Mike White for 25 percent share of 21 eligible adult beef cows from the operation he shares with Jane Jones and Bob Black.

When a producer has a different share interest in multiple operations with different associated producers that are **physically located in the same county**, which is the administrative county, in the same calendar year, the eligible livestock for each operation shall be listed separately on FSA-900.

Example: Sammy Smith has the following livestock interests in Motley County, Texas, which is an eligible county for calendar year 2005.

- 50-50 share owner of a beef cattle herd with Bill Brown. Sammy Smith and Bill Brown, as individuals, each have a 50 percent interest in 100 head of beef cattle; 10 adult beef cows meet the eligibility requirements.
- 75-25 share owner of a beef cattle herd with Martha Green; Sammy Smith and Martha Green jointly own the beef cattle as individuals on 75-25 percent share; 20 adult beef cows meet the eligibility requirements.
- 25-50-25 share owner of a beef cattle herd with Bob Black and Mike White. Sammy Smith, Bob Black, and Mike White have a 25-50-25 percent interest, respectively, in the 300 beef cattle; 25 adult beef cows meet the eligibility requirements.

71 Applying for Benefits (Continued)

A Filing FSA-900 (Continued)

The following five FSA-900's would be filed in Motley County, Texas, the administrative county for calendar year 2005, assuming all producers file FSA-900 for the eligible livestock, and none of the producers have any other livestock interests:

- one FSA-900 for Sammy Smith that includes **all** of the following:
 - 50 percent share of the 10 eligible adult beef cows from the operation he shares with Bill Brown
 - 75 percent share of the 20 eligible adult beef cows from the operation he shares with Martha Green
 - 25 percent share of 25 eligible adult beef cows from the operation he shares with Bob Black and Mike White
- one FSA-900 for Bill Brown for 50 percent share of the 10 eligible adult beef cows from the operation he shares with Sammy Smith
- one FSA-900 for Martha Green for 25 percent share of the 20 eligible adult beef cows from the operation she shares with Sammy Smith
- one FSA-900 for Bob Black for the 50 percent share of 25 eligible adult beef cows from the operation he shares with Sammy Smith and Mike White
- one FSA-900 for Mike White for the 25 percent share of 25 eligible adult beef cows from the operation he shares with Sammy Smith and Bob Black.

71 Applying for Benefits (Continued)

A Filing FSA-900 (Continued)

When a producer has a different share interest in multiple operations with different associated producers that are **physically located in different counties, and the administrative and physical location counties are the same**, the eligible livestock for each operation shall be listed separately on FSA-900.

Example: John Smith has the following livestock interests and eligible losses in eligible counties for calendar year 2005:

- 50-50 share with Bob Smith in the S and S General Partnership; the general partnership has a permanent tax ID number, and owns and operates a dairy operation that is physically located in Curry County, New Mexico; 4 adult dairy cows meet the eligibility requirements
- 100 percent owner of a beef cattle herd that is physically located in Curry County, New Mexico; 12 adult beef cows meet the eligibility requirements
- 25-75 share owner of a beef cattle herd with Jane Brown that is physically located in Curry County, New Mexico; John Smith and Jane Brown jointly own the beef cattle as individuals on a 25-75 percent share; 18 adult beef cows meet the eligibility requirements
- 100 percent owner of a swine operation that is physically located in Parmer County, Texas; 75 sows over 450 pounds meet the eligibility requirements.

71 Applying for Benefits (Continued)

A Filing FSA-900 (Continued)

The following four FSA-900's would be filed for calendar year 2005 in their administrative county, assuming all producers file FSA-900 for the eligible livestock, and none of the producers have any other livestock interests:

- one FSA-900 in Curry County, the administrative county for S and S General Partnership for 100 percent share of the 4 eligible adult dairy cows physically located in Curry County, New Mexico
- one FSA-900 in Curry County, the administrative county for John Smith that includes **both** the following:
 - 100 percent share of the 12 eligible adult beef cows from his own herd physically located in Curry County, New Mexico
 - 25 percent share of the 18 eligible adult beef cows from the operation physically located in Curry County, New Mexico he shares with Jane Brown
- one FSA-900 in Curry County, the administrative county for Jane Brown for 75 percent share of the 18 eligible adult beef cows from the operation physically located in Curry County, New Mexico she shares with John Smith
- one FSA-900 in Parmer County, Texas, the administrative county for John Smith for 100 percent share of the 75 eligible sows he owned and were physically located in Parmer County, Texas.

71 Applying for Benefits (Continued)

A Filing FSA-900 (Continued)

When a producer has a different share interest in multiple operations that are **physically located in different counties, with the same administrative county**, in the same calendar year, the eligible livestock for each operation shall be listed separately on FSA-900.

Example 1: Sammy Davis has the following livestock interests which are eligible counties for calendar year 2006:

- 50-50 share with Bob Jones in the S and B General Partnership; the general partnership has a permanent tax ID number, and owns and operates a beef cattle herd that is physically located in Southampton County, Virginia; 4 adult beef cows meet the eligibility requirements
- 75-25 share owner of a beef cattle herd physically located in Sussex County, Virginia with Martha Green; Sammy Davis and Martha Green jointly own the beef cattle as individuals on 75-25 percent share; 20 adult beef cows meet the eligibility requirements
- 50-50 share owner of a beef cattle herd physically located in Southampton County, Virginia with Mike White. Sammy Davis and Mike White have a 50-50 percent interest, respectively, in the 100 beef cattle; 25 adult beef cows meet the eligibility requirements.

71 Applying for Benefits (Continued)

A Filing FSA-900 (Continued)

The following four FSA-900's would be filed in Southampton County, Virginia, **the administrative county** for calendar year 2006, assuming all producers file FSA-900 for the eligible livestock, and none of the producers have any other livestock interests:

- one FSA-900 for the operation of S and B General Partnership that is physically located in Southampton County, Virginia for 100 percent share of the 4 eligible adult beef cows
- one FSA-900 for Sammy Davis that includes **both** the following:
 - 75 percent share of the 20 eligible adult beef cows from the operation physically located in Sussex County, Virginia that is administered in Southampton County, Virginia, that he shares with Martha Green
 - 50 percent share of the 25 eligible adult beef cows from the operation physically located in Southampton County, Virginia he shares with Mike White
- one FSA-900 for Martha Green for 50 percent share of the 20 eligible adult beef cows from the operation physically located in Sussex County, Virginia she shares with Sammy Davis
- one FSA-900 for Mike White for 50 percent share of the 25 adult beef cows from the operation physically located in Southampton County, Virginia he shares with Sammy Davis.

71 Applying for Benefits (Continued)

A Filing FSA-900 (Continued)

Example 2: The same as Example 1 except that Sussex County, Virginia is not an eligible county in 2006.

The following three FSA-900's would be filed in Southampton County, Virginia, **the administrative county** for calendar year 2006, assuming all producers file FSA-900 for the eligible livestock, and none of the producers have any other livestock interests:

- one FSA-900 for the operation of S and B General Partnership that is physically located in Southampton County, Virginia for 100 percent share of the 4 eligible adult beef cows
- one FSA-900 for Sammy Davis for the 50 percent share of the 25 eligible adult beef cows from the operation physically located in Southampton County, Virginia he shares with Mike White
- one FSA-900 for Mike White for 50 percent share of the 25 adult beef cows from the operation physically located in Southampton County, Virginia he shares with Sammy Davis.

Note: Sammy Davis and Martha Green did not file FSA-900's for the 20 adult beef cows that died in Sussex County, because Sussex County was not an eligible disaster county in 2006.

After all information is entered into the automated FSA-900 software, County Offices shall print the automated FSA-900 and obtain the applicant's signature.

71 Applying for Benefits (Continued)**B Signing and Certifying FSA-900**

When signing FSA-900, item 19A, the applicant is:

- applying for LIP benefits for the producer listed on FSA-900, item 5
- certifying **all** of the following:
 - information provided on FSA-900 is true and correct
 - livestock claimed on FSA-900 are eligible livestock according to subparagraph 42 B or D, as applicable
 - the physical location of the:
 - claimed livestock on the day they died
 - applicant's current livestock inventory
 - the names of all other producers that had an interest in the claimed livestock
 - all supporting documentation provided are true and correct copies of the transaction reported
- authorizing FSA officials to:
 - enter upon, inspect, and verify all applicable livestock, livestock deaths, and acreage in which the applicant has an interest for the purpose of confirming the accuracy of the information provided
 - review, verify, and authenticate all information provided on FSA-900 and supporting documents provided
 - contact other agencies, organizations, or facilities to verify data provided by an applicant or third party from such agencies, organizations, or facilities
- acknowledging that:
 - failure to provide information requested by FSA is cause for disapproval of FSA-900
 - providing a false certification to FSA is cause for disapproval of FSA-900, and is punishable by imprisonment, fines, and other penalties.

71 Applying for Benefits (Continued)**C Signature Requirements**

All applicants' signatures **must** be received by the ending signup date to be announced at a later date. Neither STC nor COC has authority to approve late-filed FSA-900.

Follow 1-CM for signature requirements.

Important: 1-CM, Part 25 has been amended to provide clarification on signature requirements for general partnerships. County Offices shall see 1-CM, paragraph 709 about revised signature requirements for general partnerships.

Notes: General partnerships must have a permanent tax ID number to receive any FSA payment. FSA payments shall not be issued to the individual members of a general partnership.

FSA payments may be issued to:

- a joint venture with a permanent tax identification number
- the individual members of a joint venture, using the individual member's identification numbers, when the joint venture does not have a permanent tax identification number.

D Printing and Reviewing Automated FSA-900

After all information is entered into the automated system, County Offices shall:

- print an automated FSA-900
- if a manual FSA-900 was submitted:
 - attach the manual FSA-900 to the automated FSA-900
 - conduct a second party review of all data on the automated FSA-900 to ensure that all data is the same on both the manual and automated FSA-900.

71 Applying for Benefits (Continued)

D Printing and Reviewing Automated FSA-900 (Continued)

Important: The individual conducting the second party review shall not be the same individual who entered the data into the automated system.

The reviewer shall complete FSA-770 LIP, item 20 according to Exhibit 11.

Note: Manual FSA-900's shall only be taken if the automated system is not operational or available at the time of application. DD shall conduct second party reviews for all manually submitted FSA-900's to ensure that manual FSA-900's are loaded in the automated system within 5 workdays from the date the applicant signs. DD's shall document this review by spot-checking the applicable FSA-770 LIP.

E Proof of Death

When FSA-900 is submitted, applicants must provide verifiable documentation of livestock deaths claimed on FSA-900.

The documentation must provide sufficient data that identifies the number and kind/type of livestock. Documents providing verifiable evidence may include, but are not limited to, any or a combination of the following:

- rendering truck receipts or certificates
- National Guard or other agency receipts of carcass removal
- veterinary records
- IRS records
- private insurance documents.

71 Applying for Benefits (Continued)

F Third Party Certifications

County Office and COC general knowledge of disaster conditions in the area is **not** acceptable as third party certification under any circumstance.

COC shall provide a written monthly report to DD indicating the number of third party certifications reviewed and approved/disapproved.

Third party certification of livestock deaths may be accepted **only when all** of the following are met:

- livestock owner or contract grower, as applicable, provides **all** of the following:
 - written signed and dated statement certifying **all** of the following:
 - no other form of proof of death is available
 - number of livestock, by category, in inventory when the deaths occurred
 - physical location of livestock, by category, in inventory when the deaths occurred
 - verifiable documentation that supports the reasonableness of the number of livestock in inventory when the deaths occurred, as certified by applicant

Important: See subparagraph G for verifiable documentation of inventory.

- third party who is providing certification provides a written signed and dated statement that includes **all** of the following:
 - specific details about how the third party has knowledge of the animal deaths
 - the affiliation of the third party to the producer applicant, such as neighbor, hired hand, veterinarian, or other
 - telephone number and address of the third party
 - number and kind/type of applicant's livestock that died because of the applicable disaster events
 - any other details necessary for COC and DD to determine the certification is acceptable.

71 Applying for Benefits (Continued)

F Third Party Certifications (Continued)

- COC reviews the applicant's and third party's certification, and determines all of the following:
 - documents provided as evidence of livestock inventory are acceptable
 - livestock inventory is reasonable based on documents provided
 - claimed losses are reasonable
 - third party is a reliable source in a position to have knowledge of loss
 - certifications of applicant and third party meet all requirements.

Important: COC shall initial and date applicant and third party certifications when review is complete, and document review in the COC minutes.

Example: Jane Doe completes FSA-900 certifying 15 head of adult beef cows and 25 beef calves under 400 pounds died in a disaster county during the applicable disaster period because of an eligible disaster event.

Mrs. Doe indicates she has no proof of the death of the cows and calves because they all drowned when a flash flood covered parts of their pastures, and none of the carcasses were ever located.

Mrs. Doe signs and dates a written statement indicating no proof of death is available because the livestock claimed on FSA-900 drowned, and no carcasses were ever located. She also certifies that when the flash flood occurred she had 200 head of adult beef cows and 180 head of non-adult beef cattle under 400 pounds in the pasture where the deaths occurred. As evidence of the beginning inventory, Mrs. Doe submits copies of bank loan documents for the purchase of 180 beef cows, purchase receipts for a total of 193 beef cows, and veterinary records indicating she had 185 beef calves wormed in July 2005. Mrs. Doe indicates she cannot locate the purchase receipts for the remaining 7 head of beef cows; however, she purchased them at the local county livestock auction in May 2003. Mrs. Doe indicates all the beef cows and calves in inventory when the animals drowned were physically located in fields 5, 6, and 7 on tract 1093 of FSN 458 in Jefferson County.

71 Applying for Benefits (Continued)**F Third Party Certifications (Continued)**

Mike Green, Mrs. Doe's neighbor, provides a written signed and dated statement, including his telephone number and address, certifying that he has knowledge of the livestock deaths claimed by Mrs. Doe because his cattle are located in the pasture adjacent to Mrs. Does', and he witnessed the flash flood cover the area, and cattle being drowned before they could be safely rescued. After reviewing FSA-900, Mr. Green certifies he believes the information provided on FSA-900 is true and correct.

COC reviews Mrs. Doe's FSA-900, certification statements provided by Mrs. Doe and Mr. Green, and the documents provided by Mrs. Doe to support the beginning inventory numbers. Based on the information provided, COC requests Mrs. Doe contact the local livestock auction company where the beef cows were purchased and request a copy of the purchase report or receipts.

After obtaining a purchase report from the local auction company indicating Mrs. Doe did purchase 7 beef cows in May 2003, COC determines the evidence of livestock inventory at time of the livestock deaths, and claimed livestock deaths are reasonable based on the information provided and according to subparagraph G.

COC initials and dates the certification statements provided by Mrs. Doe and Mr. Green, and documents the review in the COC minutes during the meeting in which Mrs. Doe's application is approved by COC.

71 Applying for Benefits (Continued)

G Proof and Reasonableness of Livestock Inventory

Livestock owners and livestock contract growers that cannot provide any proof of death according to subparagraph E must provide verifiable documentation of their livestock inventory when the deaths occurred according to this subparagraph.

Documents that may provide verifiable evidence of livestock inventory include, but are **not** limited to, any or a combination of the following:

- veterinary records
- loan records
- bank statements
- IRS inventory records
- farm credit balance sheets
- property tax records
- sales and purchase receipts
- private insurance documents
- previous FSA or CCC livestock program documents, such as LAP applications for 2004, that have been subject to spot check

Important: Previous FSA or FSA livestock program documents that were subject to spot check, such as 2004 LAP or 2005 Hurricanes LCP applications:

- may provide the number of certain animal types that may be used as a starting point for determining the livestock inventory when the deaths occurred
- shall **not** be used as the **only** source of evidence of livestock inventory.
- FY's 2005 and 2006 sales and seeding documents to assist in determining reasonableness of crawfish inventories
- fingerling or fry purchase receipts, chemical receipts, feed receipts, and electricity/fuel receipts to assist in determining reasonableness of catfish inventories.

71 Applying for Benefits (Continued)

G Proof and Reasonableness of Livestock Inventory (Continued)

Example: John Brown certified to 125 head of adult beef cows on his FSA approved 2004 LAP application. The 125 head of adult beef cows certified on the 2004 LAP application may be used in combination with purchase and sales reports, birth and death records, and other verifiable documents providing evidence of beef cattle for Mr. Brown to determine the beef cattle inventory when the deaths occurred. However, the 2004 LAP application data by itself is **not** sufficient evidence of livestock inventory when the deaths occurred in 2005.

Note: None of the documents listed in this subparagraph, by themselves, may be sufficient evidence to determine the reasonableness of the number of livestock in inventory when the deaths occurred. COC's shall ensure that the documents submitted by producers provide verifiable evidence that supports the reasonableness of the number of livestock inventory when the deaths occurred, as certified by the applicant.

COC's shall determine the reasonableness of the livestock inventory and claimed losses using the following guidelines, when appropriate, for calving, farrowing, and kidding:

- 90 percent calving rate
- 103 to 105 percent for sheep
- 150 to 180 percent kidding rate
- 8.5 pigs per litter farrowing rate.

Example: A producer reports a livestock inventory of 150 beef cows, 5 beef bulls, and 155 beef calves when the deaths occurred. The normal calving rate would yield 135 (150 times 90 percent) calves. Based on the normal calving rate, 155 calves for 150 cows does not appear reasonable. COC should question the livestock inventory if it is not supported by verifiable documentation.

71 Applying for Benefits (Continued)

H Modifying FSA-900

Once the applicant signs FSA-900, FSA-900 **cannot** be modified.

If the applicant wishes to change or modify any data on a signed FSA-900, the applicant **must** take the following action before the end of the signup period:

- withdraw FSA-900 by writing “WITHDRAWN” on the hardcopy of FSA-900 and initialing and dating next to “WITHDRAWN”
- submit a new FSA-900 with the correct data
- sign and date the new FSA-900.

Note: FSA-900 cannot be revised or withdrawn to negate the results of a spot check.

COC or CED shall review and act on the new application according to paragraph 72.

Important: Any FSA-900 submitted after the end of the signup period shall be disapproved. There are **no** late-filed provisions for 2005-2007 LIP.

I Supporting Documents

All supporting documents must be completed by the applicant and on file in the County Office:

- no later than 10 workdays after the end of the signup period
- before FSA-900 may be approved.

Supporting documents include, but may not be limited to, the following:

- CCC-502 applicable for 2005, 2006, or 2007
- AD-1026 applicable for 2005, 2006, or 2007
- CCC-526 or other acceptable document according to 1-PL to determine compliance with AGI provisions.

72 Acting on FSA-900

A Approving FSA-900

COC or CED must act on all completed and signed FSA-900's submitted.

Exception: Only COC has authority to act on (approve or disapprove) FSA-900's submitted that use third party certification as proof of loss.

Note: CED may delegate approval authority to program technicians for routine cases where proof of death is provided according to subparagraph 71 D. Program technicians shall **not** be delegated authority to:

- disapprove any FSA-900
- approve any FSA-900 where third party certification is used to prove loss.

Important: DD review of initial applications must be completed according to subparagraph E before applications may be approved or disapproved.

FSA-900 shall be approved or disapproved as certified by the applicant. When more than 1 type of livestock is claimed, FSA-900 shall be approved or disapproved based on all livestock claimed. **Certain livestock cannot be approved and other livestock disapproved on the same FSA-900.**

Example: Jim Brown executes FSA-900 that includes 10 adult beef cows that meet the livestock eligibility requirements and 5 horses that do not meet the livestock eligibility requirements. FSA-900 shall be disapproved because **some** of the livestock claimed are **not** eligible.

72 Acting on FSA-900 (Continued)

A Approving FSA-900 (Continued)

Before approving FSA-900, COC or CED **must**:

- ensure that **all** program eligibility requirements are met
- be satisfied with **all** the following:
 - claimed livestock deaths occurred:
 - in a disaster county
 - after January 1, 2005, and before February 28, 2007
 - no later than 60 calendar days from the ending date of the applicable disaster periods, but before February 28, 2007
 - as a direct result of an eligible disaster events as provided at <http://disaster.fsa.usda.gov>
 - in the calendar year benefits are being requested
 - reasonableness of the claimed livestock deaths
 - proof of death provided is verifiable
 - documentation of livestock inventory when the deaths occurred, if applicable, is verifiable
 - third party certifications, if applicable, meet all requirements according to subparagraph 71 E
 - all signature requirements are met.

Note: See subparagraph B when:

- COC or CED questions any data provided by applicant
- disapproving FSA-900.

72 Acting on FSA-900 (Continued)

B Disapproving FSA-900

COC or CED must act on all completed and signed FSA-900's submitted. See subparagraph A when approving FSA-900.

Exception: Only COC has authority to act on (approve or disapprove) FSA-900's submitted that use third party certification as proof of loss.

Note: Program technicians shall **not** be delegated authority to disapprove FSA-900's.

Important: DD review of initial applications must be completed according to subparagraph E before applications may be approved or disapproved.

FSA-900 shall be approved or disapproved as certified by the applicant. When more than 1 type of livestock is claimed on FSA-900, the application shall be approved or disapproved based on all livestock claimed. **Certain livestock cannot be approved and other livestock disapproved on the same FSA-900.**

Example: Jim Brown executes FSA-900 that includes 10 adult beef cows that meet the livestock eligibility requirements and 5 horses that do not meet the livestock eligibility requirements. FSA-900 shall be disapproved because **some** of the livestock claimed are **not** eligible.

If it is determined that any information provided on FSA-900 is not reasonable or is questionable, additional verifiable documentation or evidence shall be requested from the applicant to support the data provided. Other agencies, organizations, or facilities may also be contacted to verify information provided by applicants.

Important: See subparagraph C when contacting other agencies, organizations, or facilities to verify information provided by applicants.

Exception: COC shall **not** require tax records; however, applicant may voluntarily provide tax records.

72 Acting on FSA-900 (Continued)

B Disapproving FSA-900 (Continued)

If all program eligibility requirements are **not** met, or it is determined that the information on FSA-900, or any additional supporting documentation provided by applicant, is **not** accurate or reasonable, then the following actions shall be taken:

- disapprove FSA-900
- notify applicant of disapproval
- provide applicant applicable appeal rights according to 1-APP
- thoroughly document reason for disapproval in the COC minutes, if disapproved by COC.

C Verifying Data With Other Agencies, Organizations, or Facilities

When contacting agencies, organizations, or facilities to verify data provided by an applicant or third party, the County Office shall be specific in the information requested. The request should include, but is not limited to, the following:

- producer's name and address
- animal kind and type
- why the request is being made
- what information is being requested.

D STC Review of FSA-900

STC, or State Office representative designated by STC, shall review all FSA-900's executed by State Office employees, COC members, CED's, County Office employees, and their spouses. If FSA-900 and all supporting documents meet all applicable requirements, then STC, or designee, shall authorize COC to act on FSA-900.

Notes: If STC designates State Office representative to review disaster applications executed by State Office employees and their spouses, the designated representative shall **not** review their own application or their spouses' application.

State Office representative includes DD's. State Office designees shall be documented in the STC minutes.

72 Acting on FSA-900 (Continued)

E DD Review and Report of Initial FSA-900's

DD shall review the first five FSA-900's before approval where:

- proof of death is provided according to subparagraph 71 E, before COC or CED may approve any such FSA-900
- third party certification is used to prove death according to subparagraph 71 F, before COC may approve any such FSA-900.

Note: Only COC is authorized to act on FSA-900's where third party certification is used to prove loss.

The review shall include ensuring that:

- separate FSA-900's are submitted by producer and county
- signature requirements, including power of attorney, are met
- proof of death is provided and verifiable, according to subparagraph 71 E, when applicable
- third party certifications, if applicable, meet all requirements according to subparagraph 71 F
- no State or County Office developed forms, worksheets, applications, or other documents are being used to obtain or collect the data required from applicants
- participants were informed of supporting data required for payment, such as CCC-502, CCC-526, AD-1026, and accurate subsidiary and SCIMS data.

72 Acting on FSA-900 (Continued)

E DD Review and Report of Initial FSA-900's (Continued)

Within 10 workdays of completing the review, DD shall provide a written report to SED describing the review findings, including a list of errors discovered, proposed corrective action, and the overall status of the implementation of 2005-2007 LIP in the County Office.

DD review of the initial FSA-900's and supporting documentation submitted is critical to ensuring that 2005-2007 LIP is being administered according the procedures provided in this handbook and the regulations in 7 CFR Part 760, Subpart J.

Reviewing the initial FSA-900's and supporting documentation in a timely manner:

- identifies possible weaknesses in the administration of the program that may be resolved by additional training, clarified procedures, or modified software
- prevents numerous producers from being impacted by erroneous administration of the program
- allows corrections to be made in a timely manner before erroneous payments are issued.

73 FSA-900, 2005/2006/2007 Livestock Indemnity Program

A Completing Manual FSA-900

Complete FSA-900 according to the following table.

Item	Description of Entry
1	Enter State and county code. This is the administrative County Office where the applicant's farm records are maintained.
2	Enter the calendar year the livestock deaths occurred. Note: If the deaths occurred in 2 different calendar years as a result of the same disaster events for the same disaster periods, a separate application must be filed for each calendar year to include only the livestock lost during that calendar year.
3	Enter County Office name. This is the administrative County Office where the applicant's farm records are maintained.
4	Enter the date of application.
PART A – Producer Information	
5	Enter the applicant's name and address.
6	Enter the applicant's tax identification number (last 4 digits).
PART B – Livestock Location and Associated Producer Information	
7	Enter the physical location of claimed livestock at the time they died. Include the name of the County where the claimed livestock were physically located at the time they died. Example: Jones County, Texas, farm 50.
8	Enter current physical location of livestock in inventory. Example: Jones County, Texas, farm 50.
9	Enter associated producers who had an ownership or contract grower share in the livestock and indicate their share.
PART C – Livestock Information	
10	Enter the applicable disaster periods in which the livestock died. The disaster periods can be found at http://disaster.fsa.usda.gov . Note: If a livestock producer suffers livestock losses caused by eligible disaster events that occurred in more than 1 disaster period during the calendar year, each disaster period in which livestock losses have occurred shall be entered on a separate FSA-900, Page 2. Example: County A is eligible for the following disaster periods: <ul style="list-style-type: none"> • March 27, 2005, through March 30, 2005 • August 15, 2005, through August 21, 2005. <p>The producer suffered livestock losses caused by disaster events that occurred during both disaster periods. Each disaster period shall be entered in item 10 on a separate FSA-900, Page 2.</p> <p>Note: See paragraph 104 for recording disaster periods.</p>

73 FSA-900, 2005/2006/2007 Livestock Indemnity Program (Continued)

A Completing Manual FSA-900 (Continued)

Item	Description of Entry
11	<p>Enter the applicable disaster events that caused the livestock deaths. The disaster events can be found at http://disaster.fsa.usda.gov.</p> <p>Notes: To be eligible for benefits under 2005-2007 LIP, the disaster events that caused the livestock deaths must be the same disaster events for which a natural disaster was declared or designated.</p> <p>If a livestock producer suffers eligible livestock losses caused by eligible disaster events that occurred in more than 1 disaster period during the calendar year, the eligible disaster events for each corresponding disaster period shall be entered on a separate FSA-900, Page 2.</p> <p>Example: County A is eligible for the following disaster events and disaster periods:</p> <ul style="list-style-type: none"> • Winter Storm: January 1, 2006, through January 15, 2006 • Excessive Moisture: July 15, 2006, through July 31, 2006. <p>Winter storms and excessive moisture caused livestock losses. Each eligible disaster event shall be entered in item 11 on a separate FSA-900, Page 2. Each disaster event shall be entered on the FSA-900, Page 2 that corresponds to the disaster period in which the disaster event occurred.</p> <p>Note: See paragraph 104 or entering the applicable disaster events in the automated system.</p>
12	<p>ENTER "Yes" if the applicant in item 5 is a contract grower. Otherwise, ENTER "No".</p> <p>Note: Complete item 12 for each FSA-900, Page 2, when eligible livestock losses are caused by eligible disaster events that occurred in more than 1 disaster period during the calendar year.</p>

73 FSA-900, 2005/2006/2007 Livestock Indemnity Program (Continued)

A Completing Manual FSA-900 (Continued)

Item	Description of Entry
13	<p>Enter livestock kind, type, and weight range.</p> <p>Notes: Livestock by kind, type, and weight range can be obtained from the local FSA office or 2005-2007 LIP Fact Sheet located at http://disaster.fsa.usda.gov.</p> <p>If a livestock producer suffers eligible livestock losses caused by eligible disaster events that occurred in more than 1 disaster period during the calendar year, the livestock lost shall be entered by kind, type, and weight range on separate FSA-900, Page 2's to correspond with the disaster events that caused the livestock deaths.</p> <p>Example: County A is eligible for the following disaster periods:</p> <ul style="list-style-type: none"> • March 27, 2005, through March 30, 2005 • August 15, 2005, through August 21, 2005. <p>The producer suffers livestock losses caused by disaster events that occurred during both disaster periods. Five adult beef cows died as a direct result of the disaster event that occurred during the March 27, 2005, through March 30, 2005, disaster period. Four adult beef cows died as a direct result of the disaster event that occurred during the August 15, 2005, through August 21, 2005, disaster period.</p> <p>The 5 adult beef cows that died as a direct result of the disaster event that occurred during the March 27, 2005, through March 30, 2005, disaster period shall be entered on one FSA-900, Page 2 by kind, type, and weight range, and the 4 adult beef cows that died as a direct result of the disaster event that occurred during the August 15, 2005, through August 21, 2005, disaster period shall be entered on another FSA-900, Page 2, by kind, type, and weight range.</p>
14	<p>Enter the number of livestock in inventory on the beginning date of the applicable disaster periods in item 10 for the livestock entered in item 13.</p>

73 FSA-900, 2005/2006/2007 Livestock Indemnity Program (Continued)

A Completing Manual FSA-900 (Continued)

Item	Description of Entry
15	<p>Enter the number of livestock that died as a result of an eligible disaster event in item 11.</p> <p>Notes: Livestock must have died after January 1, 2005, and before February 28, 2007, but no later than 60 calendar days from the ending date of the disaster periods in item 10.</p> <p>If a livestock producer suffers eligible livestock losses caused by eligible disaster events that occurred in more than 1 disaster period during the calendar year, the number of livestock lost shall be entered by the applicable kind, type, and weight range on separate FSA-900, Page 2's to correspond with the disaster event that caused the loss.</p> <p>Example: County A is eligible for the following disaster periods:</p> <ul style="list-style-type: none"> • March 27, 2005, through March 30, 2005 • August 15, 2005, through August 21, 2005 <p>The producer suffers livestock losses caused by disaster events that occurred during both disaster periods. Five adult beef cows died as a direct result of the disaster event that occurred during the March 27, 2005, through March 30, 2005, disaster period. Four non-adult beef cows died as a direct result of the disaster event that occurred during the August 15, 2005, through August 21, 2005, disaster period.</p> <p>The 5 adult beef cows that died as a direct result of the disaster event that occurred during the March 27, 2005, through March 30, 2005, disaster period shall be entered on one FSA-900, Page 2 by kind, type, and weight range, and the 4 non-adult beef cows that died as a direct result of the disaster event that occurred during the August 15, 2005, through August 21, 2005, disaster period shall be entered on another FSA-900, Page 2, by kind, type, and weight range.</p>
16	<p>Enter the applicant's ownership or contract grower share in the livestock entered in item 13.</p> <p>Note: Complete item 16 for each FSA-900, Page 2, when eligible livestock losses are caused by eligible disaster events that occurred in more than 1 disaster period during the calendar year.</p>
PART D – Amounts Received for Same or Similar Loss	
17	<p>Enter the amount of monetary compensation received by the applicant from their contractor for the loss of income suffered from the death of the livestock under contract (for contract growers only).</p>
18	<p>Enter amount of prior 2005 LIP payments and/or 2005 Aquaculture Grant Program payments. Only applicable for 2005 disaster year.</p>

73 FSA-900, 2005/2006/2007 Livestock Indemnity Program (Continued)

A Completing Manual FSA-900 (Continued)

Item	Description of Entry
PART E – Producer Certification	
19A and 19B	<p>After reading the certification, applicant signs and dates.</p> <p>Note: Applicant shall sign and date each completed FSA-900, Page 2, and attach to FSA-900, Page 1, when eligible livestock losses are caused by eligible disaster events that occurred in more than 1 disaster period during the calendar year.</p>
PART F – County Committee Determination	
20	<p>Enter COC signature.</p> <p>Note: COC shall sign each FSA-900, Page 2 when eligible livestock losses are caused by eligible disaster events that occurred in more than 1 disaster period during the calendar year.</p>
21	<p>Enter date of COC action.</p> <p>Note: COC shall date the action taken on each FSA-900, Page 2 when eligible livestock losses are caused by eligible disaster events that occurred in more than 1 disaster period during the calendar year.</p>
22	<p>Enter a check in “approved” or “disapproved” box.</p> <p>Note: COC shall indicate action on each FSA-900, Page 2 when eligible livestock losses are caused by eligible disaster events that occurred in more than 1 disaster period during the calendar year.</p> <p>Important: FSA-900 shall be approved or disapproved as certified by the applicant. When more than 1 type of livestock is claimed, or more than one FSA-900, Page 2 is required to be completed, FSA-900 shall be approved or disapproved based on all livestock claimed. Certain livestock cannot be approved and other livestock disapproved on same FSA-900.</p>

73 FSA-900, 2005/2006/2007 Livestock Indemnity Program (Continued)

B Example of FSA-900

The following is an example of FSA-900.

This form is available electronically.			
FSA-900 (08-30-07)		U.S. DEPARTMENT OF AGRICULTURE Farm Service Agency	
2005/2006/2007 LIVESTOCK INDEMNITY PROGRAM		1. State and County Code	2. Disaster Year
		3. County Office Name	4. Application Date
<p>NOTE: The authority for collecting the following information is Pub. L. 110-28. This authority allows for the collection of information without prior OMB approval mandated by the Paperwork Reduction Act of 1995. The time required to complete this information collection is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.</p> <p>The following statement is made in accordance with the Privacy Act of 1974 (5 USC 552a). The authority for requesting the following information is Public L. 110-28, U.S. Troop Readiness, Veterans' Care Katrina Recovery, and Iraq Accountability Appropriations Act, 2007. The information will be used to determine eligibility for program benefits. Failure to furnish the requested information will result in denial of program benefits. This information may be provided to other agencies, IRS, Department of Justice, or other State and Federal law enforcement agencies, and in response to a court magistrate or administrative tribunal or to other requests for information. The provisions of criminal and civil fraud statutes, including 18 USC 286, 371, 641, 651, 1001; 15 USC 714m; and 31 USC 3729, may be applicable to the information provided. RETURN THIS COMPLETED FORM TO YOUR COUNTY FSA OFFICE.</p>			
PART A - PRODUCER INFORMATION			
5. Producer's Name and Address (City, State and Zip Code)			6. ID Number (Last 4 Digits)
<p>Payments under the 2005/2006/2007 Livestock Indemnity Program will be made with respect to certain livestock deaths that occurred as a direct result of a natural disaster event, except drought, and including anthrax in a primary or contiguous county designated under a Presidential or Secretarial declaration or Administrator's Physical loss notice. Each producer must file a separate form FSA-900 to be eligible to receive program benefits. By signing this application, the producer:</p> <ol style="list-style-type: none"> (1) Agrees to provide FSA any documentation it requires to determine eligibility that verifies and supports all information provided, including the producer's certification, and understands the application may be disapproved if they fail to provide any such information requested by FSA; (2) Authorizes FSA, at any time, with or without their presence, to enter upon, inspect and verify all livestock, livestock deaths, and acreage in which they have an interest; (3) Agrees to comply with, and acknowledges they are subject to, all the regulations governing the program and understands that instructions and assistance are available for completing this form; (4) Authorizes FSA to obtain from third parties, such as, but not limited to, other government agencies, individuals, auction barns, contractors or processors, and rendering services, any records or other evidence that substantiates the information provided on this application or any supporting documentation provided; and (5) Understands that this application may be disapproved if information or evidence provided is false or in error, and that other sanctions or penalties could apply. 			
PART B - LIVESTOCK LOCATION AND ASSOCIATED PRODUCER INFORMATION			
7. Where were the claimed livestock physically located at the time they perished? (Include County name, farm number, etc.)		8. Where is the current physical location of the livestock in inventory?	
9. Associated Producers (List all other producers that have an ownership share of any livestock listed in Item 13 and indicate their share).			
<p>The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance program. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination, write to USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call (800) 795-3272 (voice) or (202) 720-6382 (TDD). USDA is an equal opportunity provider and employer.</p>			

73 FSA-900, 2005/2006/2007 Livestock Indemnity Program (Continued)

B Example of FSA-900 (Continued)

FSA-900 (08-30-07)					Page 2
PART C - LIVESTOCK INFORMATION					
10. Disaster Period			11. Disaster Event(s)		
12. Contract Grower		13. Livestock Kind/Type and Weight Range		14. Disaster Period Beginning Head Count	15. Claimed Lost Head Count
YES	NO				
PART D - AMOUNTS RECEIVED FOR SAME OR SIMILAR LOSS					
17. Other Compensation (Contract Grower Only) \$					
18. Reduction (2005 Only) \$					
PART E - PRODUCER CERTIFICATION					
<i>I certify that:</i>					
1. On the day they perished, I owned or was a contract grower of all livestock entered on this application and physically maintained control of all such livestock on that date on my farm for commercial use as part of my farming operation;					
2. All livestock entered as lost on this application perished during the disaster year in Item 2 as a direct result of an eligible disaster event(s) no later than 60 days from the ending dates of such disaster period(s) provided in Item 10 in the county provided in Item 7, and that all losses occurred after January 1, 2005, and before February 28, 2007;					
3. I understand all livestock entered on this application meet all the livestock eligibility criteria provided in 7 CFR Part 760 Subpart J, including being maintained for commercial use as part of my farming operation; and					
4. All information on this application and all supporting documents I provided is true and correct.					
19A. Producer's Signature					19B. Date (MM-DD-YYYY)
PART F - COUNTY COMMITTEE DETERMINATION					
20. COG or Designee Signature			21. Date (MM-DD-YYYY)	22. Determination:	
				<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	

74 Spot Checks

A Informing Producers

Spot checks are performed to:

- verify the accuracy of the data certified by the producer on FSA-900
- ensure that all eligibility requirements were met
- determine whether correct payments were issued.

Exhibit 7 provides a list of:

- data elements that may be spot-checked for 2005-2007 LIP
- documents or other data that may be requested from producers selected for spot check.

County Offices shall:

- not modify Exhibit 7
- reproduce copies of Exhibit 7 locally
- provide a copy of Exhibit 7 to each producer when FSA-900 is submitted for 2005-2007 LIP.

Note: Procedure for conducting spot checks will be provided in a future amendment. County Offices shall **not** conduct any spot checks until procedure is issued from the National Office.

75-99 (Reserved)

Part 3 2005, 2006, and 2007 LIP Application Software

100 Accessing 2005, 2006, and 2007 LIP Software

A Accessing Software

From Menu FAX250, access 2005, 2006, and 2007 LIP software according to the following table.

Step	Menu	Action
1	FAX250	ENTER "3" or "4", "Application Processing", as applicable, and PRESS "Enter".
2	FAX09002	Enter the appropriate county, if applicable, and PRESS "Enter".
3	FAX07001	ENTER "11", "PFC/DCP Compliance", and PRESS "Enter".
4	M00000	ENTER "1", "NAP and Disaster", and PRESS "Enter".
5	MH0000	ENTER "15", "2005-2007 Disaster Programs", and PRESS "Enter". Menu MHO000 will be displayed.

B Example of Menu MHO000

Following is an example of 2005-2007 Disaster Program Selection Menu MHO000.

COMMAND	MENU: MH0000	H2
2005-2007 Disaster Program Selection Menu		

<ul style="list-style-type: none"> 1. Livestock Indemnity Program - Application Processing 2. Livestock Indemnity Program - Payment Processing 4. Livestock Compensation Program - Application Processing 5. Livestock Compensation Program - Payment Processing 7. Crop Disaster Program - Application Processing 8. Crop Disaster Program - Payment Processing 20. Return to Application Primary Menu 21. Return to Application Selection Menu 23. Return to Primary Selection Menu 24. Sign Off 		
Cmd3=Previous Menu	*=Option currently not available.	
Enter option and press "Enter".		

101 Application Processing

A Overview

To process applications for 2005, 2006, and 2007 LIP, ENTER "1" on Menu MHO000. Menu MHOIYR will be displayed. Following is an example of LIP Application Year Selection Menu MHOIYR.

```

COMMAND                                MENU: MHOIYR                                H2
LIP Application Year Selection Menu
-----
      1. 2005 Livestock Indemnity Program
      2. 2006 Livestock Indemnity Program
      3. 2007 Livestock Indemnity Program

      5. 2005-2007 LIP Reports

      20. Return to Application Primary Menu
      21. Return to Application Selection Menu
      23. Return to Primary Selection Menu
      24. Sign Off

Cmd3=Previous Menu                                *=Option currently not available.
Enter option and press "Enter".
    
```

On Menu MHOIYR, select the option for the appropriate year to be accessed. Menu MHAIW0 will be displayed. Following is an example of LIP Application Menu MHAIW0.

```

COMMAND                                MENU: MHAIW0                                H2
LIP Application Menu
-----
      1. Loss Application
      2. Signature/Approval Dates
      3. Print Producer Application

      20. Return to Application Primary Menu
      21. Return to Application Selection Menu
      23. Return to Primary Selection Screen
      24. Sign Off

Cmd3=Previous Menu                                *=Option currently not available.
Enter option and press "Enter".
    
```

101 Application Processing (Continued)

B Available Options

The following table provides an explanation of the options available on Menu MHAIW0.

Action	Result	Use
ENTER "1", "Loss Application", and PRESS "Enter".	Screen MHAIWA01 will be displayed.	The option is used for loading livestock loss data for LIP.
ENTER "2", "Signature/Approval Dates", and PRESS "Enter".		The option is used for loading signature/approval dates for LIP applications.
ENTER "3", "Print Producer Application", and PRESS "Enter".	The Printer Selection Screen will be displayed.	The option is used for printing producer FSA-900.

102 Producer Selection Screen MHAIWA01

A Overview

Access to LIP software requires entry of 1 of the following:

- producer’s ID number and type
- last 4 digits of producer’s ID
- producer’s last name.

B Example of Screen MHAIWA01

Following is an example of Producer Selection Screen MHAIWA01.

```

2005 LIP                               027-COAHOMA           Selection      MHAIWA01
Producer Selection Screen              Version: AF36  07/10/2007 11:07 Term H2
-----
                                     Enter Last Four Digits of ID: . . . . .
                                     or
                                     Producer ID Number: . . . . . and Type:
                                     or
                                     Last Name: . . . . .
                                     (Enter Partial Name To Do An Inquiry)

Enter=Continue  Cmd7=End

```

C Producer Not Active in SCIMS

Producers must be in SCIMS with a legacy link to the county completing the application to apply for LIP benefits. If the selected producer is **not** active in SCIMS with a legacy link to the county completing the application, add the producer to SCIMS and create a legacy link according to 1-CM.

103 Load Disaster Information Screen MHAIWB01

A Overview

Once a valid producer has been selected, Screen MHAIWB01 will be displayed. Screen MHAIWB01 will be used to capture the following:

- physical location of the livestock at the time of death
- current physical location of the livestock in inventory
- contract grower's other compensation
- Aquaculture Grant Program payment or prior LIP payment reduction.

B Example of Screen MHAIWB01

Following is an example of Load Disaster Information Screen MHAIWB01.

```

2005 LIP                205-HARTLEY                Selection      MHAIWB01
Load Disaster Information Screen      Version: AF61 07/20/2007 11:10 Term H2
-----
Producer KENNETH THOMPSON

Where were the claimed
livestock physically located
at the time they perished? .....

Where is the current
physical location of the
livestock in inventory? .....

If applicable, enter the amount of other compensation this
contract grower received in this applicable year for any
livestock for which this application is being completed:      $ .....

If applicable, enter the dollar amount of Aquaculture Grant
Program and/or prior LIP payments this producer received:      $ .....

Enter=Continue  Cmd4=Previous Screen  Cmd7=End

```

103 Load Disaster Information Screen MHAIWB01 (Continued)

C Action

County Offices shall enter:

- a free-form text explanation of where the claimed livestock were physically located at the time they perished that is specific enough to assist COC or CED in determining livestock eligibility
- a free-form text explanation of the current physical location of the livestock in inventory that is specific enough to assist with finding the livestock in the event of a spot check
- if applicable, the amount of other compensation the contract grower received from the contractor for the loss of income from dead livestock for the applicable year

Note: If the application includes multiple kinds of livestock for which the producer received other compensation, sum all other compensation the producer received for the year and enter total amount in this field. See subparagraph 44 G for additional information.

- if applicable, the amount of benefits the producer received under 2005 Hurricanes LIP, 2005 Hurricanes LIP-II, and/or the Aquaculture Grant Program. If the producer received benefits under more than 1 of the programs, sum all benefits the producer received and enter the total amount in this field. See subparagraph 44 F for additional information.

Note: Prior LIP reductions are only applicable to 2005 LIP applications. Field will not display when entering 2006 and 2007 LIP applications.

Note: Information entered on Screen MHAIWB01 applies to the entire application.

104 Disaster Period Selection Screen MHAIWC01

A Overview

Screen MHAIWC01 will be displayed once all required data has been entered on Screen MHAIWB01. Screen MHAIWC01 will be used to select the disaster period for which data will be loaded.

B Example of Screen MHAIWC01

Following is an example of Disaster Period Selection Screen MHAIWC01.

```

2005 LIP          205-HARTLEY          Selecti on      MHAI WC01
Disaster Period Selection Screen      Version: AF61  08/09/2007 08:43 Term H2
-----
Producer KENNETH THOMPSON              Disaster Period
                                         03/01/2005 - 04/01/2005

          Eligible Disaster Events for this Disaster Period:
-----
TORNADOES          SEVERE STORMS          HURRI CANE

          You are currently viewing
          Disaster Period: 1 of 2

If these disaster dates and events are applicable to the loss being loaded,
Enter to continue. Otherwise, roll page(s) to view other disaster periods.

Enter=Continue (with this Period)  Cmd4=Previous Screen  Cmd7=End  Roll=Period
    
```

C Fields

The following table describes the fields on Screen MHAIWC01.

Field	Description
Producer	The producer for which the application is being loaded.
Disaster Period	Displays the beginning and ending date of the disaster designation.
Eligible Disaster Events for this Disaster Period	Displays the eligible disaster events applicable to the displayed disaster period.
You are currently viewing Disaster Period	Provides the user with the disaster period currently being displayed and the total number of disaster periods applicable to the county in which the application is being loaded.

104 Disaster Period Selection Screen MHAIWC01 (Continued)

D Action

The following table describes the options available on Screen MHAIWC01.

Option	Result
Enter	The displayed disaster period and events will be selected and Screen MHAIWD01 will be displayed.
Cmd4	Screen MHAIWB01 will be displayed.
Cmd7	Menu MHAIW0 will be displayed.
Roll	<p>For counties with more than 1 disaster period, roll page will display the next available disaster period and events applicable to the county. Select this option if the displayed disaster period and events are not applicable to the loss being loaded. Continue to select roll page until the correct disaster period and events are displayed. Once the correct disaster period and events are displayed, PRESS “Enter” to continue to Screen MHAIWD01.</p> <p>Example 1: County A is eligible for the following disaster periods:</p> <ul style="list-style-type: none"> • January 15, 2006, through February 3, 2006 • June 5, 2006, through June 10, 2006. <p>The producer sustained a loss during the June 5, 2006, through June 10, 2006, disaster period.</p> <p>Screen MHAIWC01 displays the first disaster period (January 15, 2006, through February 3, 2006) for selection. Since the producer did not sustain a loss during this disaster period, the County Office shall select roll page to continue to the June 5, 2006, through June 10, 2006, disaster period. Once the June 5, 2006, through June 10, 2006, disaster period is displayed, the County Office shall PRESS “Enter” to load the livestock losses.</p> <p>Example 2: County B is eligible for the following disaster periods:</p> <ul style="list-style-type: none"> • March 27, 2005, through March 30, 2005 • August 15, 2005, through August 21, 2005. <p>The producer sustained a loss during both disaster periods.</p> <p>Screen MHAIWC01 displays the first disaster period (March 27, 2005, through March 30, 2005) for selection. Since the producer sustained a loss during this disaster period, the County Office shall PRESS “Enter” to load the livestock losses. Once all the applicable livestock losses have been entered for that disaster period, Screen MHAIWH1A will be displayed. See paragraph 108 for more information on Screen MHAIWH1A. Since the producer also sustained a loss during the second disaster period (August 15, 2005, through August 21, 2005), ENTER “Y” for the question, “Do you want to record data for another disaster period for this application?”, and PRESS Enter to display Screen MHAIWC01. Select roll page to display the second disaster period (August 15, 2005, through August 21, 2005) and PRESS “Enter” to load livestock losses for this disaster period.</p> <p>Note: The roll page option will only be available if the county has more than 1 eligible disaster period.</p>

105 Livestock Kind Selection Screen MHAIWD01

A Overview

Screen MHAIWD01 will be displayed once a disaster period has been selected on Screen MHAIWC01. Screen MHAIWD01 will be used to select the kind of livestock for which loss data will be entered.

B Example of Screen MHAIWD01

Following is an example of Livestock Kind Selection Screen MHAIWD01.

```

2005 LIP          205-HARTLEY          Selecti on      MHAIWD01
Livestock Kind Selection Screen      Versi on: AF57 07/10/2007 07:57 Term H2
-----
Producer KENNETH THOMPSON
                                     Disaster Period
                                     03/01/2005 - 04/01/2005

                Select kind of Livestock:

                .. BEEF                .. CRAWFI SH
                .. DAIRY                .. CATFI SH
                .. BUFFALO/BEEFALO      .. REI NDEER
                .. SWINE
                .. SHEEP
                .. GOATS
                .. CHI CKENS
                .. TURKEYS
                .. DUCKS
                .. GEESE
                .. EQUI NE
                .. DEER

Enter=Conti nue  Cmd4=Previ ous  Screen  Cmd7=End
    
```

C Action

County Offices shall ENTER “X” next to the applicable kind of livestock.

106 Type/Weight Range Selection Screen MHAIWE01

A Overview

Screen MHAIWE01 will be displayed once a livestock kind has been selected on Screen MHAIWD01. Screen MHAIWE01 will be used to select the type and weight range applicable to the livestock kind for which loss data will be entered.

Note: Screen MHAIWE01 is **not** applicable to equine, deer, crawfish, and reindeer.

B Example of Screen MHAIWE01

Following is an example of Type/Weight Range Selection Screen MHAIWE01.

```

2005 LIP                205-HARTLEY                Selection    MHAIWE01
Type/Weight Range Selecti on Screen    Versi on: AF57  07/10/2007 08:01 Term H2
-----
Producer KENNETH THOMPSON
Kind of Livestock BEEF
                                Di saster Peri od
                                03/01/2005 - 04/01/2005

                                Select Type/Wei ght Range:
                                .. NONADULT - LESS THAN 400 LBS.
                                .. NONADULT - 400 LBS. OR MORE
                                .. ADULT - COW
                                .. ADULT - BULL

Enter=Conti nue  Cmd4=Previ ous Screen  Cmd7=End
    
```

Note: Screen MHAIWE01 will differ based on the type of livestock selected on Screen MHAIWD01.

C Action

County Offices shall ENTER “X” next to the applicable type/weight range of the livestock.

107 Load Head Count Screen MHAIWH01

A Overview

Screen MHAIWH01 will be displayed once a livestock type/weight range has been selected on Screen MHAIWE01. Screen MHAIWH01 will be used to capture the following:

- Beginning Head Count – owner and/or contract grower
- Lost Head Count – owner and/or contract grower
- Share – owner and/or contract grower.

B Example of Screen MHAIWH01

Following is an example of Load Head Count Screen MHAIWH01.

```

2005 LIP          205-HARTLEY          Entry      MHAIWH01
Load Head Count Screen          Version: AF61 07/18/2007 09:35 Term K2
-----
Producer KENNETH THOMPSON          Disaster Period
Kind of Livestock GOATS          03/01/2005 - 04/01/2005
Type/Weight Range BUCKS

      Owner
-----
Beginning      Lost
Head Count    Head Count    Share
.....

      Contract Grower
-----
Beginning      Lost
Head Count    Head Count    Share
.....

Cmd4=Previous Screen  Cmd5=Update  Cmd7=End  Cmd24=Delete
    
```

C Fields

The following table describes the fields on Screen MHAIWH01.

Field	Action
Owner	
Beginning Head Count	For the kind, type, and weight range selected, enter the beginning head count of the owned livestock during the applicable year.
Lost Head Count	For the kind, type, and weight range selected, enter the number of owned livestock that perished during the disaster period.
Share	Enter the owner's share of the livestock that perished.
Contract Grower	
Beginning Head Count	For the kind, type, and weight range selected, enter the beginning head count of the contract grower livestock during the applicable year.
Lost Head Count	For the kind, type, and weight range selected, enter the number of contract grower livestock that perished during the applicable year.
Share	Enter the contract grower's share of the livestock that perished.

Note: If a producer has multiple losses of the same livestock kind, type, and weight range with the same share, total the number of livestock and load the loss on 1 line.

107 Load Head Count Screen MHAIWH01 (Continued)

D Action

The following table describes the options available on Screen MHAIWH01.

Option	Result
Cmd4	Screen MHAIWE01 will be displayed.
Cmd5	Screen MHAIWH1A will be displayed.
Cmd7	Menu MHAIW0 will be displayed.
Cmd24	The line item where the cursor is located will be deleted. Note: Once all livestock line items have been deleted from the application, the entire application will be considered deleted.

108 Record More Data Question Screen MHAIWH1A

A Overview

Screen MHAIWH1A provides the opportunity for the user to load another:

- share for the producer/kind/weight range
- weight range for the type of livestock
- kind of livestock
- disaster period.

B Example of Screen MHAIWH1A

Following is an example of Record More Data Question Screen MHAIWH1A.

```

2005 LIP          205-HARTLEY          Entry      MHAIWH01
Load Head Count Screen          Versi on: AF57  07/10/2007 13:28 Term H2
-----
Producer KENNETH THOMPSON          Disaster Period
Kind of Livestock BEEF          03/01/2005 - 04/01/2005
Type/Weight Range MONADULT - LESS THAN 400 LBS
Reducti Record More Data Question Screen          MHAIWH1A

Beginni Do you want to record data for another:          (Y/N)
Head Co Share for this Producer/Kind/Weight Range... .N.
10      Weight Range for this Kind of Livestock... .N.
        Kind of Livestock for this Disaster Period... .N.
        Disaster Period for this Application... .N.

Enter=Continue  Cmd4=Previous Screen
IM: Loss data has been updated.

Cmd4=Previous Screen  Cmd5=Update  Cmd7=End  Cmd24=Delete
    
```

108 Record More Data Question Screen MHAIWH1A (Continued)

C Action

The following table describes the options available on Screen MHAIWH1A.

Question	IF “Y” is entered...
Do you want to record data for another share for this producer/kind/weight range?	Screen MHAIWH01 will be displayed.
Do you want to record data for another weight range for this kind of livestock?	Screen MHAIWE01 will be displayed.
Do you want to record data for another kind of livestock?	Screen MHAIWD01 will be displayed.
Do you want to record data for another disaster period for this application?	Screen MHAIWC01 will be displayed.

Note: Only one “Y” answer can be entered at a time.

If “N” is entered for all questions and:

- any share entered on the producer’s application is less than 100 percent, Screen MHAIWI01 will be displayed
- all shares entered on the producer’s application are equal to 100 percent, FSA-900 will be printed.

109 Other Producer Association Screen MHAIWI01

A Overview

Screen MHAIWI01 provides the opportunity for the user to load other producers who are associated with the livestock claimed on the application. The user is required to add at least 1 other producer if any share entered on the producer’s application is less than 100 percent.

Note: This data is not used by the system. It will be used for reference outside of the system in the event of a spot check.

B Example of Screen MHAIWI01

Following is an example of Other Producer Association Screen MHAIWI01.

```

2005 LIP          205-HARTLEY          Selection   MHAIWI01
Other Producer Association Screen      Version: AF57 07/11/2007 15:41 Term H2
-----
Producer KENNETH THOMPSON              Di saster Peri od
                                         03/01/2005 - 04/01/2005

          Other Producers Associated with this Applicant:
          (must be at least one if shares are less than 100 percent)

Enter=Continue  Cmd4=Previous Screen  Cmd7=End  Cmd16=Add Producer  Cmd24=Delete
No Associated Producers Loaded. please use Cmd16 to add them.
    
```

C Action

The following table describes the options available on Screen MHAIWI01.

Option	Result
Enter	FSA-900 will be printed.
Cmd4	Screen MHAIWH01 will be displayed.
Cmd7	Menu MHAIW0 will be displayed.
Cmd16	Common Routine to Select ID Number Screen MACR04 will be displayed.
Cmd24	The line item where the cursor is located will be deleted.

110 Signature and Approval Dates

A Overview

Signature and approval dates must be entered into the automated system before LIP payments can be issued. Signature and approval dates will be entered by selecting:

- option 2, “Signature/Approval Dates”, from Menu MHAIW0
- the applicable producer on Screen MHAIWA01.

B Example of Screen MHAIAC01

Following is an example of Signature/Approval Screen MHAIAC01.

2005 LIP Signature/Approval Screen	205-HARTLEY Screen	Entry Version: AF57	MHAIAC01 07/11/2007 15:45 Term H2

Producer KENNETH THOMPSON			ID 6717 S
Signature Date (MM/DD/CCYY)	Approval Date (MM/DD/CCYY)	or	Disapproval Date (MM/DD/CCYY)
.....
Cmd4=Previous Screen Cmd5=Update Cmd7=End Cmd12=Print Payment Report			

C Action

County Offices shall:

- enter producer signature date
- enter approval or disapproval date as applicable
- PRESS “Cmd5” to update
- if desired, PRESS “Cmd12” to print the Summary Estimated Calculated Payment Report.

Note: The Approval/Disapproval process is by producer ID, not by livestock kind. The application is either approved or disapproved.

The signature and approval dates will be removed if any changes are made to the application after the signature and approval dates are entered.

111-120 (Reserved)

121 Print Producer Application

A Overview

FSA-900 will be generated:

- when option 3, “Print Producer Application”, is selected from Menu MHAIW0, and applicable producer ID is entered
- during application process when user entered “N” for all questions on Screen MHAIWH1A.

122 LIP Reports

A Overview

To print reports for 2005, 2006, and 2007 LIP, ENTER “5” on Menu MHOIYR. Menu MHAIR0 will be displayed. Following is an example of 2005-2007 LIP Reports Menu MHAIR0.

```

COMMAND                MENU: MHAIR0                H2
2005-2007 LIP Reports Menu
-----
                1. Unsigned Applications Report
                2. Unapproved Applications Report
                3. Approved Applications Report
                4. Disapproved Applications Report
                5. Deleted Applications Report

                20. Return to Application Primary Menu
                21. Return to Application Selection Menu
                23. Return to Primary Selection Screen
                24. Sign Off

Cmd3=Previous Menu                *=Option currently not available.
Enter option and press "Enter".
    
```

B Available Reports

The following table provides an explanation of the reports available on Menu MHAIR0.

Action	Result	Report Purpose
ENTER “1”, “Unsigned Applications Report”, and PRESS “Enter”.	The Printer Selection Screen will be displayed. Once a printer is selected, Unsigned Applications Report Option Screen MHAIRD1A will be displayed.	Lists all applications that have been initiated but do not have a producer signature date entered.
ENTER “2”, “Unapproved Applications Report”, and PRESS “Enter”.	The Printer Selection Screen will be displayed. Once a printer is selected, Unapproved Applications Report Option Screen MHAIRE1A will be displayed.	Lists all applications that do not have an approval or disapproval date entered.
ENTER “3”, “Approved Applications Report”, and PRESS “Enter”.	The Printer Selection Screen will be displayed. Once a printer is selected, Approved Applications Report Option Screen MHAIRF1A will be displayed.	Lists all applications that have an approval date entered in the system.
ENTER “4”, “Disapproved Applications Report”, and PRESS “Enter”.	The Printer Selection Screen will be displayed. Once a printer is selected, Disapproved Applications Report Option Screen MHAIRG1A will be displayed.	Lists all applications that have a disapproval date entered in the system.
ENTER “5”, “Deleted Applications Report”, and PRESS “Enter”.	The Printer Selection Screen will be displayed. Once a printer is selected, Deleted Applications Report Option Screen MHAIRH1A will be displayed.	Lists all applications that have been deleted from the system.

122 LIP Reports (Continued)**C Action**

County Offices are required to select the order in which the reports will print. If “alphabetically by producer last name/business” is selected, the report will print alphabetically by last name/business. If “by date with the most recent first” is selected, the report will print by the date that the application was updated, signed, approved, disapproved, or deleted, as applicable, most recent date first. Only 1 print order can be selected at a time.

County Offices also have the option of entering date restrictions. If a date is entered next to “do not print dates prior to”, the report will only print applications that were updated, signed, approved, disapproved, or deleted, as applicable, on or after the date entered. If a date is entered next to “do not print dates after”, the report will only print applications that were updated, signed, approved, disapproved, or deleted, as applicable, on or before the date entered. If a date is entered next to both “do not print dates prior to” and “do not print dates after”, the report will only print applications that were updated, signed, approved, disapproved, or deleted, as applicable, on or between the dates entered.

Both a print order and a date restriction can be entered at the same time.

123 FSA-900E-1, Estimated Calculated Payment Report – Detailed Producer Report

A Introduction

FSA-900E-1 is a computer-generated document that prints a detailed estimated calculated payment amount based upon the loss data entered in the automated LIP application.

B Information on the Report

This table includes a detailed description of the information contained on FSA-900E-1.

The livestock/kind/weight range losses are divided by Disaster Year and Period.

Field	Description	FSA-900 Item
Producer Name, Address, and ID Number	Producer name, mailing address, and last 4 digits of the ID number.	5 and 6
Disaster Year	The years for which an application has been filed.	2
Application Status	The status of the application: <ul style="list-style-type: none"> • approved • disapproved. 	
Disaster Period	The disaster periods on the application.	10
Owner/Contract	Owner or Contract designation shown for the livestock kind, type and weight range.	12
Livestock Kind	Kind of livestock.	13
Livestock Type/Weight Range	Type and weight range of livestock.	
Beginning Head Count	The beginning head count number entered on the application.	14
Eligible Head Loss	The number of claimed lost head count entered on the application.	15
Share	The contract growers or owners share of the livestock that perished.	16
Payment Rate	The payment rate established for the livestock kind, type, and weight range based upon owner or contract grower status.	
Calculated Payment	The calculated payment for each livestock kind, type, and weight range is computed by multiplying the following: <ul style="list-style-type: none"> • eligible head loss, times • share, times • payment rate. 	
Total Calculated Payment	Accumulated calculated payment amounts for all head loss for the contract grower.	
Less Other Compensation	The amount of other compensation entered on the application. Note: This is the amount received by a contract grower for the same loss. This amount is subtracted from the total Calculated Payment of livestock losses of contract growers only.	17

123 FSA-900E-1, Estimated Calculated Payment Report – Detailed Producer Report
(Continued)

B Information on the Report (Continued)

Field	Description	FSA-900 Item
Total Contract Calculated Payment	The Total Contract Calculated Payment is determined by: <ul style="list-style-type: none"> • total of all calculated Payments for Contract Growers head loss, minus • other compensation. Note: If the Other Compensation amount exceeds the total of all calculated payments for Contract Growers, the Total Contract Calculated Payment is reduced to zero.	
Total Owner Calculated Payment	The Total Owner Calculated Payment is determined by adding all calculated Payments for Owners’ Head Loss.	
Total Contract and Owner Calculated Payment	The Total Contract and Owner Calculated Payment Amount is determined by: <ul style="list-style-type: none"> • Total Contract Growers Payment amount, plus • Total Owner Calculated Payment amount. 	
Less Reduction	The amount of the reduction entered on the application. Note: This is applicable for 2005 LIP only. The reduction is the amount received by the producer for the same loss or any similar loss under the Aquaculture Grant Program or 2005 Hurricanes LIP.	18
Total 2005 Calculated Payment	The Total Calculated Payment is determined by the following: <ul style="list-style-type: none"> • Total Owner and Contract Calculated Payment, minus • Reduction (2005 Only). 	
Total 2006 Calculated Payment		
Total 2007 Calculated Payment		

123 FSA-900E-1, Estimated Calculated Payment Report – Detailed Producer Report
(Continued)

B Information on the Report (Continued)

Field	Description	FSA-900 Item
	<p>Notes: The Calculated Payment amount is determined by:</p> <ul style="list-style-type: none"> • eligible head loss, times • share, times • payment rate. <p>The Total Contract calculated payment amount is determined by:</p> <ul style="list-style-type: none"> • total of all calculated payments for Contract Growers, minus • other compensation.¹ <p>The Total Owner calculated payment amount is determined by adding all calculated payments for Owners' livestock losses.</p> <p>The Total Contract and Owner Calculated Payment is determined by:</p> <ul style="list-style-type: none"> • Total Contract calculated payment amount, plus • Total Owner Calculated payment amount. <p>The total Calculated Payment is determined by:</p> <ul style="list-style-type: none"> • Total of Contract and Owner Calculated Payment, minus • reduction², if applicable. <p>¹ Other compensation is the amount received by a Contract Grower in compensation for the same losses. This amount is only deducted from the total calculated payment of contract growers. If the Other Compensation amount exceeds the total of all calculated payments for Contract Growers, the Total Contract Calculated Payment is reduced to zero.</p> <p>² The reduction amount is the amount of any Aquaculture Grant Program or prior 2005 LIP payment. This is applicable for 2005 LIP only.</p> <p>If a Head Loss is determined to be ineligible, the payment will calculate to zero.</p> <p>This detailed estimated calculated payment report reflects losses for the calendar years for which losses were filed. If losses were incurred in more than 1 of the 2005, 2006, or 2007 calendar years, the estimated payment will be the payment which is most beneficial to the producer.</p> <p>Disclaimer: The payment data reflected on this report includes estimated payment amounts and may vary because of changes in livestock losses, share, producer program eligibility, and payment limitation. The distribution of this report does not in any way obligate FSA to disburse the payment amounts reflected.</p>	

124 FSA-900E, Estimated Calculated Payment Report – Producer Summary Report

A Introduction

FSA-900E is a computer-generated document that prints a summarized estimated calculated payment amount for a producer based on data currently loaded in the 2005-2007 LIP application file.

B Information on the Report

This table includes a description of the information contained on FSA-900E.

Field	Description	FSA-900 Item
Producer Name, Address, and ID Number	Producer name, mailing address, and last 4 digits of the ID number.	5 and 6
Disaster Year	The years for which an application has been filed.	2
Total Applications Signed	The total Dollar Value of the applications submitted, but not yet approved for payment, by disaster year.	
Total Applications Approved	The Dollar Value of the applications approved, by disaster year.	
Notes	<p>If a Head Loss is determined to be ineligible, the payment will calculate to zero.</p> <p>The Total Applications Signed is the estimated calculated payment amount of the applications submitted, but not yet approved for payment.</p> <p>The Total Applications Approved is the estimated calculated payment amount of the applications that have been approved for payment.</p> <p>This summarized estimated calculated payment report reflects losses for the calendar years for which losses were filed. If losses were incurred in more than 1 of the 2005, 2006, 2007 calendar years, the projected payment will be the payment that is most beneficial to the producer.</p> <p>Disclaimer: The payment data reflected on this report includes estimated payment amounts and may vary because of changes in livestock losses, share, producer program eligibility, and payment limitation. The distribution of this report does not in any way obligate FSA to disburse the payment amounts reflected.</p>	

125 Printing and Distributing FSA-900E and FSA-900E-1

A Printing FSA-900E and FSA-900E-1

The Estimated Calculated Payment Report can be printed for a specific producer or for all producers. Follow the steps in this table to print the report.

Note: FSA-900E can also be printed by pressing “Cmd12” on Screen MHAIAC01.

Step	Menu or Screen	Action	Result
1	FAX250	ENTER “3” or “4”, “Application Processing”, as applicable.	Menu FAX09002 will be displayed.
2	FAX09002	If option 4 was selected on Menu FAX250, select the appropriate county.	Menu FAX09001 will be displayed.
3	FAX07001	ENTER “11”, “PFC/DCP/Compliance”.	Menu M00000 will be displayed.
4	M00000	ENTER “1”, “NAP and Disaster”.	Menu MH0000 will be displayed.
5	MH0000	ENTER “15”, “2005-2007 Disaster Programs”.	Menu MHO000 will be displayed.
6	MHO000	ENTER “2”, “Livestock Indemnity Program - Payment Processing”.	Menu MHAINO will be displayed.
7	MHAINO	ENTER “5”, “Reports”.	Menu MHAI01 will be displayed.
8	MHAI01	Enter either of the following: <ul style="list-style-type: none"> • “2”, “Print Detailed Estimated Calculated Payment Report” • “3”, “Print Summary Estimated Calculated Payment Report”. 	Screen MHAIPT2 will be displayed.
9	MHAIPT2	Enter the appropriate printer ID and PRESS “Enter”.	Screen MHAIN701 will be displayed.

125 Printing and Distributing FSA-900E and FSA-900E-1 (Continued)

A Printing FSA-900E and FSA-900E-1 (Continued)

Step	Menu or Screen	Action		Result
10	MHAIN701	Screen MHAIN701 provides several options to print the Estimated Calculated Payment Report. Select either a specific producer or all producers according to the following.		
		Selection	Action	
		ENTER "ALL" for all producers.	ENTER "All" and PRESS "Enter". Note: Do not use this option if applications are being updated on other workstations. Wait until all users have exited the LIP application process.	Reports will be generated for all producers that have an application on the application file. Screen MHAIN701 will be redisplayed.
Process report for a selected producer.	Enter either of the following and PRESS "Enter": <ul style="list-style-type: none"> • last 4 digits of producer's ID number in the "Producer Last Four Digits of ID" field • last name in the "Producer Last Name" field. Note: A partial name may be entered to perform a search for a producer.	Report will be generated if the selected producer has an application on the application file. Screen MHAIN701 will be redisplayed.		

B Distributing FSA-900E and FSA-900E-1

County Offices shall provide producers with a copy of FSA-900E and FSA-900E-1.

126-139 (Reserved)

Part 4 2005-2007 LCP**Section 1 Basic 2005-2007 LCP Information****140 General Information****A Purpose**

This part provides instructions for administering 2005-2007 LCP.

2005-2007 LCP provides monetary assistance to eligible livestock owners and cash lessees, but not both for the same livestock, for certain types of livestock for feed losses that occurred between January 1, 2005, and February 28, 2007, in eligible disaster counties as a result of an eligible disaster event, including losses because of blizzards that started in 2006 and continued into January 2007.

Livestock producers may elect to receive compensation for losses in the calendar year 2007 grazing season that are attributable to wildfires occurring during the applicable period, as determined by the Secretary.

Note: Monetary assistance provided under 2005-2007 LCP is **not** required to be used by the payee for any specific purpose.

B Source of Authority

The U.S. Troop Readiness, Veterans' Care, Katrina Recovery, and Iraq Accountability Appropriations Act, 2007 (Pub. L. 110-28) authorizes the Secretary of Agriculture to use such sums as necessary to remain available, until expended, to provide assistance to certain eligible livestock owners and cash lessees, but not both for the same livestock.

The regulations for 2005-2007 LCP are provided in 7 CFR Part 760, Subparts K and L.

C Public Information

Follow instructions in 2-INFO for providing information about 2005-2007 LCP.

D Modifying Provisions

Provisions in this handbook shall **not** be revised without prior approval from the National Office LAP Manager, through the Deputy Administrator.

Important: Revisions include adding, deleting, editing, clarifying, supplementing, or otherwise amending any procedure, form, or exhibit.

A separate State or county handbook shall **not** be created.

140 General Information (Continued)

E Forms

Forms, worksheets, applications and other documents other than those provided in this handbook or issued by the National Office shall not be used for 2005-2007 LCP.

Any document that collects data from a producer, regardless of whether the producer's signature is required, is subject to the Privacy Act, including clearance of these documents by the following offices:

- National Office program area
- MSD, Forms and Graphics Section.

Forms, worksheets, and documents developed by State or County Offices **must** be:

- submitted to the National Office LAP Manager for review and clearance
- approved for use by the National Office **before** use by any State or County Offices.

Important: No form, worksheet, or other document, other than those provided in this handbook or approved by the National Office, shall be used for 2005-2007 LCP, including any form, worksheet, or other document developed by any:

- State or County Offices
- other agency or organization.

F Related Handbooks

See Part 1 for handbooks related to 2005-2007 LCP.

141 Responsibilities**A STC Responsibilities**

Within the authorities and limitations in this handbook and 7 CFR Part 760, Subparts K and L, STC's shall:

- direct the administration of 2005-2007 LCP
- ensure that FSA State and County Offices follow 2005-2007 LCP provisions
- thoroughly document all actions taken in the STC minutes
- handle appeals according to 1-APP
- review all applications executed by State Office employees, COC members, and their spouses according to subparagraph 181 D
- require reviews be conducted by DD's according to subparagraph 181 E to ensure that County Offices comply with 2005-2007 LCP provisions

Note: STC's may establish additional reviews to ensure that 2005-2007 LCP is administered according to these provisions.

- take oversight actions to ensure that IPIA provisions are met to prevent County Offices from issuing improper payments according to subparagraph 165 E.

141 Responsibilities (Continued)**B SED Responsibilities**

Within the authorities and limitations in this handbook and 7 CFR Part 760, Subparts K and L, SED's shall:

- ensure that FSA County Offices follow 2005-2007 LCP provisions
- handle appeals according to 1-APP
- ensure that DD's conduct reviews according to subparagraph A

Note: SED's may establish additional reviews to ensure that 2005-2007 LCP is administered according to these provisions.

- ensure that **all** County Offices publicize 2005-2007 LCP provisions according to subparagraph D
- immediately notify the National Office LAP Manager of software problems, incomplete or incorrect procedures, specific problems, or findings
- take oversight actions to ensure that IPIA provisions are met to prevent County Offices from issuing improper payments according to subparagraph 165 E.

C DD Responsibilities

Within the authorities and limitations in this handbook and 7 CFR Part 760, Subparts K and L, DD's shall:

- ensure that COC's and CED's follow 2005-2007 LCP provisions
- conduct reviews according to subparagraph 181 E, and any additional reviews established by STC's or SED's according to subparagraph A and B
- provide SED with report of all reviews according to subparagraph 181 E
- ensure that County Offices publicize 2005-2007 LCP provisions according to subparagraph D.

141 Responsibilities (Continued)**D COC Responsibilities**

Within the authorities and limitations in this handbook and 7 CFR Part 760, Subparts K and L, COC's shall:

- fully comply with all 2005-2007 LCP provisions
- ensure that CED's fully comply with all 2005-2007 LCP provisions
- act on completed FSA-901's according to paragraph 181
- handle appeals according to 1-APP
- thoroughly document all actions taken in the COC minutes

Important: All the following **must** be thoroughly documented for all 2005-2007 LCP program determinations made by COC's:

- all factors reviewed or considered
 - all documentation reviewed
 - references to applicable handbooks, notices, and regulations
 - all sources of information obtained for review or consideration.
- ensure that producers receive complete and accurate 2005-2007 LCP information

Note: Program information may be provided through the following:

- program leaflets, newsletters, and print media
- meetings
- radio, television, and video
- County Office visits.

141 Responsibilities (Continued)

D COC Responsibilities (Continued)

- ensure that 2005-2007 LCP general provisions and other important items are publicized as soon as possible after information is received from the National Office, including but not limited to, the following:
 - signup period
 - payment limitation
 - eligible livestock
 - basic participant eligibility criteria
 - general data required to complete application

Note: The 2005-2007 LCP Fact Sheet may be used to provide general program information. The fact sheet is available online at <http://disaster.fsa.usda.gov>.

- take oversight actions to ensure that IPIA provisions are met to prevent County Offices from issuing improper payments according to subparagraph 165 E.

141 Responsibilities (Continued)**E CED Responsibilities**

Within the authorities and limitations in this handbook and 7 CFR Part 760, Subparts K and L, CED's shall:

- fully comply with all 2005-2007 LCP provisions
- ensure that County Office employees fully comply with all 2005-2007 LCP provisions
- handle appeals according to 1-APP
- act on completed FSA-901 according to paragraph 181

Note: CED may delegate approval authority to program technicians for routine cases. Program technicians shall **not** be delegated authority to disapprove any FSA-901.

- ensure that all program and payment eligibility requirements have been met by producers before issuing any payments to ensure that IPIA provisions are met

Note: See subparagraph 165 E for additional information.

- ensure that producers receive complete and accurate program information
- immediately notify SED, through DD, of software problems and incomplete or incorrect procedures
- ensure that all applicants receive a copy of Exhibit 7 according to paragraph 184 when the application is filed
- ensure that general provisions and other important items are publicized according to subparagraph D and copies are retained in the County Office.

141 Responsibilities (Continued)

F Program Technician Responsibilities

Within the authorities and limitations in this handbook and 7 CFR Part 760, Subparts K and L, the program technician shall:

- fully comply with all 2005-2007 LCP provisions
- immediately notify CED of software problems and incomplete or incorrect procedures
- ensure that producers receive complete and accurate program information
- ensure that all producers receive a copy of Exhibit 7 according to paragraph 184 when the application is filed
- ensure that all program and payment eligibility requirements have been met by producers before issuing any payments to ensure that IPIA provisions are met.

Note: See subparagraph 165 E for additional information.

142 Definitions for 2005-2007 LCP

A Definitions

The following definitions apply to 2005-2007 LCP. The definitions provided in other parts of this handbook do **not** apply to 2005-2007 LCP.

Adult beef bulls means male bovine animals that were at least 2 years old and used for breeding purposes on the beginning date of the applicable disaster period as provided at <http://disaster.fsa.usda.gov>.

Adult beef cows means female bovine animals that had delivered 1 or more offspring before the beginning date of the applicable disaster as provided at <http://disaster.fsa.usda.gov>. A first time bred beef heifer shall also be considered an adult beef cow if it was pregnant on the beginning date of the applicable disaster period as provided at <http://disaster.fsa.usda.gov>.

Adult buffalo/beefalo bulls means male animals of those breeds that were at least 2 years old and used for breeding purposes on the beginning date of the applicable disaster period as provided at <http://disaster.fsa.usda.gov>.

Adult buffalo/beefalo cows means female animals of those breeds that had delivered 1 or more offspring before the beginning date of the applicable disaster period as provided in <http://disaster.fsa.usda.gov>. A first time bred buffalo/beefalo heifer shall also be considered an adult buffalo/beefalo cow if it was pregnant on the beginning date of the applicable disaster period as provided at <http://disaster.fsa.usda.gov>.

Adult dairy bulls means male bovine animals of a breed used for producing milk for human consumption that were at least 2 years old and used for breeding dairy cows on the beginning date of the applicable disaster period as provided at <http://disaster.fsa.usda.gov>.

Adult dairy cows means female bovine animals used for the purpose of providing milk for human consumption, that had delivered 1 or more offspring before the beginning date of the applicable disaster period as provided at <http://disaster.fsa.usda.gov>. A first time bred dairy heifer shall also be considered an adult dairy cow if it was pregnant on the beginning date of the applicable disaster period as provided at <http://disaster.fsa.usda.gov>.

Commercial use means used in the operation of a business activity engaged in as a means of livelihood for profit by the eligible producer.

Disaster county means a county included in the geographic area covered by a Secretarial or Presidential disaster declaration between January 1, 2005, and February 28, 2007, or an FSA APLN, if such notice applies to a natural disaster designated by the President, including contiguous counties. See <http://disaster.fsa.usda.gov> for a list of eligible counties.

142 Definitions for 2005-2007 LCP (Continued)

A Definitions (Continued)

Eligible livestock means only certain adult and non-adult dairy cattle, beef cattle, buffalo, beefalo, equine, sheep, goats, deer, elk, swine, reindeer and poultry, including egg-producing poultry, that on the beginning date of the applicable disaster period were all of the following:

- maintained for commercial use as part of a farming operation
- owned or cash leased
- physically located in a disaster county.

Note: See paragraph 164 for delineation of eligible livestock by payment rate.

Eligible livestock producer means an owner or cash lessee, but not both for the same livestock, of eligible livestock on the beginning date of the applicable disaster period, and is a citizen of, or legal resident alien in, the United States. A farm cooperative, private domestic corporation, partnership, or joint operation in which a majority interest is held by members, stockholders, or partners who are citizens of, or legal resident aliens in, the United States, if such cooperative, corporation, partnership or joint operation owned, jointly owned or cash leased eligible livestock on the beginning date of the applicable disaster period will be considered eligible livestock producers. Any Native American tribe (as defined in section 4(b) of the Indian Self-Determination and Education Assistance Act (Pub. L. 93-638, 88 Stat. 2003)); any Native American organization or entity chartered under the Indian Reorganization Act; any tribal organization chartered under the Indian Self-Determination and Education Assistance Act; and any economic enterprise under the Indian Financing Act of 1974 may be considered eligible livestock producers so long as they meet the terms of the definition.

Equine animals means domesticated horses, mules, and donkeys.

Farming operation means a business enterprise engaged in the production of agricultural products.

Goats means domesticated ruminant mammals of the genus Capra, including Angora goats.

142 Definitions for 2005-2007 LCP (Continued)

A Definitions (Continued)

Ineligible livestock means any of the following:

- any animal produced or maintained for reasons other than commercial use as part of a farming operation, as determined by FSA, including, but not limited to, recreational purposes, such as pleasure, hunting, pets, roping, or for show
- all wild free roaming animals, as determined by FSA
- any animal not meeting the definition of eligible livestock, as determined by FSA
- any animal owned or cash leased by an ineligible livestock producer
- all animals not physically located in a disaster county on the beginning date of the applicable disaster period.

Non-adult beef cattle means male, female, or neutered male bovine animals that weighed 500 pounds or more on the beginning date of the applicable disaster period, as provided at <http://disaster.fsa.usda.gov>, but do not meet the definition of adult beef cows or bulls.

Non-adult buffalo/beefalo means male, female, or neutered male animals of those breeds that weighed 500 pounds or more on the beginning date of the applicable disaster period, as provided at <http://disaster.fsa.usda.gov>, but do not meet the definition of adult buffalo/beefalo cows or bulls.

Non-adult dairy cattle means male, female, or neutered male bovine livestock, of a breed used for the purpose of providing milk for human consumption, that weighed 500 pounds or more on the beginning date of the applicable disaster period, as provided at <http://disaster.fsa.usda.gov>, but do not meet the definition of adult dairy cows or bulls.

Poultry means domesticated chickens, turkeys, ducks, and geese. Poultry will be further delineated by sex, age, and purpose of production, as determined by FSA.

Swine means domesticated omnivorous pigs, hogs, or boars. Swine will be further delineated by sex and weight as determined by FSA.

Sheep means domesticated ruminant mammals of the genus Ovis.

143-160 (Reserved)

Section 2 Policy and Procedure

161 Signup Period

A 2005-2007 LCP Signup

Signup for 2005-2007 LCP begins September 10, 2007. An ending signup date has not yet been established. DAFP will announce the ending signup date in a future notice.

Important: There are **no** late-filed provisions for 2005-2007 LCP. FSA shall not refuse to accept a producer's request to file FSA-901 after the end of signup. However, FSA-901's submitted by producers after the end of signup shall be disapproved because they were not filed during the application period.

The application period for 2005-2007 LCP is a matter of general applicability to all producers; therefore, disapproval of FSA-901's filed after the end of signup is not appealable.

162 Eligibility Criteria**A Eligible Disaster Events**

To be considered eligible to receive benefits under 2005-2007 LCP:

- livestock feed losses must have occurred:
 - as a result of an eligible disaster event that occurred between January 1, 2005, and February 28, 2007, including losses:
 - because of blizzards that started in 2006 and continued into January 2007
 - in calendar year 2007 grazing season that are attributable to wildfires occurring during the applicable period, as determined by the Secretary
 - in a county named in a Secretarial or Presidential disaster declaration between January 1, 2005, and February 28, 2007, or an FSA APLN, if such notice applies to a natural disaster designated by the President, including contiguous counties
 - after January 1, 2005, and before February 28, 2007
 - in the calendar year for which benefits are being requested
- the feed lost must have been feed for claimed eligible livestock
- the disaster events that caused the feed losses shall be the same disaster events for which a natural disaster was declared or designated.

A list of eligible counties, by disaster period and eligible disaster events, are listed at <http://disaster.fsa.usda.gov>.

162 Eligibility Criteria (Continued)

A Eligible Disaster Events (Continued)

The eligible disaster events listed at <http://disaster.fsa.usda.gov> have been further defined according to this table to include the following.

Eligible Disaster Event	Includes
Below Normal Temperatures	Cool, Cold Temperatures, Cold Wet Weather
Disease	
Drought	
Excessive Heat	Heat, High Temperatures
Excessive Moisture	Ground Saturation, Standing Water, Excessive Rain, Flooding, Flash Flooding, Ice Jams, Mudslides, Landslides
Hail	
High Winds	Wind
Hurricane	Heavy Surf, Tidal Surge, Tropical Storms, Typhoons
Insects	
Lightning	
Severe Storms	
Tornadoes	
Wildfire	Fire
Winter Storms	Blizzard, Freeze, Frost, Ice, Ice Storms

162 Eligibility Criteria (Continued)

B Eligible Livestock

Eligible livestock for 2005-2007 LCP are any of the following that were maintained for commercial use as part of a farming operation and were physically located in a disaster county on the beginning date of the applicable disaster period, as provided in <http://disaster.fsa.usda.gov>:

- adult and non-adult beef cattle
- adult and non-adult dairy cattle
- adult and non-adult beefalo
- adult and non-adult buffalo
- sheep
- goats
- equine
- deer
- swine
- elk
- reindeer
- poultry.

Important: Livestock meeting the requirements of this subparagraph and the definitions in paragraph 142 that were sold or died after the beginning date of the applicable disaster period as a direct result of the applicable disaster event associated to the applicable disaster period are still eligible livestock for 2005-2007 LCP.

Proof of sale or death of livestock shall be required if selected for spot check.

Example: On the beginning date of the flood, John Smith owned 100 head of adult beef cows he maintained for commercial use as part of a farming operation. The adult beef cows were physically located in Matagordo County, Texas on September 23, 2005. Shortly after September 23, 2005, Mr. Smith sold 15 of the adult beef cows. The 15 sold cows are eligible livestock for 2005 LCP, provided all other eligibility requirements are met. Proof of sale shall be required if Mr. Smith's application is selected for spot check.

See paragraph:

- 142 for definitions of eligible livestock, commercial use, and farming operation
- 164 for further delineation of eligible livestock by payment rate.

162 Eligibility Criteria (Continued)**C Ineligible Livestock**

Animals **not** eligible for 2005-2007 LCP include, but are not limited to, all of the following:

- livestock produced or maintained for reasons other than commercial use as part of a farming operation, including, but not limited to, recreational purposes, such as:
 - roping
 - hunting
 - show
 - pleasure
 - pets
 - consumption by the owner

Example 1: Mike Jones owns 5 horses, 2 beef steers, and 3 goats. Mr. Jones maintains the horses for pleasure riding and fox hunting, and maintains the goats as pets for his children. He maintains the beef steers to be consumed by his family. Accordingly, Mr. Jones does not maintain any of the livestock for commercial use as part of a farming operation.

Because none of Mr. Jones' livestock is maintained for commercial use as part of a farming operation, the animals are **not** eligible livestock for 2006 LCP.

Example 2: Joe Smith owns 5 horses which he uses to pull hansom cabs in the tourist district of the local city. The hansom cabs are Mr. Smith's business activity he engages in as a means of livelihood for profit.

However, because the horses are not maintained as part of a farming operation, they are not eligible livestock for 2005-2007 LCP.

162 Eligibility Criteria (Continued)

C Ineligible Livestock (Continued)

Example 3: Jane Black owns and raises a deer herd. Mrs. Black sells the does to a local food market to be processed into meat products. She sells the bucks to hunting preserves nationwide.

Mrs. Black is in the business of selling deer as a means of livelihood for profit; therefore, the deer are maintained for commercial use. However, they also must be maintained as part of a farming operation.

The County Office must determine whether Mrs. Black's deer business is a farming operation. Mrs. Black must provide evidence to satisfy COC or CED that the deer are part of a farming operation. One indicator of being a farming operation would be whether Mrs. Black files taxes as a farming operation. The County Office cannot request Mrs. Black to provide a copy of her tax records; however, COC or CED may ask Mrs. Black how she files her taxes for the operation.

- emus
- yaks
- ostriches
- llamas
- all beef and dairy cattle, and buffalo and beefalo that weighed less than 500 pounds on the beginning date of the applicable disaster period, as provided at <http://disaster.fsa.usda.gov>
- any wild free roaming livestock, including horses and deer
- any animals not included in subparagraph B.

162 Eligibility Criteria (Continued)

D Eligible Livestock Producers

An eligible livestock producer for 2005-2007 LCP is one who meets **all** of the following:

- had legal ownership of or cash leased, but not both for the same livestock, eligible livestock on the beginning date of the applicable disaster periods, as provided at <http://disaster.fsa.usda.gov>
- suffered an eligible feed loss, determined according to subparagraph E, as a result of an eligible disaster events, during the applicable disaster periods, as provided at <http://disaster.fsa.usda.gov>

Important: The feed lost must have been for claimed eligible livestock.

- is 1 of the following:
 - a citizen of, or legal resident alien in, the United States, including a farm cooperative, private domestic corporation, partnership, or joint operation in which a majority interest is held by members, stockholders, or partners who are citizens of, or legal resident aliens in, the United States, if such cooperative, corporation, partnership, or joint operation owned, jointly owned, or cash leased the livestock on the beginning date of the applicable disaster period
 - any Native American tribe as defined in the Indian Self-Determination and Education Assistance Act
 - any Native American organization or entity chartered under the Indian Reorganization Act
 - any economic enterprise under the Indian Financing Act of 1974.

The following are **not** eligible livestock producers for 2005-2007 LCP benefits:

- a foreign person, as determined according to 1-PL

Note: A foreign person is not eligible even if the requirements of the foreign person rule are met.

- any individual or entity that did **not** have legal ownership of or cash leased the eligible livestock on the beginning date of the applicable disaster period, as provided at <http://disaster.fsa.usda.gov>
- any individual or entity that did not suffer an eligible feed loss, determined according to subparagraph E, as a result of an eligible disaster event at <http://disaster.fsa.usda.gov>.

162 Eligibility Criteria (Continued)**E Eligible Feed Loss**

To be an eligible feed loss for 2005-2007 LCP, the feed lost must meet all of the following:

- feed for claimed eligible livestock
- located in an eligible county at time of loss
- lost as a result of an eligible disaster events during an eligible disaster periods in the calendar year for which benefits are being requested.

See paragraph 166 to determine the value of the lost feed.

F Eligible Grazing Types

Different types or varieties of pasture and grazing crops for a county shall be grouped into 1 of the following:

- improved grasses (nonirrigated)
- native grasses (nonirrigated)
- forage sorghum (nonirrigated).

G Eligible Grazing Land

The following are eligible grazing lands:

- State and Federal lands, if either of the following apply:
 - land leased on a long-term basis that COC determines requires lessee contribution, including but not limited to wells, fences, or other maintenance and upkeep inputs
 - pasture or grazing land leased for cash or fixed amount for an established grazing period
- previously irrigated grazing land that was not irrigated in 2005, 2006, or 2007, because of lack of water for reasons beyond the applicant's control.

162 Eligibility Criteria (Continued)**H Ineligible Grazing Land**

The following are ineligible types of grazing:

- acreage enrolled in CRP
- irrigated pastures or crops
- seeded small grain forage crops

Note: Seeded small grain forage crops include the following:

- barley
 - oats
 - rye
 - wheat
 - triticale
 - millet.
- grazing land that is leased under any of the following conditions:
 - basis of weight gain
 - cost per head, per day or month

Example: Owner A has an agreement with Producer B under which Owner A pays \$.30 per day for 100 yearlings grazed on Producer B's pasture. Owner A pays only for the number of days the 100 yearlings graze. Because Owner A pays only for the actual days grazed, Owner A suffers no grazing loss, and is ineligible for LCP.

- on an AUM-only basis, when the lessee incurs no additional expense for pasture maintenance, wells, fences, etc.

162 Eligibility Criteria (Continued)

I Deceased Individuals and Dissolved Entities

Authority to sign contracts, applications, and other documents on behalf of deceased individuals may vary according to State law. If an eligible livestock producer is now deceased or a dissolved entity, then an authorized representative of the deceased individual or dissolved entity may sign FSA-901 provided the authorized representative has authority to enter into a contract for the deceased individual or dissolved entity.

Important: Proof of authority to sign for the eligible deceased individual or dissolved entity must be on file in the County Office before the representative is allowed to sign FSA-901 for the producer. Proof of authority includes any of the following:

- court order
- letter from Secretary of State
- document approved by the OGC Regional Attorney.

FSA-325 is:

- only used in situations where a program application was filed by an individual who subsequently died, is declared incompetent, or is missing before the payment is issued
- not applicable for determining who may file a program application for a deceased, incompetent, or missing individual.

State Office shall consult with the OGC Regional Attorney on the following types of cases:

- documentation submitted does not clearly establish authority to enter into a contract or application on behalf of the deceased individual, closed estate, or dissolved entity
- application from and request for issuing payments to heirs of a deceased individual without documentation provided that establishes authority to enter into a contract or application on behalf of the deceased individual.

See paragraph 165 for making payments to deceased individuals, closed estates, and dissolved entities.

163 **Grazing Loss Percentages**

A Establishing Grazing Loss Percentages

COC shall establish maximum grazing loss percentages for each type of grazing because of the eligible disasters. These maximum grazing loss levels will be the maximum loss percentage for any producer in the disaster county.

Note: The maximum grazing loss established by COC for the county is **not** appealable.

COC shall establish maximum grazing loss percentages for each type of grazing because of eligible disaster events in the following sequence.

IF a percent of grazing loss...	THEN...
was established according to 1-NAP (Rev. 1), subparagraph 195 E for the disaster year	the maximum grazing loss percentage shall be the percent of grazing loss established under NAP.
was not established according to 1-NAP (Rev. 1), subparagraph 195 E	the maximum grazing loss percentage shall be the percent of loss recorded on DAR for the disaster period of the Secretarial disaster declaration.
was not established under NAP or was not established as a result of the disaster event approved by the Secretary and recorded on DAR for the applicable disaster period	<p>COC shall review documentation such as climatological data, stocking rates, subsoil moisture availability, supplemental feeding requirements, etc. in establishing maximum grazing loss levels. COC shall submit their recommended maximum grazing loss percentages and supporting documentation for each type of grazing to STC for review and concurrence.</p> <p>Note: STC shall review and concur with COC recommendations for maximum grazing loss percentages for each type of grazing. STC's shall ensure that maximum loss levels established are consistent with other similar established maximum loss levels for similar disaster events in other counties in the State.</p>

COC shall document in the COC minutes all grazing loss percentages and the method used to establish the grazing loss percentage.

163 Grazing Loss Percentages (Continued)**B Individual Grazing Losses**

It is the applicant's responsibility to provide and certify to their individual grazing loss, by grazing type, during the disaster year.

An applicant's grazing losses may be more or less than the established county maximum grazing loss percentage for each type of grazing on FSA-901.

An applicant's certified grazing loss percentage for each type of grazing:

- cannot exceed the maximum county grazing loss percentage for that type of grazing
- may be less than the maximum county grazing loss percentage for that type of grazing.

C COC Reduction of Individual Grazing Loss

COC's shall review each producer's certified grazing loss to determine whether the applicant's certified grazing loss is consistent with losses of other similar grazing types in the local area.

If COC determines an applicant's certified grazing loss percentage is not reasonable, COC shall:

- request the applicant provide verifiable evidence supporting certified loss percentage, such as, but not limited to, the following:
 - rotational grazing practices
 - preparation and maintenance of grazing type, such as fertilizer and seeding rates
 - purchases of supplemental feed above normal

Important: It is the applicant's responsibility to provide verifiable evidence to support the certified percentage of loss.

- review the applicant's livestock operation, such as:
 - type of livestock grazed
 - number of livestock grazed
 - rotational grazing practices
 - preparation and maintenance of grazing type, such as fertilizer and seeding rates.

163 Grazing Loss Percentages (Continued)**C COC Reduction of Individual Grazing Loss (Continued)**

After complete and thorough review of all applicable data, if COC determines an applicant's certified loss percentage is overstated, COC shall:

- reduce the applicant's loss to an acceptable level
- thoroughly document in the COC minutes the reason for reducing the applicant's grazing loss percentage for each applicable pasture

Important: All data reviewed by COC shall be included in the COC minutes.

- approve the applicant's application for only the COC-approved loss

Important: If the COC-reduced level of loss results in the applicant being ineligible, see paragraph 181 to disapprove FSA-901.

- notify applicant of COC approval and loss
- grant the producer applicable appeal rights.

Note: This subparagraph only applies when COC determines the applicant's grazing loss is less than the applicant's certified loss percentage and maximum loss as established for the county.

164 Payment Rates, Limitations, and Reductions**A Funding**

Because 2005-2207 LCP is fully funded, a national factor is not applicable. Payment will be issued only after regulations are published at 7 CFR Part 760, Subparts K and L.

B Payment Limitation

A \$80,000 payment limitation applies to each “person” for benefits received under 2005-2007 LCP. Determine “persons” according to 1-PL.

If a “person” determination for the applicant has:

- already been made for the disaster year for which FSA-901 is submitted, use the same “person” determination for LCP purposes
- **not** been made for the applicable disaster year for which FSA-901 is submitted, COC shall:
 - obtain CCC-502 from the applicant
 - make a “person” determination and notify applicant according to 1-PL.

Notes: Actively engaged and cash-rent tenant provisions do **not** apply.

Payment limitation allocations for multi-county and combined producers will be updated in the control county for 2007. See paragraph 241.

C AGI

The AGI provisions of 1-PL are applicable. Individuals and entities exceeding \$2.5 million AGI are not eligible for payment under 2005-2007 LCP.

See 1-PL and 3-PL for policy and software provisions of AGI.

164 Payment Rates, Limitations, and Reductions (Continued)

D Payment Rates for Eligible Livestock

2005-2007 LCP payment rates are based, in part, on the number of pounds of corn equivalent per day, as established by FSA, determined necessary to provide the energy requirements for the specific kind/type of livestock for 30 calendar days.

The following table provides the per head payment rates, by livestock category.

Kind of Livestock	Type	Weight Range	2005/2006/2007 Payment Per Head
Beef	Adult	Cows and Bulls	\$10.66
	Non-adult	500 pounds or more	\$8.00
Dairy	Adult	Cows and Bulls	\$27.72
	Non-adult	500 pounds or more	\$8.00
Buffalo/Beefalo	Adult	Cows and Bulls	\$10.66
	Non-adult	500 pounds or more	\$8.00
Sheep	All		\$2.67
Goats	All		\$2.67
Deer	All		\$2.67
Equine	All		\$7.89
Swine		Less than 45 pounds	\$0.32
		45 to 124 pounds	\$0.74
		125 to 234 pounds	\$1.28
	Sow	235 pounds or more	\$4.37
	Boar	235 pounds or more	\$2.56
Elk		Less than 400 pounds	\$2.35
		400 pounds to 799 pounds	\$4.37
		800 pounds or more	\$5.76
Poultry	All	Less than 3 pounds	\$0.07
	All	3 pounds to 7.9 pounds	\$0.13
	All	8 pounds or more	\$0.31
Reindeer	All		\$2.35

Note: See paragraph 142 for definitions of the different livestock kind/types.

164 Payment Rates, Limitations, and Reductions (Continued)

E Payment Reductions

Pub. L. 110-28 provides that payments for 2005-2007 LCP shall be reduced by any amount received by the producer for the same loss or any similar loss under:

- 2005 Hurricanes FIP
- 2005 Hurricanes LCP
- 2006 LAGP.

Some eligible livestock owners under 2005 LCP may have received compensation for feed losses or increased feed costs under 2005 Hurricanes FIP and/or 2005 Hurricanes LCP; therefore, 2005 LCP payment amounts for eligible livestock shall be reduced by the amount the applicant received for the specific livestock under 2005 Hurricanes FIP and/or 2005 Hurricanes LCP.

Example: Bill Smith is an eligible owner of 100 eligible adult beef cows for 2005-2007 LCP. Mr. Smith suffered, as a direct result of Hurricane Katrina, an eligible loss of feed for the eligible adult beef cows. Mr. Smith received \$680 under the 2005 Hurricanes FIP for the 100 adult beef cows. Mr. Smith's \$1,748 calculated payment amount for the 100 adult beef cows under 2005 Hurricanes LCP was reduced by \$680. Mr. Smith received a payment of \$1,068 under 2005 Hurricanes LCP for the eligible adult beef cows. Under 2005-2007 LCP, Mr. Smith's 2005 LCP calculated payment amount for the 100 adult beef cows is \$1,066, before any reduction. However, under 2005-2007 LCP, the 2005 LCP payment for the adult beef cows will be reduced to \$0 because of the \$680 received under 2005 Hurricanes FIP and the \$1068 received under 2005 Hurricanes LCP.

Some eligible livestock owners under 2006 LCP may have received compensation for feed losses under 2006 LAGP; therefore, 2006 LCP payment amounts for eligible livestock shall be reduced by the amount the applicant received for the livestock under 2006 LAGP.

Notes: States under 2006 LAGP were authorized to reimburse eligible livestock producers for forage losses, cost of additional supplemental feed, cost of relocating cattle to a new food supply, increased transportation costs, and emergency water supplies.

State Offices will be provided the **total payment amount** each livestock producer received under 2006 LAGP. County Offices shall ensure that 2006 LCP payment amounts are reduced by the **total payment amount** the applicant received under 2006 LAGP unless the applicant can provide verifiable documentation to support a breakdown in cost.

See Part 6 for instructions on recording the amount of payment to be reduced.

165 General Payment Information

A Assignments and Offsets

For 2005-2007 LCP, County Offices shall:

- accept assignments according to 63-FI
- apply offsets according to 58-FI.

B Issuing Payments to Deceased Individuals, Closed Estates, and Dissolved Entities

2005-2007 LCP payments for FSA-901’s involving deceased individuals, closed estates, or dissolved entities shall be made according to the following, provided all other eligibility requirements are met.

IF the applicant is an...	AND FSA-901 is signed by an authorized representative of the...	THEN payments shall be issued...
individual who died before FSA-901 was filed	deceased according to subparagraph 162 I	to any of the following, as applicable, using the ID number of the applicant: <ul style="list-style-type: none"> • the deceased individual • the individual’s estate • name of the heirs, based on OGC determination, according to 1-CM, Part 26.
estate that closed before FSA-901 was filed	estate according to subparagraph 162 I	
entity that dissolved before FSA-901 was filed	dissolved entity according to subparagraph 162 I	using the ID number of the applicant.
individual who dies, is declared incompetent, or is missing after filing FSA-901		to eligible payees executing FSA-325 according to 1-CM, paragraph 779.

Note: FSA-325 is only used where a program application was filed by an individual who subsequently died, is declared incompetent, or is missing before payments are issued. Heirs **cannot** succeed to a loss or file their own application for a deceased individual’s loss.

165 General Payment Information (Continued)**C Payment Eligibility Requirements**

A participant must meet all the following for the year for which LCP benefits are requested, if not already on file, before a payment shall be issued:

- CCC-502 on file and “person” determination according to 1-PL
- AD-1026 on file according to 6-CP
- not in violation of fraud provisions, including FCIC fraud provisions, according to 1-CM and 3-PL
- compliance with:
 - controlled substance provisions according to 1-CM
 - AGI provisions according to 1-PL.

Note: See subparagraph:

- 164 B for more information about CCC-502
- D for more information about AD-1026.

County Offices shall:

- record determinations for the applicable criteria in the web-based eligibility system according to 3-PL
- ensure that FSA-770 LCP is completed for each FSA-901.

Note: See Exhibit 18 for additional information about FSA-770 LCP.

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

AD-1026 applicable to the year for which 2005-2007 LCP benefits are requested must be on file for the producer according to 6-CP.

If AD-1026 applicable for the year for which 2005-2007 LCP benefits are requested is:

- already on file for the applicant, it is not necessary to obtain a new AD-1026 for 2005-2007 LCP
- not on file for the applicant, County Office shall obtain a completed AD-1026 applicable to the year for which 2005-2007 LCP benefits are requested from the applicant.

If a new AD-1026 is required to be filed, payments may be issued to eligible producers upon signing in AD-1026, item 12. County Offices shall not withhold payments pending NRCS highly erodible land or wetland determinations. The continuous certification statement on AD-1026 requires producers to refund program payments if an NRCS determination results in the discovery of a HELC/WC violation.

E Prevention of Improper Payments

IPIA requires Federal agencies to evaluate programs to determine whether internal controls are sufficient to prevent improper payments. County Offices shall take all steps necessary to ensure that 2005-2007 LCP and payment eligibility requirements have been met before issuing any payments.

Note: See Exhibit 18 for additional information about FSA-770 LCP.

F Definition of Improper Payment

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

166 Determining Lost Feed Value

A Determining Value

To be an eligible feed loss for 2005-2007 LCP, the feed lost must meet all of the following:

- feed for claimed eligible livestock
- located in an eligible county at time of loss
- lost as a result of an eligible disaster events as provided at <http://disaster.fsa.usda.gov>, during the calendar year for which benefits are being requested.

B Calculating Value of Forage Grazing Acres

See subparagraph 182 for completing manual FSA-901 for determining the value loss of forage grazing acres.

C Calculating Value of Feed Stuff Purchased by Applicant

When an applicant indicates the feed lost for the claimed livestock was feed stuff, other than forage grazing acres, purchased by the applicant, County Offices shall:

- request applicant provide **original** receipts for feed stuff purchased for the claimed livestock
- validate the **original** receipts by:
 - date stamping the front of the original receipts
 - writing on the front of the original receipts for the calendar year benefits are being requested:
 - “2005 LCP” if request is for 2005 calendar year losses
 - “2006 LCP” if request is for 2006 calendar year losses
 - “2007 LCP” if request is for 2007 calendar year losses
- make a photocopy of the validated original receipts
- attach the photocopy to FSA-901
- return validated original receipts to applicant.

166 Determining Lost Feed Value (Continued)

C Calculating Value of Feed Stuff Purchased by Applicant (Continued)

To be considered acceptable and used to determine the value of lost feed, the feed receipt must include all of the following:

- date of feed purchase

Important: Feed purchased after the disaster event impacted the county is not an eligible feed loss. The feed lost must be as a result of an eligible disaster event listed at <http://disaster.fsa.usda.gov>.

- name, address and telephone number of feed vendor
- type and quantity of feed purchased
- cost of feed purchased
- signature of feed vendor if the vendor does not have a license to conduct this type of transaction.

Example: The applicant purchased baled hay from their neighbor. The neighbor is not a licensed vendor; therefore, the neighbor’s signature is required to be on the purchase receipt.

County Office shall calculate the value of the lost feed stuff, other than forage grazing acres, purchased by the applicant according to the following table.

Step	Action	Result
1	Request the applicant provide original receipts for feed stuff purchased for claimed livestock that was lost as a result of the eligible disaster event.	
2	Determine whether the feed purchased was feed for the claimed livestock.	
3	Determine whether the receipts provided meet all requirements to be acceptable and used to determine the value of the feed lost.	
4	Add the cost of the eligible feed purchased for the claimed livestock from all acceptable purchase receipts. Do not include other costs, such as delivery charges, when calculating cost of feed lost.	Total cost of feed stuff, other than forage grazing acres, purchased by the applicant for the claimed livestock.

166 Determining Lost Feed Value (Continued)**C Calculating Value of Feed Stuff Purchased by Applicant (Continued)**

Example: Bill Jones purchased 75 big round bales of hay on January 10, 2005. Mr. Jones purchased the hay to feed to his 60 dairy cows after the end of the grazing period at a total cost of \$3,000. Mr. Jones indicates he lost 45 of the bales of hay as a result of flooding that occurred on May 1, 2005.

Mr. Jones provides County Office original receipts for the hay purchased. The receipts meet all the requirements in this subparagraph.

County Offices determines the value of the lost feed to be \$1,800 as follows.

$$\begin{aligned} & \$3,000 \text{ (total cost of all hay)} \div 75 \text{ (total number of bales purchased)} \times 45 \\ & \text{(number of bales of hay lost)} = \$1,800. \end{aligned}$$

Note: The value of feed lost in the amount of \$1,800 would be entered in FSA-901, item 20. See paragraph 203 for entering value of feed lost in the automated system.

166 Determining Lost Feed Value (Continued)

D Calculating Value of Feed Stuff Produced by Applicant

County Office shall calculate the value of the lost feed stuff, other than forage grazing acres, produced by the applicant according to the following table.

Step	Action	Result
1	Request applicant provide all the following: <ul style="list-style-type: none"> • verifiable evidence of either or both of the following: <ul style="list-style-type: none"> • applicant had the ability to produce the kind and amount of feed stuff claimed lost, such as equipment, seed receipts, fertilizer purchase receipts, acreage reports • applicant paid for the production of the feed stuff claimed lost, such as custom harvest costs • any evidence that supports the amount of the feed stuff claimed produced, such as weight tickets, acres and yields, processing receipts. 	
2	Determine whether the feed produced was feed for the claimed livestock.	
3	Determine a value of the feed stuff produced based on the fair market value of the feed stuff before the eligible disaster event.	
4	Add the determined value of all feed stuff lost.	Total cost of feed stuff, other than forage grazing acres, produced by applicant for claimed livestock.

166 Determining Lost Feed Value (Continued)

D Calculating Value of Feed Stuff Produced by Applicant (Continued)

Example: Jim Smith produced 55 big round bales of hay before the flood in January 2005. Mr. Smith produced the hay to feed to his 40 dairy cows after the end of the grazing period. Mr. Smith indicates he lost 40 of the bales of hay because of the flood.

Mr. Smith provides evidence that he owns the equipment necessary to grow and harvest the kind of hay fed claimed lost. He also provides the average weight of the bales of hay produced. COC obtains information indicating the value of the type of hay produced by Mr. Smith before the flood.

Based on the information submitted by Mr. Smith, the information about the value of the type of hay fed, and COC's knowledge of the value of the hay produced, COC determines the total value of the hay lost to be \$1,000.

Note: The value of feed lost in the amount of \$1,000 would be entered in FSA-901, item 20. See paragraph 203 for entering value of feed lost in the automated system.

167-179 (Reserved)

180 Applying for Benefits**A Filing FSA-901**

To apply for 2005-2007 LCP benefits, eligible livestock owners and livestock growers shall file an automated FSA-901, found in paragraph 182, in **their administrative County Office**.

If the county in which the livestock feed losses or additional feed costs occurred is eligible for LCP for 2005, 2006, and/or 2007, and the eligible livestock owner or cash lessee suffered feed losses and/or additional feed costs in more than 1 of these years, the **eligible livestock owner or cash lessee shall be instructed** to complete FSA-901 for each applicable year.

A completed FSA-901 must be signed and dated by the applicant before the end of signup to be considered timely filed. There are **no** late-filed provisions for 2005-2007 LCP. See paragraph 161.

See Part 5 for completing FSA-901 through the automated system.

State and County Offices shall not develop, design, or use any forms, worksheets, applications, or other documents to obtain or collect the data required from applicants to complete FSA-901. See subparagraph 140 E.

FSA-901's for 2005-2007 LCP will be based on the following:

- calendar year
- administrative county
- producer

At any point when 1 of these items is different, it will require a separate FSA-901 to be filed.

180 Applying for Benefits (Continued)**A Filing FSA-901 (Continued)**

FSA-901's shall be filed by eligible livestock owners and cash lessees in **their administrative County Office**. The administrative County Office is the County Office designated by FSA to:

- make determinations
- handle official records
- issue payment to eligible livestock producers.

A livestock owner or cash lessee's administrative County Office is generally the County Office where the livestock owner or cash lessee's farm records are maintained. FSA does have provisions in 2-CM and 3-CM that will allow farms to be transferred to other counties; therefore, some farms may be administratively located in a county where the farm is not physically located.

2005-2007 LCP applications will be filed in the livestock operation's administrative county.

When a producer has the same percentage share interest in multiple operations with different associated producers that are **physically located in the same county**, which is the administrative county, in the same calendar year, the total eligible livestock for all such operations shall be listed for the producer only once on FSA-901.

Example: Jane Jones suffered an eligible feed loss for the following livestock interests in Castro County in calendar year 2006.

- 50-50 share owner with Bill Green of 100 adult beef cows in Castro County.
- 50-50 share owner of 50 adult beef cows with Mary Blue in Castro County.
- 50-25-25 share owner of 500 adult beef cows with Bob Black and Mike White in Castro County.

180 Applying for Benefits (Continued)**A Filing FSA-901 (Continued)**

The following five FSA-901's would be submitted, assuming all producers file FSA-901 for eligible livestock, and none of the producers have any other livestock interests.

- One FSA-901 for Jane Jones that includes the following:
 - 100 eligible adult beef cows from the operation she shares with Bill Green for 50 percent share
 - 50 eligible adult beef cows from the operation she shares with Marry Blue for 50 percent share
 - 500 eligible adult beef cows from the operation she shares with Bob Black and Mike White.

Note: The 650 adult beef cows will be entered as 1 entry on FSA-901 since Jane Jones share is the same for in all 3 operations.

- One FSA-901 for Bill Green for 50 percent share of 100 eligible adult beef cows from the operation he shares with Jane Jones.
- One FSA-901 for Mary Blue for 50 percent share of 50 eligible adult beef cows from the operation she shares with Jane Jones.
- One FSA-901 for Bob Black for 25 percent share of 500 eligible adult beef cows from the operation he shares with Jane Jones and Mike White.
- One FSA-901 for Mike White for 25 percent share of 500 eligible adult beef cows from the operation he shares with Jane Jones and Bob Black.

180 Applying for Benefits (Continued)**A Filing FSA-901 (Continued)**

When a producer has a different share interest in multiple operations with different associated producers that are **physically located in the same county**, which is the administrative county, in the same calendar year, the eligible livestock for each operation shall be listed separately on FSA-901.

Example: Sammy Smith has the following livestock interests in Motley County, Texas, which is an eligible county for calendar year 2005.

- 50-50 owner share of an eligible beef cow herd with Bill Brown. Sammy Smith and Bill Brown, as individuals, each have a 50 percent interest in 100 head of beef cows.
- 75-25 owner share of a beef cattle herd with Martha Green. Sammy Smith and Martha Green jointly own the beef cattle as individuals on 75-25 percent share interest in 20 eligible adult beef cows.
- 25-50-25 owner share of a beef cattle herd with Bob Black and Mike White. Sammy Smith, Bob Black, and Mike White have a 25-50-25 percent interest, respectively, in the 300 eligible adult beef cows.

180 Applying for Benefits (Continued)**A Filing FSA-901 (Continued)**

The following five FSA-901's would be filed in Motley County, Texas, the administrative county for calendar year 2005, assuming all producers file FSA-901 for the eligible livestock, and none of the producers have any other livestock interests:

- one FSA-901 for Sammy Smith that includes **all** of the following:
 - 50 percent share of the 100 eligible adult beef cows from the operation he shares with Bill Brown
 - 75 percent share of the 20 eligible adult beef cows from the operation he shares with Martha Green
 - 25 percent share of 300 eligible adult beef cows from the operation he shares with Bob Black and Mike White
- one FSA-901 for Bill Brown for 50 percent share of the 100 eligible adult beef cows from the operation he shares with Sammy Smith
- one FSA-901 for Martha Green for 25 percent share of the 20 eligible adult beef cows from the operation she shares with Sammy Smith
- one FSA-901 for Bob Black for the 50 percent share of 300 eligible adult beef cows from the operation he shares with Sammy Smith and Mike White
- one FSA-901 for Mike White for the 25 percent share of 300 eligible adult beef cows from the operation he shares with Sammy Smith and Bob Black.

180 Applying for Benefits (Continued)

A Filing FSA-901 (Continued)

When a producer has a different share interest in multiple operations with different associated producers that are **physically located in different counties, with the same administrative county**, in the same calendar year, the eligible livestock for each operation shall be listed separately on FSA-901.

Example: John Smith has the following livestock interests and eligible feed losses in eligible counties for calendar year 2005:

- 50-50 share with Bob Smith in the S and S General Partnership; the general partnership has a permanent tax ID number, and owns and operates a 500 head dairy operation in Curry County, New Mexico
- 100 percent owner of 100 head of adult beef cows in Curry County, New Mexico
- 25-75 owner share of 200 head of adult beef cows with Jane Brown in Curry County, New Mexico; John Smith and Jane Brown jointly own the adult beef cows as individuals on a 25-75 percent share
- 100 percent owner of 350 sows in Parmer County, Texas.

The following four FSA-901's would be filed for calendar year 2005 in their administrative county, assuming all producers file FSA-901 for the eligible livestock, and none of the producers have any other livestock interests:

- one FSA-901 in Curry County, the administrative county for S and S General Partnership for 100 percent share of the 500 adult dairy cows in Curry County, New Mexico
- one FSA-901 in Curry County, the administrative county for John Smith that includes **both** the following:
 - 100 percent share of the 100 eligible adult beef cows from his own herd in Curry County, New Mexico
 - 25 percent share of the 200 eligible adult beef cows from the operation in Curry County, New Mexico he shares with Jane Brown

180 Applying for Benefits (Continued)**A Filing FSA-901 (Continued)**

- one FSA-901 in Curry County, the administrative county for Jane Brown for 75 percent share of the 200 eligible adult beef cows from the operation in Curry County, New Mexico she shares with John Smith
- one FSA-901 in Parmer County, Texas, the administrative county for John Smith for 100 percent share of the 350 eligible sows he owned in Parmer County, Texas.

When a producer has a different share interest in multiple operations that are **physically located in different counties, with the same administrative county**, in the same calendar year, the eligible livestock for each operation shall be listed separately on FSA-901.

Example 1: Sammy Davis has the following livestock interests and eligible feed losses in eligible counties for calendar year 2006:

- 50-50 owner share with Bob Jones in the S and B General Partnership; the general partnership has a permanent tax ID number, and owns and operates a 200 adult beef cow herd that is physically located in Southampton County, Virginia
- 75-25 owner share of a 100 adult beef cow herd physically located in Sussex County, Virginia with Martha Green; Sammy Davis and Martha Green jointly own the adult beef cows as individuals on 75-25 percent share
- 50-50 owner share of a 25 adult beef cow herd physically located in Southampton County, Virginia with Mike White. Sammy Davis and Mike White have a 50-50 percent interest, respectively, in the 25 adult beef cows.

180 Applying for Benefits (Continued)

A Filing FSA-901 (Continued)

The following four FSA-901's would be filed in Southampton County, Virginia, **the administrative county** for calendar year 2006, assuming all producers file FSA-901 for the eligible livestock, and none of the producers have any other livestock interests:

- one FSA-901 for the operation of S and B General Partnership that is physically located in Southampton County, Virginia for 100 percent share of the 200 eligible adult beef cows
- one FSA-901 for Sammy Davis that includes **both** the following:
 - 75 percent share of the 100 eligible adult beef cows from the operation physically located in Sussex County, Virginia that is administered in Southampton County, Virginia, that he shares with Martha Green
 - 50 percent share of the 25 eligible adult beef cows from the operation physically located in Southampton County, Virginia he shares with Mike White
- one FSA-901 for Martha Green for 25 percent share of the 100 eligible adult beef cows from the operation physically located in Sussex County, Virginia she shares with Sammy Davis
- one FSA-901 for Mike White for 50 percent share of the 25 adult beef cows from the operation physically located in Southampton County, Virginia he shares with Sammy Davis.

180 Applying for Benefits (Continued)**A Filing FSA-901 (Continued)**

Example 2: The same as Example 1 except that Sussex County, Virginia is not an eligible county in 2006.

The following three FSA-901's would be filed in Southampton County, Virginia, **the administrative county** for calendar year 2006, assuming all producers file FSA-901 for the eligible livestock, and none of the producers have any other livestock interests:

- one FSA-901 for the operation of S and B General Partnership that is physically located in Southampton County, Virginia for 100 percent share of the 200 eligible adult beef cows
- one FSA-901 for Sammy Davis for the 50 percent share of the 25 eligible adult beef cows from the operation physically located in Southampton County, Virginia he shares with Mike White
- one FSA-901 for Mike White for 50 percent share of the 25 adult beef cows from the operation physically located in Southampton County, Virginia he shares with Sammy Davis.

Note: Sammy Davis and Martha Green did not file FSA-901's for the 100 adult beef cows in Sussex County, because Sussex County was not an eligible disaster county in 2006.

After all information is entered into the automated FSA-901 software, County Offices shall print the automated FSA-901 and obtain the applicant's signature.

180 Applying for Benefits (Continued)**B Signing and Certifying FSA-901**

When signing FSA-901, item 21A, the applicant is:

- applying for LCP benefits for the producer listed on FSA-901, item 5
- certifying **all** of the following:
 - information provided on FSA-901 is true and correct
 - livestock claimed on FSA-901 are eligible livestock according to subparagraph 162 B
 - all supporting documentation provided are true and correct copies of the transaction reported
 - they suffered an eligible feed loss according to subparagraph 162 E
 - the physical location of the:
 - claimed livestock on the beginning date of the applicable disaster period, as provided at <http://disaster.fsa.usda.gov>
 - applicant's current livestock inventory
 - the names of all other producers that have an interest in the claimed livestock, including their share
- authorizing FSA officials to:
 - enter upon, inspect, and verify all applicable livestock and acreage in which the applicant has an interest for the purpose of confirming the accuracy of the information provided
 - review, verify, and authenticate all information provided on FSA-901 and supporting documents
 - contact other agencies, organizations, or facilities to verify data provided by an applicant from such agencies, organizations, or facilities
- acknowledging that:
 - failure to provide information requested by FSA is cause for disapproval of FSA-901
 - providing a false certification to FSA is cause for disapproval of FSA-901, and is punishable by imprisonment, fines, and other penalties.

180 Applying for Benefits (Continued)**C Signature Requirements**

All applicants' signatures **must** be received by the ending signup date to be announced at a later date. Neither STC nor COC has authority to approve late-filed FSA-901.

Follow 1-CM for signature requirements.

Important: 1-CM, Part 25 has been amended to provide clarification on signature requirements for general partnerships. County Offices shall see 1-CM, paragraph 709 about revised signature requirements for general partnerships.

Notes: General partnerships must have a permanent tax ID number to receive any FSA payment. FSA payments shall not be issued to the individual members of a general partnership.

FSA payments may be issued to:

- a joint venture with a permanent tax identification number
- the individual members of a joint venture, using the individual member's identification numbers, when the joint venture does not have a permanent tax identification number.

D Printing and Reviewing FSA-901

After all information is entered into the automated system, County Offices shall:

- print an automated FSA-901
- if a manual FSA-901 was submitted
 - attach the manual FSA-901 to the automated FSA-901
 - conduct a second party review of all data on the automated FSA-901 to ensure that all data is the same on both the manual and automated FSA-901.

180 Applying for Benefits (Continued)**D Printing and Reviewing FSA-901 (Continued)**

Important: The individual conducting the second party review shall not be the same individual who entered the data into the automated system.

The reviewer shall complete FSA-770 LCP, item 18 according to Exhibit 18.

Note: Manual FSA-901's shall only be taken if the automated system is not operational or available at the time of application. DD's shall conduct second party reviews for all manually submitted FSA-901's to ensure that manual FSA-901's are loaded in the automated system within 5 workdays from the date the applicant signs. DD's shall document this review by spot-checking the applicable FSA-770 LCP.

E Modifying FSA-901

Once the applicant signs FSA-901, the application **cannot** be modified.

If the applicant wants to change or modify any data on a signed FSA-901, the applicant **must** take the following action before the end of the signup period:

- withdraw FSA-901 by writing "WITHDRAWN" on the hardcopy FSA-901 and initialing and dating next to "WITHDRAWN"
- submit new FSA-901 with correct data
- sign and date new FSA-901.

COC or CED shall review and act on the new FSA-901 according to paragraph 181.

Important: Any FSA-901 submitted after the end of the signup period shall **not** be approved. There are **no** late-file provisions for 2005-2007 LCP.

180 Applying for Benefits (Continued)**F Supporting Documents**

All supporting documents **must** be completed by the applicant and on file in the County Office:

- no later than 10 workdays after the end of the signup period
- before FSA-901 may be approved.

Supporting documents include, but are not limited to, the following:

- CCC-502, applicable for 2005, 2006, or 2007
- AD-1026, applicable for 2005, 2006, or 2007
- CCC-526, or other acceptable document according to 1-PL to determine compliance with AGI provisions.

181 Acting on FSA-901**A Approving FSA-901**

COC or CED **must** act on **all** completed and signed FSA-901's submitted.

Note: CED's may delegate approval authority to program technicians for routine cases. Program technicians shall **not** be delegated authority to disapprove any FSA-901.

Important: DD review of initial FSA-901's **must** be completed according to subparagraph E before FSA-901's may be approved or disapproved.

FSA-901 shall be approved or disapproved as certified by the applicant. When more than 1 type of livestock is claimed on FSA-901, FSA-901 shall be approved or disapproved based on all livestock claimed. **Certain livestock cannot be approved and other livestock disapproved on the same FSA-901.**

Example: Jim Brown executes FSA-901 that includes 100 adult beef cows that meet the livestock eligibility requirements and 5 horses that do not meet the livestock eligibility requirements. COC shall disapprove FSA-901 because **some** livestock claimed are **not** eligible.

181 Acting on FSA-901 (Continued)

A Approving FSA-901 (Continued)

Before approving FSA-901, COC or CED **must**:

- ensure that **all** program eligibility requirements are met
- be satisfied with **all** the following:
 - livestock claimed are eligible livestock according to subparagraph 162 B
 - applicant owned or cash leased the claimed livestock on the applicable beginning date listed on FSA-901, item 7
 - reasonableness of the number and type of livestock claimed
 - it knows where the applicant's current livestock inventory is physically located to conduct spot checks
 - all signature requirements are met.

Note: See subparagraph B when:

- COC or CED questions any data provided by applicant
- disapproving FSA-901.

181 Acting on FSA-901 (Continued)

B Disapproving FSA-901

COC or CED **must** act on all completed and signed FSA-901's submitted.

Note: CED's may delegate approval authority to program technicians for routine cases. Program technicians shall **not** be delegated authority to disapprove any FSA-901.

Important: DD review of initial FSA-901's must be completed according to subparagraph E before FSA-901's may be approved or disapproved.

FSA-901 shall be approved or disapproved as certified by the applicant. When more than 1 type of livestock is claimed on FSA-901, FSA-901 shall be approved or disapproved based on all livestock claimed. **Certain livestock cannot be approved and other livestock disapproved on the same FSA-901.**

Example: Jim Brown executes FSA-901 that includes 100 adult beef cows that meet the livestock eligibility requirements and 5 horses that do not meet the livestock eligibility requirements. COC shall disapprove FSA-901 because **some** livestock claimed are **not** eligible.

If it is determined that any information provided on FSA-901 is not reasonable or is questionable, additional verifiable documentation or evidence shall be requested from the applicant to support the data on the application. Other agencies, organizations, or facilities may be contacted to verify information provided by applicants.

Important: See subparagraph C when contacting other agencies, organizations, or facilities to verify information provided by applicants.

Exception: COC's shall **not** require tax records; however, applicant may voluntarily provide tax records.

If all program eligibility requirements are **not** met, it is determined that the information on FSA-901 or any additional supporting documentation provided by applicant is **not** accurate or reasonable, then the following actions shall be taken:

- disapprove FSA-901
- notify applicant of disapproval
- provide applicant applicable appeal rights according to 1-APP
- thoroughly document reason for disapproval in the COC minutes, if disapproved by COC.

181 Acting on FSA-901 (Continued)**C Verifying Data With Other Agencies, Organizations, or Facilities**

When contacting agencies, organizations, or facilities to verify data provided by an applicant, the County Office shall be specific in the information requested. The request should include, but is not limited to, the following:

- producer's name and address
- animal kind and type
- why the request is being made
- what information is being requested.

D STC Approval or Disapproval of FSA-901

STC, or State Office representative designated by STC, shall review all FSA-901's executed by State Office employees, COC members, CED's, County Office employees, and their spouses. If FSA-901 and all supporting documents meet all applicable requirements, then STC, or designee, shall authorize COC to act on FSA-901.

Notes: If STC designates State Office representative to review FSA-901 executed by State Office employees and their spouses, the designated representative shall **not** review their own or their spouses' FSA-901.

State Office representatives include DD's.

181 Acting on FSA-901 (Continued)

E DD Review and Report of Initial FSA-901's

DD's shall review the first five FSA-901's submitted in each County Office before approval. The review shall include the following:

- ensuring that FSA-901's are submitted by producer and County Office
- signature requirements, including power of attorney, are met
- no State or County Office developed forms, worksheets, applications, or other documents are being used to obtain or collect the data required from applicants
- participants were informed of supporting data required for payment, such as CCC-502, CCC-526, AD-1026, and accurate subsidiary and SCIMS data.

Within 10 workdays of completing the review, DD shall provide a written report to SED describing the review findings, including a list of errors discovered, and the overall status of the implementation of 2005-2007 LCP in the County Office.

DD review of the initial FSA-901's and supporting documentation submitted is critical to ensuring 2005-2007 LCP is being administered according the procedures provided in this handbook and the regulations in 7 CFR Part 760, Subparts K and L.

Reviewing the initial FSA-901's and supporting documentation in a timely manner:

- identifies possible weaknesses in the administration of 2005-2007 LCP that may be resolved by additional training, clarified procedures, or modified software
- prevents numerous producers from being impacted by erroneous administration of 2005-2007 LCP
- allows corrections to be made in a timely manner before erroneous payments are issued.

182 FSA-901, 2005/2006/2007 Livestock Compensation Program

A Completing Manual FSA-901

Complete FSA-901 according to the following:

Item	Description of Entry
1	Enter State and county code. This is the administrative County Office where the applicant's farm records are maintained.
2	Enter the calendar year the loss of forage and additional increased feed costs occurred. Note: If the feed losses and additional increased feed costs occurred in 2 different calendar years as a result of the same disaster events for the same disaster periods, a separate application must be filed for each calendar year to include only the feed lost and additional increased feed costs incurred during that calendar year.
3	Enter County Office name. This is the administrative County Office where the applicant's farm records are maintained.
4	Enter the date of application.
PART A – Producer Information	
5	Enter the applicant's name and address.
6	Enter the applicant's tax identification number (last 4 digits).
PART B – Disaster Information	
7	Enter the applicable disaster periods in which the feed loss occurred and additional increased feed costs were incurred. The disaster periods can be found at http://disaster.fsa.usda.gov .
8	Enter the applicable disaster events that caused the feed loss or increased feed costs. The disaster events can be found at http://disaster.fsa.usda.gov . Note: To be eligible for benefits under 2005-2007 LCP, the disaster events that caused the feed loss or resulted in additional increased feed costs must be the same disaster events for which a natural disaster was declared or designated.
PART C – Livestock Information	
9A	Enter the physical location of livestock on the beginning date of the applicable disaster periods in item 7. Include the name of the County where the feed loss occurred and increased feed costs were incurred. Example: Beaver County; Oklahoma, Farm 1450.
9B	Enter current physical location of livestock in inventory. Example: Beaver County; Oklahoma, Farm 1450.
10	Enter associated producers who have an ownership share or cash lease share of any of the livestock during the applicable disaster periods and indicate their share.
11	Enter livestock kind, type, and weight range. Note: Livestock kind, type, and weight range can be obtained from the applicant's local FSA office or 2005-2007 LCP Fact Sheet at http://disaster.fsa.usda.gov .

182 FSA-901, 2005/2006/2007 Livestock Compensation Program (Continued)

A Completing Manual FSA-901 (Continued)

Item	Description of Entry
12	Enter the number of eligible livestock on the beginning date of the applicable disaster periods in item 7. Check the box if livestock were mitigated (removed as a direct result of the applicable disaster events listed in item 8 during the applicable disaster periods in item 7).
13	Enter the applicant's ownership or cash lease share in the livestock entered in item 11 on the beginning date of the applicable disaster periods for which a feed loss was suffered.
PART D – Forage Information	
14A	<p>Enter all pasture types for privately owned/leased land normally used in the operation to support eligible livestock during the applicable disaster periods.</p> <p>Pasture types include the following:</p> <ul style="list-style-type: none"> • native • improved • forage sorghum. <p>Note: Only enter pasture types for Federal or State land if the agreement is by the acre 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>
14B	<p>Enter all pasture types for Federal/State lands under lease or grazing permit normally used in the operation to support eligible livestock during the applicable disaster periods.</p> <p>Pasture types include the following:</p> <ul style="list-style-type: none"> • native • improved • forage sorghum. <p>Note: Only enter pasture types for 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 shall be entered in item 14 A.</p>

182 FSA-901, 2005/2006/2007 Livestock Compensation Program (Continued)

A Completing Manual FSA-901 (Continued)

Item	Description of Entry
15	<p>Enter number of acres by pasture type, for the pasture types entered in item 14 A, that are normally used in the livestock operation to support eligible livestock during the applicable disaster periods.</p> <p>Note: If multiple applicants are using the same pasture acres for their livestock during the disaster periods, the acres must be prorated.</p> <p>Example: Applicant A has 200 head of eligible livestock and Applicant B has 75 head, a total of 275 head grazing the same 500 pasture acres.</p> <p>Calculate prorated acres according to the following:</p> <p>Applicant A: $200 \text{ head} \div 275 = .7273$ Applicant B: $75 \text{ head} \div 275 = .2727$</p> <p>$.7273 \times 500 \text{ acres} = 363.7 \text{ total acres for Applicant A}$ $.2727 \times 500 \text{ acres} = 136.3 \text{ total acres for Applicant B.}$</p>

182 FSA-901, 2005/2006/2007 Livestock Compensation Program (Continued)

A Completing Manual FSA-901 (Continued)

Item	Description of Entry
16	<p>Enter the paid for AUD's for Federal/State lands under lease or grazing permit normally used to support eligible livestock for the disaster year.</p> <p>Note: Federal grazing permits and some State land leases provide for an allotted number of AU's or AUM's that can be grazed for an established period of time.</p> <p>When the grazing permit or State lease provides for an allotted number of AU's that can be grazed for an established period of time, AUD's shall be determined as follows:</p> <p>Ensure that AU's for each specific animal type is converted to an AU equivalent. See the Standard AU Conversion Chart in Exhibit 22.</p> <p>After AU's for a specific animal type is determined, multiply the converted paid for AU's from the grazing permit or State lease times the number of days the pasture is normally grazed during the disaster period, not to exceed the smaller of the number of days:</p> <ul style="list-style-type: none"> • grazing is authorized under the permit or State lease • the specific type of pasture is normally grazed as established under NAP. <p>Example: Applicant A has a Forest Service permit that allots 100 sheep AU's for grazing for 365 calendar days. Applicant A paid for 100 sheep AU's. The permit allows grazing beginning January 1 through December 31. The number of days established under NAP for which the pasture is normally grazed is 365 calendar days.</p> <p>Calculate AUD's according to the following:</p> <p style="margin-left: 40px;">100 sheep AU's x .2 AU's = 20 AU's 20 AU's x 365 calendar days = 7300 AUD's.</p> <p>When grazing permits and some State land leases provide for an allotted number of AUM's that can be grazed for an established period of time, AUD's shall be determined as follows:</p> <p>Paid for AUM's from the grazing permit or State lease times 30 calendar days.</p> <p>Example: Applicant B has a BLM permit that allots 280 AUM's. Applicant B paid for 280 AUM's. The permit allows grazing beginning January 1 through December 31. The number of days established under NAP for which the pasture is normally grazed is 365 calendar days.</p> <p>Calculate AUD's as follows:</p> <p style="margin-left: 40px;">280 AUM's x 30 calendar days = 8,400 AUD's.</p>

182 FSA-901, 2005/2006/2007 Livestock Compensation Program (Continued)

A Completing Manual FSA-901 (Continued)

Item	Description of Entry
17	<p>Enter the number of days each pasture type for privately owned/leased land is normally grazed during the calendar year, not to exceed the normal grazing days established under NAP.</p> <p>Example: Applicant A normally grazes his native pasture for 200 calendar days during the calendar year. The normal grazing days established under NAP for the native pasture is 180 calendar days. The maximum days that can be entered is 180 calendar days.</p>
18	Enter the producer certified percent of grazing loss, not to exceed the maximum percent of loss established by COC.
19	Enter the COC-adjusted grazing loss according to subparagraph 163 C, if applicable.
20	<p>Enter amount of prior payments received for:</p> <ul style="list-style-type: none"> • FIP and/or LCP if the application is for 2005 disaster year feed losses, applicable to 2005 hurricanes States only • LAGP if the application is for 2006 disaster year feed losses.
21	Enter the additional cost of feed produced or purchased during the applicable disaster periods.
PART E – Producer Certification	
22A and 22B	After reading the certification, producer signs and dates.
PART F – County Committee Determination	
23	Enter COC signature.
24	Enter date of COC action.
25	Enter a check in “approved” or “disapproved” box.

182 FSA-901, 2005/2006/2007 Livestock Compensation Program (Continued)

B Example of FSA-901

Following is an example of FSA-901.

This form is available electronically.		
FSA-901 (08-30-07)		U.S. DEPARTMENT OF AGRICULTURE Farm Service Agency
2005/2006/2007 LIVESTOCK COMPENSATION PROGRAM		1. State and County Code
		2. Disaster Year
		3. County Office Name
		4. Application Date
<p>NOTE: The authority for collecting the following information is Pub. L. 110-28. This authority allows for the collection of information without prior OMB approval mandated by the Paperwork Reduction Act of 1995. The time required to complete this information collection is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.</p> <p>The following statement is made in accordance with the Privacy Act of 1974 (5 USC 552 a). The authority for requesting the following information is Pub. L. 110-28, U.S. Troop Readiness, Veterans' Care, Katrina Recovery, and Iraq Accountability Appropriations Act, 2007. The information will be used to determine eligibility for program benefits. Failure to furnish the requested information will result in denial of program benefits. This information may be provided to other agencies, IRS, Department of Justice, or other State and Federal enforcement agencies, and in response to a court magistrate or administrative tribunal or to other requests for information. The provisions of criminal and civil fraud statutes, including 18 USC 286, 287, 371, 641, 1001; 15 USC 714m; and 31 USC 3729, may be applicable to the information provided. RETURN THIS COMPLETED FORM TO YOUR COUNTY FSA OFFICE.</p>		
PART A - PRODUCER INFORMATION		
5. Producer's Name and Address (City, State and Zip Code)		6. ID Number (Last 4 Digits)
<p>Payments under the 2005/2006/2007 Livestock Compensation Program will be made with respect to livestock feed losses that occurred as a direct result of one of the following disaster events in a primary or contiguous county designated under a Presidential or Secretarial declaration or Administrator's physical loss notice: below normal temperatures, winter storms, drought, hail, excessive heat, hurricane, excessive moisture, tornado, lightning, severe storms, wildfires, high winds or a related condition of insect infestation or disease when the insect infestation or disease is exacerbated naturally by damaging weather. Each producer must file a separate form FSA-901 to be eligible to receive program benefits. By signing this application, the producer:</p>		
(1) Agrees to provide FSA any documentation it requires to determine eligibility that verifies and supports all information provided, including the producer's certification, and understands the application may be disapproved if they fail to provide any information requested by FSA; (2) Authorizes FSA, at any time, with or without their presence, to enter upon, inspect and verify all livestock and acres in which they have an interest; (3) Agrees to comply with, and acknowledges they are subject to, all the regulations governing the program and understands that instructions and assistance are available for completing this form; (4) Authorizes FSA to obtain from third parties, such as, but not limited to, other government agencies, individuals, auction barns, contractors or processors, feed cooperatives, feed supply companies and rendering services, any records or other evidence that substantiates the information provided on this application or any supporting documentation provided; and (5) Understands that this application may be disapproved if they provide false information or evidence, or if any information provided is in error and that other sanctions or penalties could apply.		
PART B - DISASTER INFORMATION		
7. Disaster Period(s)		8. Disaster Event(s)
PART C - LIVESTOCK INFORMATION		
9A. Where were the claimed livestock physically located on the beginning date of the disaster? (Include County Name, farm number, etc.)		9B. Where is the current physical location of the livestock in inventory?
10. Associated Producers (list all other producers that have an ownership share of any livestock listed in Item 11 and indicate their share).		
11. Livestock Kind/Type and Weight Range		12. Number of Livestock (check the box if livestock were mitigated)
		13. Share
<p><small>The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance program. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination, write to USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call (800) 795-3272 (voice) or (202) 720-6382 (TDD). USDA is an equal opportunity provider and employer.</small></p>		

182 FSA-901, 2005/2006/2007 Livestock Compensation Program (Continued)

B Example of FSA-901 (Continued)

FSA-901 (08-30-07)					Page 2	
PART D - FORAGE INFORMATION						
14A. Pasture Type - Private Land	15. Acres	16. Animal Unit Days/AUD's	17. No. of Days Normally Grazed	18. Percent of Grazing Loss	19. COC Percent of Grazing Loss	
14B. Pasture Type - Federal/State Land (Lease/Grazing Permits)						
20. Other payments received for loss \$						
21. Additional Costs of Feed Produced or Purchased During Disaster Period \$						
PART E - PRODUCER CERTIFICATION						
I certify that:						
1. On the beginning date of at least one of the disaster period(s) in Item 7, I owned or cash leased all livestock entered on this application and I physically maintained control of all such livestock on that date;						
2. All livestock entered on this application meet all eligibility criteria provided in 7 CFR Part 760 Subpart L, including being maintained by me for commercial use as part of my farming operation, and were physically located in the county listed in Item 9A on the beginning date of at least one of the disaster period(s) provided in Item 7;						
3. All forage information entered on this application meets all eligibility criteria provided in 7 CFR Part 760 Subpart L;						
4. All information on this application and all supporting documents provided is true and correct;						
5. Within the county provided in Item 9A and during at least one of the disaster periods provided in Item 7, and as a direct result of at least one of the disaster events in Item 8, I suffered a loss of feed for the livestock entered on this application in item 11; and						
6. There was no reduction in the herd size during the disaster period(s) from the amount shown in Item 12, except for removals due to the eligible disaster event(s) in Item 8.						
22A. Producer's Signature				22B. Date (MM-DD-YYYY)		
PART F - COUNTY COMMITTEE DETERMINATION						
23. COC or Designee Signature			24. Date (MM-DD-YYYY)		25. Determination:	
					<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	

183 FSA-902, 2005/2006/2007 Livestock Compensation Program Payment Calculation Worksheet

A Completing FSA-902

Complete FSA-902 according to the instructions in this table.

Item	Description of Entry
1	Enter State and county code. This is the administrative County Office where the applicant's farm records are maintained.
2	Enter the applicant's name.
3	Enter the COC Established Maximum Grazing Loss Percentage for the various types of forage. See subparagraph 163 A for determining maximum grazing loss for the various types of forage.
4	Enter the applicant's tax identification number (last 4 digits).
5	Enter the calendar year (2005, 2006, or 2007) for which LCP benefits are being requested from FSA-901, item 2. This is the calendar year in which the forage losses and additional increased feed costs occurred. Note: If the feed losses and additional increased feed costs occurred in 2 different calendar years as a result of the same disaster events for the same disaster periods, a separate application must be filed for each calendar year to include only the feed lost and additional increased feed costs incurred during that calendar year.
6	Enter the applicable disaster periods from FSA-901, item 7, for the year entered in item 5 in which the feed loss occurred and additional increased feed costs were incurred. The disaster periods can be found at http://disaster.fsa.usda.gov .
PART A – Livestock Information	
7	Enter eligible livestock by kind/type and weight range for the various categories of livestock listed on FSA-901, item 11. Note: Livestock kind, type, and weight range can also be obtained from the applicant's local FSA office or 2005-2007 LCP Fact Sheet at http://disaster.fsa.usda.gov .
8	Enter the number of head for the various categories of eligible livestock listed on FSA-901, item 12. Note: This is the number of head of livestock the applicant owned or cashed leased on the beginning date of the applicable disaster periods in item 6 for each livestock kind, type, and weight range in item 7.
9	Enter the applicant's ownership or cash lease claimed share in the livestock entered in item 7, or from item 13 on FSA-901, on the beginning date of the applicable disaster periods for which a feed loss occurred or additional increased feed costs were incurred.
10	Enter the payment rate cost per head found in paragraph 164, or from the 2005-2007 LCP Fact Sheet at http://disaster.fsa.usda.gov .

183 FSA-902, 2005/2006/2007 Livestock Compensation Program Payment Calculation Worksheet (Continued)

A Completing FSA-902 (Continued)

Item	Description of Entry
11	Enter the livestock calculated value by multiplying: <ul style="list-style-type: none"> • number of livestock, in item 8, times • producer claimed share in item 9, times • payment rate per head, in item 10. The result should be rounded to the nearest whole dollars.
12	Enter the total of column 11 for the Total livestock value.
PART B – Forage Information – Private Land	
13	Enter all pasture types for privately owned/leased land normally used in the operation to support eligible livestock during the applicable disaster periods in item 6. <p>Pasture types include the following:</p> <ul style="list-style-type: none"> • native • improved • forage sorghum. <p>Note: Only enter pasture types for Federal or State land if the agreement is by the acre 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>
14	Enter number of acres, by pasture type, normally used in the operation to support eligible livestock during the applicable disaster periods in item 6 for privately owned/leased land. <p>Note: If multiple applicants are using the same pasture acres for their livestock during the disaster periods, the acres must be prorated.</p> <p>Example: Applicant A has 200 head of eligible livestock and Applicant B has 75 head, a total of 275 head grazing the same 500 pasture acres.</p> <p>Calculate prorated acres according to the following:</p> <p style="margin-left: 40px;">Applicant A: $200 \text{ head} \div 275 = .7273$</p> <p style="margin-left: 40px;">Applicant B: $75 \text{ head} \div 275 = .2727$</p> <p style="margin-left: 40px;">$.7273 \times 500 \text{ acres} = 363.7 \text{ total acres for Applicant A}$</p> <p style="margin-left: 40px;">$.2727 \times 500 \text{ acres} = 136.3 \text{ total acres for Applicant B.}$</p> <p>Note: Only enter pasture types for Federal or State land if the agreement is by the acre 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>

183 FSA-902, 2005/2006/2007 Livestock Compensation Program Payment Calculation Worksheet (Continued)

A Completing FSA-902 (Continued)

Item	Description of Entry
15	<p>Enter the carrying capacity or AC/AU for the applicable type of pasture established by COC/STC.</p> <p>Note: This entry will be the STC-approved carrying capacity for the type of pasture in item 13 as established under NAP.</p>
16	<p>Enter MAU's by dividing:</p> <ul style="list-style-type: none"> • acres in item 14 divided by • AC/AU in item 15. <p>Round the result to 2 decimal places.</p> <p>Example: 240 acres ÷ 8.0 AC/AU = 30 maximum AU's.</p>
17	<p>Enter the number of days each pasture type for privately owned/leased land is normally grazed during the calendar year, not to exceed the normal grazing days established for the specific pasture type under NAP.</p> <p>Example: Applicant A normally grazes his native pasture for 200 calendar days during the calendar year. The normal grazing days established under NAP for the native pasture is 180 calendar days. The maximum number of days that can be entered is 180 calendar days.</p>
18	<p>The grazing value has been established at \$0.3553.</p>
19	<p>Enter the producer certified percent of grazing loss, not to exceed the maximum percent of loss established by COC in item 3 for the various types of forage.</p> <p>Example: Producer certifies that his or her percent of grazing loss for native grass is 80 percent. COC established maximum grazing loss for native pasture at 70 percent. The maximum certified grazing loss that can be entered is 70 percent.</p> <p>See subparagraph 163 A for establishing maximum percent of grazing loss for the various types of forage.</p>
20	<p>Enter the value of pasture loss by multiplying:</p> <ul style="list-style-type: none"> • MAU's, in item 16, times • number of days normally grazed, in item 17, times • established grazing value of \$0.3553, in item 18, times • producer's certified grazing loss in item 19, not to exceed COC established grazing loss, in item 3. <p>Round to the nearest whole dollar.</p>
21	<p>Enter the total value of pasture loss for private lands in column 20.</p>

183 FSA-902, 2005/2006/2007 Livestock Compensation Program Payment Calculation Worksheet (Continued)

A Completing FSA-902 (Continued)

Item	Description of Entry
PART C – Forage Information – Federal/State Land	
22	<p>Enter all pasture types for Federal/State lands under lease or grazing permit normally used in the operation to support eligible livestock during the applicable disaster periods.</p> <p>Pasture types include the following:</p> <ul style="list-style-type: none"> • native • improved • forage sorghum. <p>Note: Only enter pasture types for 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 shall be entered in item 13.</p>
23	<p>Enter the paid for AUD's for Federal/State lands under lease or grazing permit normally used to support eligible livestock for the disaster year.</p> <p>Notes: Federal grazing permits and some State land leases provide for an allotted number of AU's or AUM's that can be grazed for an established period of time.</p> <p>When the grazing permit or State lease provides for an allotted number of AU's that can be grazed for an established period of time, AUD's shall be determined as follows:</p> <p>Ensure that AU's for each specific animal type is converted to an AU equivalent. See the Standard AU Conversion Chart in Exhibit 22.</p> <p>After AU's for a specific animal type is determined, multiply the converted paid for AU's from the grazing permit or State lease times the number of days the pasture is normally grazed, not to exceed the smaller of the number of days:</p> <ul style="list-style-type: none"> • grazing is authorized under the permit or State lease • the specific type of pasture is normally grazed as established under NAP. <p>Example: Applicant A has a Forest Service permit that allots 100 sheep AU's for grazing for 365 calendar days. Applicant A paid for 100 sheep AU's. The permit allows grazing beginning January 1 through December 31. The number of days established under NAP for which the pasture is normally grazed is 365 calendar days.</p> <p>Calculate AUD's according to the following:</p> <p style="margin-left: 40px;">100 sheep AU's x .2 AU's = 20 AU's 20 AU's x 365 calendar days = 7,300 AUD's.</p>

183 FSA-902, 2005/2006/2007 Livestock Compensation Program Payment Calculation Worksheet (Continued)

A Completing FSA-902 (Continued)

Item	Description of Entry
23 (Cntd)	<p>When grazing permits and some State land leases provide for an allotted number of AUM's that can be grazed for an established period of time, AUD's shall be determined as follows:</p> <p>Paid for AUM's from the grazing permit or State lease times 30 calendar days.</p> <p>Example: Applicant B has a BLM permit that allots 280 AUM's. Applicant B paid for 280 AUM's. The permit allows grazing beginning January 1 through December 31. The number of days established under NAP for which the pasture is normally grazed is 365 calendar days.</p> <p>Calculate AUD's as follows:</p> <p style="text-align: center;">280 AUM's x 30 calendar days = 8,400 AUD's.</p>
24	The grazing value has been established at \$0.3553.
25	<p>Enter the producer certified percent of grazing loss, not to exceed the maximum percent of loss established by COC in item 3 for the various types of forage.</p> <p>Example: Producer certifies that his or her percent of grazing loss for native grass is 80 percent. COC established maximum grazing loss for native pasture at 70 percent. The maximum certified grazing loss that can be entered is 70 percent.</p> <p>See subparagraph 163 A for establishing maximum percent of grazing loss for the various types of forage.</p>
26	<p>Enter the value of pasture loss by multiplying:</p> <ul style="list-style-type: none"> • AUD's, in item 23, times • established grazing value of \$0.3553, in item 24, times • producer's certified grazing loss in item 25, not to exceed COC established grazing loss in item 3. <p>Round to the nearest whole dollar.</p>
27	Enter the total value of pasture loss for Federal/State lands in column 26 rounded to whole dollars.
PART D – Additional Feed Costs	
28	<p>Enter the additional cost of feed produced or purchased during the applicable disaster periods.</p> <p>Note: See subparagraphs 166 C and D for determining additional cost of feed produced or purchased during the applicable disaster periods during the calendar year.</p>

183 FSA-902, 2005/2006/2007 Livestock Compensation Program Payment Calculation Worksheet (Continued)

A Completing FSA-902 (Continued)

Item	Description of Entry
PART E – Net Payment Calculation	
29	Enter total livestock calculated value from item 12.
30	Enter the total value of pasture loss for private, Federal/State lands by adding the total value of pasture loss for: <ul style="list-style-type: none"> • private lands in item 21 • Federal/State lands in item 27.
31	Enter the value of additional cost of feed produced or purchased from item 28.
32	Enter the total value of feed loss by adding the: <ul style="list-style-type: none"> • total value of pasture loss from item 30, plus • value of additional cost of feed produced or purchased in item 31.
33	Enter the smaller of the total value of either of the following: <ul style="list-style-type: none"> • livestock calculated value in item 29 • feed lost in item 32.
34	Enter amount of prior payments received for: <ul style="list-style-type: none"> • FIP and/or LCP if the application is for 2005 disaster year feed losses, applicable to 2005 hurricanes States only • LAGP if the application is for 2006 disaster year feed losses.
35	Enter the result of subtracting item 34 from item 33. This is the estimated calculated payment for the applicant.
36A, B, and C	Preparer shall sign, enter title, and date.

183 FSA-902, 2005/2006/2007 Livestock Compensation Program Payment Calculation Worksheet (Continued)

B Example of FSA-902

Following is an example of FSA-902.

This form is available electronically.

FSA-902 (08-30-07)	U.S. DEPARTMENT OF AGRICULTURE Farm Service Agency	1. State and County Code	2. Producer's Name				
2005/2006/2007 LIVESTOCK COMPENSATION PROGRAM PAYMENT CALCULATION WORKSHEET		3. County Maximum Grazing Loss Percent:	4. Producer's ID No. (Last 4 digits)				
		A. Improved %	5. Disaster Year				
		B. Native %					
		C. Forage Sorghum %					
6. Disaster Period(s):							
PART A - LIVESTOCK INFORMATION							
7. LIVESTOCK KIND/TYPE AND WEIGHT RANGE	8. NUMBER OF LIVESTOCK	9. PRODUCER SHARE %	10. PAYMENT RATE PER HEAD	11. LIVESTOCK CALCULATED VALUE (Col. 8X9 X10)			
				\$			
				\$			
				\$			
				\$			
				\$			
				\$			
				\$			
				\$			
				\$			
				\$			
12. Total Livestock Value (Total of Column 11)				\$			
PART B - FORAGE INFORMATION - PRIVATE LAND							
13. Pasture Type	14. Acres	15. Acres Per Animal Unit	16. Maximum Animal Units <small>(Col. 14 divided by 15)</small>	17. No. of Days Normally Grazed	18. Daily Value of Forage	19. Producer's Certified Grazing Percent of Loss	20. Value of Pasture Loss <small>(Col. 16 X 17 X 18 X 19)</small>
					\$0.3553		\$
					\$0.3553		\$
					\$0.3553		\$
					\$0.3553		\$
					\$0.3553		\$
					\$0.3553		\$
					\$0.3553		\$
21. Total Value of Pasture Loss - Private Lands (Total of Column 20)							\$
The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance program. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination, write to USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call (800) 795-3272 (voice) or (202) 720-6382 (TDD). USDA is an equal opportunity provider and employer.							

183 FSA-902, 2005/2006/2007 Livestock Compensation Program Payment Calculation Worksheet (Continued)

B Example of FSA-902 (Continued)

FSA-902 (08-30-07)				Page 2
PART C - FORAGE INFORMATION - FEDERAL/STATE LAND				
22. Pasture Type	23. Animal Unit Days (AUD's)	24. Grazing Value	25. Producer's Certified Grazing Loss Percent	26. Value of Pasture Loss (23 X 24 X 25)
		\$0.3553		\$
		\$0.3553		\$
		\$0.3553		\$
		\$0.3553		\$
		\$0.3553		\$
27. Total Value of Pasture Loss - Federal/State Lands (Total of Column 26)				\$
PART D - ADDITIONAL FEED COSTS - PURCHASED OR PRODUCED				
28. Additional costs of feed produced or purchased during disaster period				\$
PART E - NET PAYMENT CALCULATION				
29. Total Livestock Value (Item 12)		\$		
30. Total Value of Pasture Loss (Item 21 plus Item 27)		\$		
31. Value of Additional Feed Purchased or Produced (Item 28)		\$		
32. Total Value of Feed Loss (Item 30 plus Item 31)		\$		
33. Small of Item 29 or Item 32		\$		
34. Reduction \$		\$		
35. Net Calculated Payment Amount (Item 33 minus Item 34)		\$		
36A. PREPARER'S SIGNATURE		36B. TITLE		36C. DATE (MM-DD-YYYY)

183 FSA-902, 2005/2006/2007 Livestock Compensation Program Payment Calculation Worksheet (Continued)

B Example of FSA-902 (Continued)

FSA-902 (08-30-07)				Page 3
LIST OF ELIGIBLE LIVESTOCK BY KIND/TYPE/WEIGHT RANGE AND PAYMENT RATES FOR 2005/2006/2007				
KIND OF LIVESTOCK	TYPE	WEIGHT RANGE	PAYMENT RATE PER HEAD	
Beef	Adult	Cows and Bulls	\$10.66	
	Non-Adult	500 pounds or more	\$ 8.00	
Dairy	Adult	Cows and Bulls	\$27.72	
	Non-Adult	500 pounds or more	\$ 8.00	
Buffalo/Beefalo	Adult	Cows and Bulls	\$10.66	
	Non-Adult	500 pounds or more	\$ 8.00	
Sheep	All		\$ 2.67	
Goats	All		\$ 2.67	
Deer	All		\$ 2.67	
Equine	All		\$ 7.89	
Swine		Less than 45 pounds	\$.32	
		45 to 124 pounds	\$.74	
		125 to 234 pounds	\$ 1.28	
	Sow	235 pounds or more	\$ 4.37	
	Boar	235 pounds or more	\$ 2.56	
Elk		Less than 400 pounds	\$ 2.35	
		400 pounds to 799 pounds	\$ 4.37	
		800 pounds or more	\$ 5.76	
Poultry	All	Less than 3 pounds	\$.07	
	All	3 pounds to 7.9 pounds	\$.13	
	All	8 pounds or more	\$.31	
	All		\$ 2.35	

184 Spot Checks

A Informing Producers

Spot checks are performed to:

- verify the accuracy of the data certified by the producer on FSA-901
- ensure that all eligibility requirements were met
- determine whether correct payments were issued.

Exhibit 7 provides a list of:

- data elements that may be spot-checked for 2005-2007 LCP
- documents or other data that may be requested from producers selected for spot check.

County Offices shall:

- not modify Exhibit 7
- reproduce copies of Exhibit 7 locally
- provide a copy of Exhibit 7 to each producer when FSA-901 is submitted for 2005-2007 LCP.

Note: Procedure for conducting spot checks will be provided in a future amendment. County Offices shall **not** conduct any spot checks until procedure is issued from the National Office.

185-198 (Reserved)

Part 5 2005, 2006, and 2007 LCP Application Software

199 Accessing 2005, 2006, and 2007 LCP Software

A Accessing Software

From Menu FAX250, access 2005, 2006, and 2007 LCP software according to the following table.

Step	Menu	Action
1	FAX250	ENTER "3" or "4", "Application Processing", as applicable, and PRESS "Enter".
2	FAX09002	Enter the appropriate county, if applicable, and PRESS "Enter".
3	FAX07001	ENTER "11", "PFC/DCP Compliance", and PRESS "Enter".
4	M00000	ENTER "1", "NAP and Disaster", and PRESS "Enter".
5	MH0000	ENTER "15", "2005-2007 Disaster Programs", and PRESS "Enter". Menu MHO000 will be displayed.

B Example of Menu MHO000

Following is an example of 2005-2007 Disaster Program Selection Menu MHO000.

```

COMMAND                MENU: MH0000                H2
2005-2007 Disaster Program Selection Menu
-----
    1. Livestock Indemnity Program - Application Processing
    2. Livestock Indemnity Program - Payment Processing

    4. Livestock Compensation Program - Application Processing
    5. Livestock Compensation Program - Payment Processing

    7. Crop Disaster Program - Application Processing
    8. Crop Disaster Program - Payment Processing

    20. Return to Application Primary Menu
    21. Return to Application Selection Menu
    23. Return to Primary Selection Menu
    24. Sign Off

Cmd3=Previous Menu                *=Option currently not available.

Enter option and press "Enter".
    
```

200 Application Processing

A Overview

To process applications for 2005, 2006, and 2007 LCP, ENTER "4" on Menu MHO000. Menu MHOJYR will be displayed. Following is an example of LCP Application Year Selection Menu MHOJYR.

```

COMMAND                                MENU: MHOJYR                                H2
LCP Application Year Selection Menu
-----
          1. 2005 Livestock Compensation Program
          2. 2006 Livestock Compensation Program
          3. 2007 Livestock Compensation Program
          5. 2005-2007 LCP Reports

          20. Return to Application Primary Menu
          21. Return to Application Selection Menu
          23. Return to Primary Selection Menu
          24. Sign Off

Cmd3=Previous Menu                                *=Option currently not available.
Enter option and press "Enter".
    
```

On Menu MHOJYR, select the option for the appropriate year to be accessed. Menu MHAJW0 will be displayed. Following is an example of LCP Application Menu MHAJW0.

```

COMMAND                                MENU: MHAJW0                                H2
LCP Application Menu
-----
          1. Loss Application
          2. Signature/Approval Dates
          3. Print Producer Application
          5. Load County Maximum Percent of Grazing Loss

          20. Return to Application Primary Menu
          21. Return to Application Selection Menu
          23. Return to Primary Selection Screen
          24. Sign Off

Cmd3=Previous Menu                                *=Option currently not available.
Enter option and press "Enter".
    
```

200 Application Processing (Continued)

B Available Options

The following table provides an explanation of the options available on Menu MHAJW0.

Action	Result	Use
ENTER "1", "Loss Application", and PRESS "Enter".	Screen MHAJWA01 will be displayed.	The option is used for loading feed loss data for LCP.
ENTER "2", "Signature/Approval Dates", and PRESS "Enter".		The option is used for loading signature/approval dates for LCP applications.
ENTER "3", "Print Producer Application", and PRESS "Enter".	The Printer Selection Screen will be displayed.	The option is used for printing producer FSA-901.
ENTER "5", "Load County Maximum Percent of Grazing Loss", and PRESS "Enter".	Screen MHAJW501 will be displayed.	The option is used for loading the counties maximum percent of grazing loss. See subparagraph 163 A for additional information.

201 County Maximum Percent of Grazing Loss

A Overview

Screen MHAJW501 is used to capture the county maximum percent of grazing loss. A county maximum percent of grazing loss shall be established by year for each county. **A county maximum percent of grazing loss for each year is required before any LCP applications can be entered into the automated system.** Follow instructions in paragraph 163 to establish the county maximum percent of grazing loss.

B Example of Screen MHAJW501

Following is an example of Load County Maximum Grazing Loss Screen MHAJW501.

2005 LCP	205-HARTLEY	Entry	MHAJW501
Load County Maximum Grazing Loss		Version: AF63	09/05/2007 07:42 Term H2

Enter this county's Maximum Percent of Grazing Loss for the 2005 program year. ... %			
Cmd5=Update Cmd7=End			

C Action

County Offices shall enter the county maximum percent of grazing loss for each year.

201 County Maximum Percent of Grazing Loss (Continued)**D Modifying the County Maximum Percent of Loss**

The county maximum percent of loss can be modified after it has already been entered; however, modifying the county maximum percent of loss may have an impact on LCP applications that have already been entered into the system.

When Screen MHAJW501 is accessed after a county maximum percent of loss has already been entered, the following message will be displayed, "LCP applications have already been entered based on this Maximum Percent of Grazing Loss. Reducing this value may cause any previously entered COC Percents of Grazing Loss to exceed this value, as well as, any previously entered Producer Percents of Grazing Loss to now be limited to this value."

If a previously entered county maximum percent of loss is modified, an additional informational message will display if the county maximum percent of loss is:

- reduced
- lower than 1 or more COC percents of loss entered on existing applications.

The following message will be displayed, "One or more applications have been found with a COC Percent of Grazing Loss that exceeds this County Maximum Percent of Grazing Loss. There may also be Producer Percents of Grazing Loss that will now be limited to this County Maximum Percent of Grazing Loss that weren't limited before. If you have already run the Payment Process, you are required to run the Overpayments Process to account for this change in the Maximum Percent of Grazing Loss which could have affected previous calculated payment amounts."

County Offices shall ensure that any on-screen instructions are followed before entering any additional LCP applications.

E COC Percent of Loss Exceeding County Maximum Percent of Loss Report

A report is forthcoming that will list all applications that are on file with a COC percent of loss that exceeds the county maximum percent of grazing loss. When this report is made available, County Offices shall run this report and review all applications listed to ensure that the COC percent of grazing loss entered on these applications is correct.

202 Producer Selection Screen MHAJWA01

A Overview

Access to LCP software requires entry of 1 of the following:

- producer’s ID number and type
- last 4 digits of producer’s ID
- producer’s last name.

B Example of Screen MHAJWA01

Following is an example of Producer Selection Screen MHAJWA01.

```

2005 LCP                               027-COAHOMA           Selecti on       MHAJWA01
Producer Selection Screen                Versi on: AF36   07/10/2007 11:07 Term H2
-----
                                     Enter Last Four Digi ts of ID: . . . . .
                                     or
                                     Producer ID Number: . . . . . and Type:
                                     or
                                     Last Name: . . . . .
                                     (Enter Partial Name To Do An Inquiry)

Enter=Conti nue  Cmd7=End

```

C Producer Not Active in SCIMS

Producers must be in SCIMS with a legacy link to the county completing the application to apply for LCP benefits. If the selected producer is **not** active in SCIMS with a legacy link to the county completing the application, add the producer to SCIMS and create a legacy link according to 1-CM.

203 Livestock Location Screen MHAJWC01

A Overview

Once a valid producer has been selected, Screen MHAJWC01 will be displayed. Screen MHAJWC01 will be used to capture the following:

- physical location of the livestock on the beginning date of the disaster period
- current physical location of the livestock in inventory
- additional costs of feed produced or purchased
- prior payments received for FIP, LCP, and/or LAGP.

B Example of Screen MHAJWC01

Following is an example of Livestock Location Screen MHAJWC01.

```

2005 LCP          205-HARTLEY          Input          MHAJWC01
Livestock Locati on Screen          Versi on: AF61  07/21/2007 08:48 Term H2
-----
Producer KENNETH THOMPSON

Where were the claimed livestock
physically located on the
beginning date of the disaster? .....

Where is the current physical
location of the livestock
in inventory? .....

Enter any additional costs of feed produced or purchased:          $ .....

Enter reduction amount for any prior FIP, LCP,
and/or Livestock Grant Assistance Program payment:          $ .....

Enter=Continue  Cmd4=Previous Screen  Cmd7=End

```

203 Livestock Location Screen MHAJWC01 (Continued)

C Action

County Offices shall enter:

- a free-form text explanation of where the claimed livestock were physically located on the beginning date of the disaster period that is specific enough to assist COC or CED in determining eligibility
- a free-form text explanation of the current physical location of the livestock in inventory that is specific enough to assist with finding the livestock in the event of a spot check
- any additional cost of feed produced or purchased
- prior payments received for:
 - FIP and/or LCP if the application is for 2005 disaster year feed losses, applicable to 2005 hurricanes States only
 - LAGP if the application is for 2006 disaster year feed losses.

204 Livestock Kind Selection Screen MHAJWD01

A Overview

Screen MHAJWD01 will be displayed once all required data has been entered on Screen MHAJWC01. Screen MHAJWD01 will be used to select the kind of livestock for which data will be entered.

B Example of Screen MHAJWD01

Following is an example of Livestock Kind Selection Screen MHAJWD01.

```

2005 LCP          205-HARTLEY          Selecti on      MHAJWD01
Li vestock Ki nd Selecti on Screen    Versi on: AF61 07/21/2007 09:07 Term H2
-----
Producer KENNETH THOMPSON

                Select kind of Livestock:

                . . BEEF
                . . DAI RY
                . . BUFFALO/BEEFALO
                . . SHEEP
                . . GOATS
                . . DEER
                . . EQUI NE
                . . SWI NE
                . . ELK
                . . POULTRY
                . . REI NDEER

Enter=Conti nue  Cmd4=Previ ous Screen  Cmd7=End
    
```

C Action

County Offices shall ENTER “X” next to the applicable kind of livestock.

205 Type/Weight Range Selection Screen MHAJWE01

A Overview

Screen MHAJWE01 will be displayed once a livestock kind has been selected on Screen MHAJWD01. Screen MHAJWE01 will be used to select the type and weight range applicable to the livestock kind for which data will be entered.

Note: Screen MHAJWE01 is **not** applicable to sheep, goats, deer, equine, or reindeer.

B Example of Screen MHAJWE01

Following is an example of Type/Weight Range Selection Screen MHAJWE01.

```

205 LCP                205-HARTLEY                Selection MHAJWE01
Type/Weight Range Selection Screen      Version: AF61 07/21/2007 09:14 Term H2
-----
Producer KENNETH THOMPSON
Kind of Livestock BEEF

                Select Type/Weight Range:
                . . ADULT COWS AND BULLS
                . . NON-ADULT (500 POUNDS OR MORE)

Enter=Continue  Cmd4=Previous Screen  Cmd7=End
    
```

Note: Screen MHAJWE01 will differ based on the type of livestock selected on Screen MHAJWD01.

C Action

County Offices shall ENTER “X” next to the applicable type/weight range of the livestock.

206 Load Head Count Screen MHAJWH01

A Overview

Screen MHAJWH01 will be displayed once a livestock type/weight range has been selected on Screen MHAJWE01. Screen MHAJWH01 will be used to capture:

- number of livestock
- share of livestock
- whether the livestock are mitigated.

B Example of Screen MHAJWH01

Following is an example of Load Head Count Screen MHAJWH01.

```

2005 LCP          205-HARTLEY          Entry      MHAJWH01
Load Head Count Screen          Versi on: AF61  07/21/2007 09:25 Term H2
-----
Producer KENNETH THOMPSON
Li vestock BEEF
Type/Wei ght ADULT COWS AND BULLS

                Number of      Was Li vestock
                Li vestock  Share      Mi ti gated
                .....      .....      (Y, N)
                .....      .....      .

Cmd4=Previ ous Screen  Cmd5=Update  Cmd7=End  Cmd24=Del ete
    
```

C Fields

The following table describes the fields on Screen MHAJWH01.

Field	Action
Number of Livestock	Enter the number of eligible livestock on the beginning date of the disaster period.
Share	Enter the producer’s share of the livestock.
Was Livestock Mitigated (Y, N)	ENTER “Y” if livestock are mitigated. ENTER “N” if livestock are not mitigated.

Note: If a producer has multiple losses of the same livestock kind, type, and weight range with the same share, total the number of livestock and load the loss on 1 line.

206 Load Head Count Screen MHAJWH01 (Continued)

D Action

The following table describes the options available on Screen MHAJWH01.

Option	Result
Cmd4	Screen MHAJWE01 will be displayed.
Cmd5	Screen MHAJWH1A will be displayed.
Cmd7	Menu MHAJW0 will be displayed.
Cmd24	<p>The line item where the cursor is located will be deleted.</p> <p>Note: Once all livestock line items have been deleted from the application, the entire application will be considered deleted. All associated pasture loss records will also be deleted.</p>

207 Record More Data Question Screen MHAJWH1A

A Overview

Screen MHAJWH1A provides the opportunity for the user to load another:

- share for the producer/kind/weight range
- weight range for the type of livestock
- kind of livestock.

B Example of Screen MHAJWH1A

Following is an example of Record More Data Question Screen MHAJWH1A.

```

2005 LCP          205-HARTLEY          Entry          MHAJWH01
Load Head Count Screen      Version: AF61 07/21/2007 09:25 Term H2
-----
Producer KENNETH THOMPSON
Livestock BEEF
Type/Weight ADULT COWS AND BULLS
Record More Data Question Screen          MHAJWH1A

Do you want to record data for another:
Share for this Producer/Kind/Weight Range.. (Y/N) N
Type/Weight Range..... N
Kind of Livestock..... N

Enter=Continue  Cmd4=Previous Screen
IM: Loss data has been recorded.

Cmd4=Previous Screen  Cmd5=Update  Cmd7=End  Cmd24=Delete

```

207 Record More Data Question Screen MHAJWH1A (Continued)

C Action

The following table describes the options available on Screen MHAJWH1A.

Question	IF "Y" is entered...
Do you want to record data for another share for this producer/kind/weight range?	Screen MHAJWH01 will be displayed.
Do you want to record data for another type/weight range?	Screen MHAJWE01 will be displayed.
Do you want to record data for another kind of livestock?	Screen MHAJWD01 will be displayed.

Note: Only one "Y" answer can be entered at a time.

If "N" is entered for all questions and:

- any share on the application is less than 100 percent, Screen MHAJWI01 will be displayed
- all shares on the application are equal to 100 percent, Screen MHAJWK01 will be displayed.

208 Other Producer Association Screen MHAJWI01

A Overview

Screen MHAJWI01 provides the opportunity for the user to load other producers who are associated with the livestock feed losses claimed on the application. The user is required to add at least 1 other producer if any share entered on the producer’s application is less than 100 percent.

Note: This data is not used by the system. It will be used for reference outside of the system in the event of a spot check.

B Example of Screen MHAJWI01

Following is an example of Other Producer Association Screen MHAJWI01.

```

2005 LCP          205-HARTLEY          Selecti on      MHAJWI 01
Other Producer Association Screen      Versi on: AF61 07/21/2007 12:51 Term H2
-----
Producer KENNETH THOMPSON

                Other Producers Associated with this Applicant:
                (must be at least one if shares are less than 100 percent)

Enter=Continue  Cmd4=Previous Screen  Cmd7=End  Cmd16=Add Producer  Cmd24=Delete
No Associated Producers Loaded. please use Cmd16 to add them.
    
```

C Action

The following table describes the options available on Screen MHAJWI01.

Option	Result
Enter	Screen MHAJWK01 will be displayed.
Cmd4	Screen MHAJWH01 will be displayed.
Cmd7	Menu MHAJW0 will be displayed.
Cmd16	Common Routine to Select ID Number Screen MACR04 will be displayed.
Cmd24	The line item where the cursor is located will be deleted.

209 Load Pasture Data Screen MHAJWK01

A Overview

Screen MHAJWK01 will be displayed once all feed loss data has been entered on Screen MHAJWH01 for all applicable livestock kinds/types/weight ranges. Screen MHAJWK01 will be used to capture the following:

- pasture types
- producer percent of grazing loss
- COC percent of loss
- acres – privately owned land only
- carrying capacity – privately owned land only
- number of days normally grazed – privately owned land only
- AUD’s – Federal/State lands under lease or grazing permit only.

B Example of Screen MHAJWK01

Following is an example of Load Pasture Data Screen MHAJWK01.

```

2006 LCP          205-HARTLEY          Entry      MHAJWK01
Load Pasture Data Screen          Version: AF63 09/05/2007 08:08 Term H2
-----
Producer GARY GREEN          Pasture Number 1 of 1
Pasture Type      No Pasture      Native      Improved      Sorghum Forage
(X to Select)    ..          ..          ..          ..
Producer Percent of Loss .... %
COC Percent of Loss .... %
If the Land is    Acres          Carrying      Number of Days
Privately Owned Enter: ..          Capacity     Normal ly Grazed
or
If Federal/State Land    Animal
is Leased/Covered by    Unit Days
a Grazing Permi t Enter: ..          ..
Cmd4=Previous Screen  Cmd5=Update  Cmd7=End  Cmd24=Delete  Roll =Page Pastures
    
```

C Fields

The following table describes the fields on Screen MHAJWK01.

Field	Action
Producer	The producer for which the application is being loaded.
Pasture Number	Displays the number of pasture loss records that have been loaded.

209 Load Pasture Data Screen MHAJWK01 (Continued)

C Fields (Continued)

Field	Action
Pasture Type (X to Select)	<p>ENTER "X" under 1 of the following:</p> <ul style="list-style-type: none"> • No Pasture • Native • Improved • Sorghum Forage. <p>"No Pasture" shall be selected if:</p> <ul style="list-style-type: none"> • the producer did not sustain a pasture loss • pasture is not applicable to the livestock for which the producer is applying. <p>Only 1 pasture type can be selected at a time.</p>
Producer Percent of Loss	Enter the producer certified percent of grazing loss, not to exceed the maximum percent of loss established by COC.
COC Percent of Loss	Enter the COC percent of grazing loss if COC has determined that the producer's percent of grazing loss is incorrect. See subparagraph 163 C.
Acres	Enter the number of acres, by pasture type, used to support eligible livestock for the disaster year.
Carrying Capacity	Enter the NAP carrying capacity from the National Crop Table for the applicable pasture type.
Number of Days Normally Grazed	Enter the number of days each pasture type for privately owned/leased land is normally grazed, not to exceed the normal grazing days established under NAP.
Animal Unit Days	Enter AUD's for Federal/State lands under lease or grazing permit used to support eligible livestock for the disaster year.

D Action

The following table describes the options available on Screen MHAJWK01.

Option	Result
Cmd4	Screen MHAJWH01 will be displayed.
Cmd5	Screen MHAJWK1A will be displayed.
Cmd7	Menu MHAJW0 will be displayed.
Cmd24	<p>The displayed pasture loss record will be deleted.</p> <p>Note: There must be at least 1 pasture loss record loaded for an application; therefore, if there is only 1 pasture loss record, "Cmd24" cannot be selected. To delete the entire application, delete all livestock share records according to subparagraph 206 D. If there is only 1 pasture loss record and that record is incorrect, the record shall be modified instead of deleted.</p>
Roll	<p>Displays the next pasture loss record that has been loaded.</p> <p>Note: The roll page option will only be available if more than 1 pasture loss record has been loaded.</p>

210 Record More Data Question Screen MHAJWK1A

A Overview

Screen MHAJWK1A provides the opportunity for the user to load another pasture loss record.

B Example of Screen MHAJWK1A

Following is an example of Record More Data Question Screen MHAJWK1A.

```

2005 LCP          205-HARTLEY          Entry      MHAJWK01
Load Pasture Data Screen          Versi on: AF61 07/21/2007 12:25 Term H2
-----
Producer KENNETH THOMPSON          Pasture Number 1 of 1
Pasture (X to) Record More Data Question Screen          MHAJWK1A
Percent Do you want to record data for another:          (Y/N)
Pasture ..... N
If the Privat
or
If the by a G Enter=Continue Cmd4=Previous Screen
Cmd4=Previous Screen Cmd5=Update Cmd7=End Cmd24=Delete Roll=Page Pastures

```

C Action

ENTER "Y" or "N" to load another pasture loss record for the application and PRESS "Enter".

If:

- "Y" is entered, Screen MHAJWK01 will be displayed with all entries blank
- "N" is entered, FSA-901 will be printed.

211 Signature and Approval Dates

A Overview

Signature and approval dates must be entered into the automated system before LCP payments can be issued. Signature and approval dates will be entered by selecting:

- option 2, “Signature/Approval Dates”, from Menu MHAJW0
- the applicable producer on Screen MHAJWA01.

B Example of Screen MHAJAC01

Following is an example of Signature/Approval Screen MHAJAC01.

2005 LCP Signature/Approval Screen	205-HARTLEY	Entry Version: AF61	MHAJAC01 07/21/2007 12:58 Term H2

Producer	KENNETH THOMPSON	ID	6717
Signature Date (MM/DD/CCYY)	Approval Date (MM/DD/CCYY)	or	Disapproval Date (MM/DD/CCYY)
.....
Cmd4=Previous Screen Cmd5=Update Cmd7=End Cmd12=Print Payment Report			

C Action

County Offices shall:

- enter producer signature date
- enter approval or disapproval date as applicable
- PRESS “Cmd5” to update
- if desired, PRESS “Cmd12” to print the Summary Estimated Calculated Payment Report.

Note: The Approval/Disapproval process is by producer ID. The application is either approved or disapproved.

The signature and approval dates will be removed if any changes are made to the application after the signature and approval dates are entered.

212-219 (Reserved)

220 Print Producer Application

A Overview

FSA-901 will be generated:

- when option 3, “Print Producer Application”, is selected from Menu MHAJW0, and applicable producer ID is entered
- during application process when user entered “N” for all questions on Screen MHAJWK1A.

221 LCP Reports

A Overview

To print reports for 2005, 2006, and 2007 LCP, ENTER “5” on Menu MHOJYR. Menu MHAJR0 will be displayed. Following is an example of 2005-2007 LCP Reports Menu MHAJR0.

```

COMMAND                MENU: MHAJR0                H2
2005-2007 LCP Reports Menu
-----
                1. Unsigned Applications Report
                2. Unapproved Applications Report
                3. Approved Applications Report
                4. Disapproved Applications Report
                5. Deleted Applications Report

                20. Return to Application Primary Menu
                21. Return to Application Selection Menu
                23. Return to Primary Selection Screen
                24. Sign Off

Cmd3=Previous Menu                *=Option currently not available.
Enter option and press "Enter".
    
```

B Available Reports

The following table provides an explanation of the reports available on Menu MHAJR0.

Action	Result	Report Purpose
ENTER “1”, “Unsigned Applications Report”, and PRESS “Enter”.	The Printer Selection Screen will be displayed. Once a printer is selected, Unsigned Applications Report Option Screen MHAJRD1A will be displayed.	Lists all applications that have been initiated but do not have a producer signature date entered.
ENTER “2”, “Unapproved Applications Report”, and PRESS “Enter”.	The Printer Selection Screen will be displayed. Once a printer is selected, Unapproved Applications Report Option Screen MHAJRE1A will be displayed.	Lists all applications that do not have an approval or disapproval date entered.
ENTER “3”, “Approved Applications Report”, and PRESS “Enter”.	The Printer Selection Screen will be displayed. Once a printer is selected, Approved Applications Report Option Screen MHAJRF1A will be displayed.	Lists all applications that have an approval date entered in the system.
ENTER “4”, “Disapproved Applications Report”, and PRESS “Enter”.	The Printer Selection Screen will be displayed. Once a printer is selected, Disapproved Applications Report Option Screen MHAJRG1A will be displayed.	Lists all applications that have a disapproval date entered in the system.
ENTER “5”, “Deleted Applications Report”, and PRESS “Enter”.	The Printer Selection Screen will be displayed. Once a printer is selected, Deleted Applications Report Option Screen MHAJRH1A will be displayed.	Lists all applications that have been deleted from the system.

221 LCP Reports (Continued)**C Action**

County Offices are required to select the order in which the reports will print. If “alphabetically by producer last name/business” is selected, the report will print alphabetically by last name/business. If “by date with the most recent first” is selected, the report will print by the date that the application was updated, signed, approved, disapproved, or deleted, as applicable, most recent date first. Only 1 print order can be selected at a time.

County Offices also have the option of entering date restrictions. If a date is entered next to “do not print dates prior to”, the report will only print applications that were updated, signed, approved, disapproved, or deleted, as applicable, on or after the date entered. If a date is entered next to “do not print dates after”, the report will only print applications that were updated, signed, approved, disapproved, or deleted, as applicable, on or before the date entered. If a date is entered next to both “do not print dates prior to” and “do not print dates after”, the report will only print applications that were updated, signed, approved, disapproved, or deleted, as applicable, on or between the dates entered.

Both a print order and a date restriction can be entered at the same time.

222 FSA-901E-1, Estimated Calculated Payment Report – Detailed Producer Report

A Introduction

FSA-901E-1 is a computer-generated document that prints a detailed estimated calculated payment amount based upon the loss data entered in the automated LCP application.

B Information on the Report

This table includes a detailed description of the information contained on FSA-901E-1.

Field	Description	FSA-901 Item
Producer Name, Address, and ID Number	Producer name, mailing address, and last 4 digits of the ID number.	5 and 6
Disaster Year	Year of disaster.	2
Application Status	The status of the application: <ul style="list-style-type: none"> • approved • disapproved. 	
Part A – Livestock Information		
Livestock Kind	Kind of livestock.	11
Livestock Type/Weight Range	Type and weight range of livestock.	
Number of Livestock	The number of livestock entered on the application.	12
Payment Rate	The payment rate established for the livestock kind, type, and weight range.	
Producer Share	The producer’s share of the livestock.	13
Livestock Calculated Value	The calculated value for each livestock kind, type, and weight range is computed by multiplying the following: <ul style="list-style-type: none"> • number of livestock, times • producer share, times • payment rate. 	
Total Livestock Value	Value of all livestock kind, type and weight ranges.	
Part B – Value of Feed Losses (Forage Information)		
Ownership	Private land or Federal/State land (leased/grazing permits).	14A or 14B
Pasture Type	One of the following entered on the LCP application: <ul style="list-style-type: none"> • Native • Improved • Forage • No Pasture. 	
Acres	Number of acres entered on the LCP application.	15
Carrying Capacity	Carrying capacity established for the pasture type that is obtained from the National crop table.	
Animal Unit Days	AUD’s entered on the LCP application for Federal/State land (leased/grazing permits) acres only.	16

222 FSA-901E-1, Estimated Calculated Payment Report – Detailed Producer Report (Continued)

B Information on the Report (Continued)

Field	Description	FSA-901 Item
Part B – Value of Feed Losses (Forage Information) (Continued)		
Maximum Animal Units	Determined by the following calculation: <ul style="list-style-type: none"> • Number of Acres, divided by • Carrying Capacity. Note: This field is populated for private land acres only.	
Number of Days Normally Grazed	Number of Days grazed for the acres entered on the application.	17
Daily Value of Forage	The Daily Value of Forage is \$0.3553.	
Percent of Loss	The lesser of: <ul style="list-style-type: none"> • the percent of grazing loss entered on the application • COC maximum percent of loss. Note: If an amount is entered in the COC percent of loss in the Application file, that percentage will be used in the calculation.	18 or 19
Grazed Forage Value	Each livestock kind/type/weight range is computed as follows: <ul style="list-style-type: none"> • for private land: <ul style="list-style-type: none"> • MAU’s, times • Number of Days Normally Grazed, times • Daily Value of Forage, times • Percent of Loss • for Federal/State leased/grazing permit land: <ul style="list-style-type: none"> • AUD’s, times • Daily Value of Forage, times • Percent of Loss. 	
Total Pasture Loss Value	Accumulated payment amount for all grazed forage losses.	
Costs of Feed Produced or Purchased	The amount of Feed Produced or Purchased entered on the application.	21
Total Value of Feed Loss	Determined by the following calculation: <ul style="list-style-type: none"> • Total Pasture Loss Value, plus • Costs of Feed Produced or Purchased. 	

222 FSA-901E-1, Estimated Calculated Payment Report – Detailed Producer Report
(Continued)

B Information on the Report (Continued)

Field	Description	FSA-901 Item
Part C – Net Payment Calculation		
Gross Calculated Payment Amount	The smaller of the following for each Disaster Year: <ul style="list-style-type: none"> • Total Livestock Value • Total Value of Feed Loss. 	
Less Reduction	The amount of the reduction entered on the LCP application. Note: This field is not applicable for 2007.	20
Net Calculated Payment Amount	Determined by the following calculation: <ul style="list-style-type: none"> • Gross Calculated Payment Amount, minus • Reduction. 	
<p>Notes: The Livestock Calculated Value is calculated as follows: Number of Livestock times Payment Rate times Producer Share.</p> <p>The Pasture Loss Value is calculated as follows:</p> <ul style="list-style-type: none"> • For Private Ownership: MAU’s times Number of Days Normally Grazed times Daily Value of Forage times Percent of Loss. MAU is determined by dividing acres by the carrying capacity. • For Leased Ownership: AUD’s times Daily Value of Forage times Percent of Loss. <p>The Total Value of Feed Loss is calculated as follows: Total Pasture Loss Value plus Costs of Feed Produced or Purchased.</p> <p>The Gross Calculated Payment Amount equals the lesser of the total livestock or feed loss value.</p> <p>The reduction amount is the amount of any FIP/LCP payment or other LAGP payment received for the same qualifying loss.</p> <p>If losses were incurred in more than 1 of the 2005, 2006, or 2007 calendar years, the estimated payment is based on the calendar year that is most beneficial to the producer.</p> <p>Disclaimer: The payment data reflected on this report includes estimated payment amounts and may vary because of changes in livestock losses, share, producer program eligibility, and payment limitation. The distribution of this report does not in any way obligate FSA to disburse the payment amounts reflected.</p>		

223 FSA-901E, Estimated Calculated Payment Report – Producer Summary Report

A Introduction

FSA-901E is a computer generated document that prints a summarized estimated calculated payment amount for a producer based on data currently loaded in the 2005-2007 LCP application file.

B Information on the Report

This table includes a description of the information contained on FSA-901E.

Field	Description	FSA-900 Item
Producer Name, Address, and ID Number	Producer name, mailing address, and last 4 digits of the ID number.	5 and 6
Disaster Year	The years for which an application has been filed.	2
Total Applications Signed	The total dollar value of applications submitted, but not yet approved for payment, by disaster year.	
Total Applications Approved	The total dollar value of applications approved for payment.	
Notes	<p>The estimated calculated payment summary report is the estimated calculated payment amount for losses filed for the calendar years displayed. If losses were incurred in more than 1 of the 2005, 2006, or 2007 calendar years, the estimated payment will be the payment for the disaster year that is most beneficial to the producer.</p> <p>The Total Applications Signed is the estimated calculated payment amount of the applications submitted, but not yet approved for payment.</p> <p>The Total Applications Approved is the estimated calculated payment amount of the applications that have been approved for payment.</p> <p>Disclaimer: The payment data reflected on this report includes estimated payment amounts and may vary because of changes in livestock losses, share, producer program eligibility, and payment limitation. The distribution of this report does not in any way obligate FSA to disburse the payment amounts reflected.</p>	

224 Printing and Distributing FSA-901E and FSA-901E-1

A Printing FSA-901E and FSA-901E-1

The Estimated Calculated Payment Report can be printed for a specific producer or for all producers. Follow the steps in this table to print the report.

Note: FSA-901E can also be printed by pressing “Cmd12” on Screen MHAJAC01.

Step	Menu or Screen	Action	Result
1	FAX250	ENTER “3” or “4”, “Application Processing”, as applicable.	Menu FAX09002 will be displayed.
2	FAX09002	If option 4 was selected on Menu FAX250, select the appropriate county.	Menu FAX09001 will be displayed.
3	FAX07001	ENTER “11”, “PFC/DCP/Compliance”.	Menu M00000 will be displayed.
4	M00000	ENTER “1”, “NAP and Disaster”.	Menu MH0000 will be displayed.
5	MH0000	ENTER “15”, “2005-2007 Disaster Programs”.	Menu MHO000 will be displayed.
6	MHO000	ENTER “5”, “Livestock Compensation Program - Payment Processing”.	Menu MHAJN0 will be displayed.
7	MHAJN0	ENTER “5”, “Reports”.	Menu MHAJO1 will be displayed.
8	MHAJO1	Enter either of the following: <ul style="list-style-type: none"> • “2”, “Print Detailed Estimated Calculated Payment Report” • “3”, “Print Summary Estimated Calculated Payment Report”. 	Screen MHAJPRT2 will be displayed.
9	MHAJPRT2	Enter the appropriate printer ID and PRESS “Enter”.	Screen MHAJN701 will be displayed.

224 Printing and Distributing FSA-901E and FSA-901E-1 (Continued)

A Printing FSA-901E and FSA-901E-1 (Continued)

Step	Menu or Screen	Action		Result
10	MHAJN701	Screen MHAJN701 provides several options to print the Estimated Calculated Payment Report. Select either a specific producer or all producers according to the following:		
		Selection	Action	
		ENTER "ALL" for all producers.	ENTER "All" and PRESS "Enter". Note: Do not use this option if applications are being updated on other workstations. Wait until all users have exited the LIP application process.	Reports will be generated for all producers that have an application on the application file. Screen MHAJN701 will be redisplayed.
Process report for a selected producer.	Enter either of the following and PRESS "Enter": <ul style="list-style-type: none"> • last 4 digits of producer's ID number in the "Producer Last Four Digits of ID" field • last name in the "Producer Last Name" field. Note: A partial name may be entered to perform a search for a producer.	Report will be generated if the selected producer has an application on the application file. Screen MHAJN701 will be redisplayed.		

B Distributing FSA-901E and FSA-901E-1

County Offices shall provide producers with a copy of FSA-901E and FSA-901E-1.

225-239 (Reserved)

Part 6 2005-2007 LIP and LCP Automation Payment Provisions**Section 1 Basic 2005-2007 LIP and LCP Payment Processing****240 General Payment Provisions****A Introduction**

This part contains 2005-2007 LIP and LCP provisions for:

- issuing and canceling payments
- computing and transferring overpayments to CRS
- canceling overpayments
- printing the following:
 - pending payment register
 - nonpayment register
 - overpayment register
 - PPH report.

B Obtaining FSA-325

FSA-325 shall 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 2005-2007 LIP or LCP benefits. Payment shall be issued to the individuals or entities requesting payment using the deceased, incompetent, or disappeared producer's ID number. A revised FSA-900 or FSA-901 is **not** required to be completed when payments are issued under the deceased, incompetent, or disappeared producer's ID number.

C Administrative Offset

2005-2007 LIP and LCP payments are subject to administrative offset provisions.

D Assignments

A producer entitled to a 2005-2007 LIP or LCP payment may assign payments according to 63-FI. The LIP program code is "05-07LIP" and the LCP program code is "05-07LCP".

E Bankruptcy

Bankruptcy status does **not** exclude a producer from requesting a 2005/2006/2007 LIP or LCP program benefit.

Contact the OGC Regional Attorney for guidance on issuing 2005-2007 LIP or LCP payments on all bankruptcy cases.

240 General Payment Provisions (Continued)**F Payments Less Than \$1**

The 2005-2007 LIP and LCP payment processes will:

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

G Prompt Payment Due Dates

2005-2007 LIP and LCP payments are subject to the Prompt Payment Act. A prompt payment interest penalty payment is due if the payment is not issued within 30 calendar days from the later of the following:

- producer provides a properly completed application and all supporting documentation required to issue the payment
- software is made available to issue payments.

See 61-FI for additional information on handling prompt payment interest penalties.

H Funds Control for 2005-2007 LIP and LCP Payments

Allotments will be provided to each applicable State Office through the funds control process. Initial allotments to the County Office will be determined by the State Office.

State Office shall contact the National Office to request additional allotments by sending an e-mail to **all** of the following:

- **sandy.bryant@wdc.usda.gov**
- **tina.nemec@wdc.usda.gov**
- **steve.peterson@wdc.usda.gov**
- **lenior.simmons@wdc.usda.gov.**

240 General Payment Provisions (Continued)**I Determining the Most Beneficial Year**

The U.S. Troop Readiness, Veterans' Care, Katrina Recovery and Iraq Accountability Appropriations Act, 2007 (Pub. L. 110-28) provides that assistance be provided to producers that have incurred qualifying losses between January 1, 2005 and February 28, 2007. The producer must choose only 1 year for which they want to receive benefits.

For producers who apply for the 2005, 2006, and 2007 losses, the payment process compares the net payment amounts computed for each year and issues the payment for the most beneficial year if all eligibility requirements have been met. To ensure that the system computes the most beneficial payment for the producer, County Offices shall ensure that:

- all application data is recorded accurately in the system according to:
 - Part 3 for LIP
 - Part 4 for LCP
- eligibility determinations are updated properly in the system according to 3-PL, Part 3
- combined producer information is updated properly in the system for each applicable year
- joint operation information is updated properly in the system for each applicable year.

Failure to update the system properly may result in producers being overpaid or underpaid.

240 General Payment Provisions (Continued)

J Determining Payment Eligibility

The payment process reads the eligibility and multi-county files, for the year associated with FSA-900 or FSA-901, to determine whether a producer or member of a joint operation is eligible to be paid for that year.

If the producer or member is ineligible to be paid, the individual or entity will be listed on the nonpayment register with the applicable message. County Offices shall ensure that eligibility flags are updated properly to ensure that the producer receives the most beneficial payment.

Reminder: Eligibility flags should accurately reflect COC determinations.

The following table identifies:

- eligibility provisions applicable to 2005-2007 LIP and LCP
- which flags are used to determine producer eligibility
- flags that reflect producer or member eligibility or ineligibility.

Important: The applicable 2005, 2006 or 2007 eligibility file information will be used to determine 2005, 2006 or 2007 LIP and LCP payment eligibility.

Eligibility Field	Eligible Flags	Ineligible Flags	Flags Requiring Other Determinations
Person Determination	Y	N, P, Blank	
Controlled Substance	Y	N	
6-CP	Y	N	B
AD-1026	Y	N, A, F	
Fraud, Including FCIC	Y	N	

Notes: A “B” flag in the 6-CP field indicates that the producer is associated with a farm that is in violation of HEL, but has been determined to meet the landlord/tenant exception established in 6-CP.

To ensure that the eligibility file is updated correctly, County Offices shall complete CCC-770 Eligibility according to 3-PL, paragraph 3.

To ensure that the producer has met all program eligibility requirements, complete:

- FSA-770 LIP according to Exhibit 11 for LIP
- FSA-770 LCP according to Exhibit 18 for LCP.

241 Applying Payment Limitation

A Rule

The 2007 payment limitation file will be used for maintaining the 2005-2007 LIP and LCP PLM.

For additional information on payment limitation provisions, see:

- paragraph 44 for LIP
- paragraph 164 for LCP.

B Applying the \$80,000 Payment Limitation

Payments issued to multi-county producers shall be limited to the amount allocated to each County Office for counties in which the producer has filed an application. The producer's control County Office is the only county able to make changes to the PLM totals. County Offices should follow procedures in 2-PL, paragraphs 105 and 106 for requesting updates to the PLM set.

Payments issued to multi-county producers shall be limited to the amount allocated to each County Office for counties in which the producer has filed FSA-900 or FSA-901. The payment process will limit the payment to effective limitation in the payment limitation file. See 2-PL for additional information on payment limitation allocations.

Control County Offices shall see 2-PL, paragraph 180 for additional information on updating payment limitation allocations.

Note: The control County Office may **not** be an eligible 2005-2007 LIP or LCP county, however, the control County Office will still be responsible for updating payment limitation for those counties that are eligible.

241 Applying Payment Limitation (Continued)

C Calculating the Effective Payment Limitation

The effective payment limitation shall be calculated for 2005-2007 LIP or LCP according to the following.

Step	Action
1	Determine the effective payment limitation by multiplying: <ul style="list-style-type: none"> • producer’s available payment limitation for the 2005/2006/2007 LIP or LCP, times • AGI share for producer or member.
2	Round the result to whole dollars.

D When Payment Limitation Is Reached

When the sum of payments in the payment history file or pending payment file exceeds the effective payment limitation for the “person”, the following messages will be printed on the nonpayment register:

- “Producer Has Reached Payment Limitation”
- “Payment Limitation Has Been Exceeded”.

See paragraph 336 for additional information on nonpayment register messages.

242 Payment Calculation Information

A 2005-2007 LIP Payment Rates

The following payment rates are applicable to LIP contract growers and livestock owners.

Year	Kind	Type	Weight Range	Contract Payment Rate	Owner Payment Rate
2005	Beef	Nonadult	Less than 400 pounds		\$132.03
			400 pounds or more		\$173.07
		Adult	Cow		\$260.33
			Bull		\$338.43
	Dairy	Nonadult	Less Than 400 pounds		\$117.00
			400 pounds or more		\$234.00
		Adult	Cow		\$468.00
			Bull		\$468.00
	Buffalo/Beefalo	Nonadult	Less than 400 pounds		\$79.22
			400 pounds or more		\$129.80
		Adult	Cow		\$156.20
			Bull		\$390.00
	Swine	Sows/Boars	Over 450 pounds	\$23.17	\$56.37
		Sows/Boars/Barrows/Gilts	151-450 pounds	\$4.16	\$27.68
		Lightweight Barrows/Gilts	50 to 150 pounds	\$3.27	\$21.77
		Feeder Pigs	Under 50 pounds	\$1.80	\$15.86
	Sheep	Rams			\$11.73
		Ewes			\$11.73
		Lambs			\$28.60
	Goats	Bucks			\$23.45
		Does			\$23.45
		Slaughter Goats/Kids			\$28.60
	Chickens	Layers/Roasters		\$0.10	\$1.68
		Broilers/Pullets		\$0.07	\$0.61
		Chicks			\$0.05
	Turkeys	Toms/Fryers/Roasters		\$0.36	\$3.28
		Poults			\$0.29
Ducks	Ducks		\$0.11	\$0.97	
	Ducklings			\$0.16	
Geese	Goose		\$0.49	\$4.48	
	Gosling			\$0.94	
Deer				\$140.40	
Equine				\$195.00	
Catfish	Food Size			\$0.33	
	Brood Stock			\$0.65	
	Fingerlings and Fry			\$1.10	
Crawfish				\$0.23	
Reindeer				\$169.00	

242 Payment Calculation Information (Continued)

A 2005-2007 LIP Payment Rates (Continued)

Year	Kind	Type	Weight Range	Contract Payment Rate	Owner Payment Rate
2006 and 2007	Beef	Nonadult	Less than 400 pounds		\$130.08
			400 pounds or more		\$167.20
		Adult	Cow		\$244.46
			Bull		\$317.80
	Dairy	Nonadult	Less Than 400 pounds		\$112.78
			400 pounds or more		\$225.55
		Adult	Cow		\$451.10
			Bull		\$451.10
	Buffalo/Beefalo	Nonadult	Less than 400 pounds		\$78.05
			400 pounds or more		\$125.40
		Adult	Cow		\$146.68
			Bull		\$390.00
	Swine	Sows/Boars	Over 450 pounds	\$18.57	\$45.19
		Sows/Boars/Barrows/Gilts	151-450 pounds	\$3.66	\$24.36
		Lightweight Barrows/Gilts	50 to 150 pounds	\$2.89	\$19.21
		Feeder Pigs	Under 50 pounds	\$1.60	\$14.07
	Sheep	Rams			\$8.99
		Ewes			\$8.99
		Lambs			\$24.36
	Goats	Bucks			\$17.97
		Nannies			\$17.97
		Slaughter Goats/Kids			\$24.36
	Chickens	Layers/Roasters		\$0.12	\$1.95
		Broilers/Pullets		\$0.06	\$0.55
Chicks				\$0.06	
Turkeys	Toms/Fryers/Roasters		\$0.39	\$3.52	
	Poults			\$0.29	
Ducks	Ducks		\$0.11	\$0.97	
	Ducklings			\$0.16	
Geese	Goose		\$0.49	\$4.42	
	Gosling			\$0.93	
Deer				\$140.40	
Equine				\$195.00	
Catfish	Food Size			\$0.33	
	Brood Stock			\$0.65	
	Fingerlings and Fry			\$1.10	
Crawfish				\$0.23	
Reindeer				\$169.00	

Note: Only Swine, Chickens, Turkeys, Ducks, and Geese are eligible for contract LIP.

242 Payment Calculation Information (Continued)

B 2005-2007 LIP Payment Calculation

Producers who incur eligible livestock losses in more than 1 of the 2005, 2006, or 2007 calendar years will receive benefits for the most beneficial year. The following calculation is performed to determine the most beneficial year for the 2005-2007 LIP payment for owners and contract growers:

Step	Description
1	For each applicable Disaster Year, multiply the following for contract grower's head loss: <ul style="list-style-type: none"> • number of eligible head loss, times • producer's share, times • payment rate, based on the applicable kind/type.
1A	The following calculation is performed to determine the total dollar value of head losses for each Disaster Year: <ul style="list-style-type: none"> • total of all amounts from step 1, minus • other compensation amount received for the same loss. <p>Notes: The other compensation amount applies to Contract Growers only.</p> <p>If the amount of the other compensation is greater than the calculated amount of livestock losses, the above calculation would be zero.</p>
2	For each applicable Disaster Year, multiply the following for owner's head loss: <ul style="list-style-type: none"> • number of eligible head loss, times • producer's share, times • payment rate, based on the applicable kind/type/weight range.
2A	Total all owner head loss amounts determined in step 2.
3	Total all amounts for contract growers and owners as determined in steps 1A and 2A.
4	Compute the following for each applicable Disaster Year: <ul style="list-style-type: none"> • total amount determined in step 3, minus • reduction. <p>Notes: The reduction is only reduced from the 2005 LIP calculation.</p> <p>If the amount of the reduction is greater than the calculated amount of livestock losses, the above calculation would be zero.</p>
5	The amount determined in step 4 for each applicable Disaster Year is compared and the calculated payment is the most beneficial year for the producer.

Note: Producer or member AGI determination of less than 100 percent will result in a reduced payment amount or zero calculated payments. The reduced payment amount will show as an AGI reduction amount on the pending payment register if a payment can be issued, or show on the nonpayment register if the payment is reduced to zero.

242 Payment Calculation Information (Continued)

C Example of a 2005-2007 LIP Payment Calculation

The following is an example of the 2005-2007 LIP payment calculation. In this example, the producer:

- submits an application for disaster years 2005, 2006 and 2007
- received \$3,000 in other compensation in the 2005 Disaster Year
- received 2005 LIP payment in the amount of \$2,000 (reduction amount).
- has a 100 percent share of all livestock.

The following table contains the application details.

Disaster Year	Contract Grower	Owner	Livestock Kind/Type/Weight	Loss Head Count
2005		X	Sheep/ Rams	5,000
	X		Geese/Goose	50,000
2006		X	Goats/Nannies	20
		X	Crawfish/All	80,000
2007	X		Swine/Lightweight/Barrows/Gilts	200
	X		Swine/Feeder Pigs/Under 50 pounds	300

The following table contains the application calculation with disaster year 2005 being the most beneficial year. See subparagraph B, step 5.

Disaster Year	Step 1	Step 1A	Step 2	Step 2A	Step 3	Step 4
2005	Geese/Goose 50,000 x \$0.49 x 100% = \$24,500	\$ 24,500 – \$ 3,000 \$ 21,500	Sheep/Rams 5,000 x \$11.73 x 100% = \$58,650	\$ 58,650	\$ 21,500 + \$ 58,650 \$ 80,150	\$ 80,150 - \$ 2,000 \$ 78,150
2006			Goats/Nannies 20 x \$17.97 x 100% = \$359 Crawfish/All 80,000 x \$.23 x 100% = \$18,400	\$ 359 + \$ 18,400 \$ 18,759	\$ 18,759	\$ 18,759 - \$ 0 \$ 18,759
2007	Swine/Lightweight/ Barrows/Gilts 200 x \$2.89 x 100% = \$578 Swine/Feeder Pigs/ Under 50 pounds 300 x \$1.60 x 100% = \$480	\$ 578 + \$ 480 \$ 1,058			\$ 1,058	\$ 1,058

Note: Calculations are rounded to whole numbers.

242 Payment Calculation Information (Continued)

D 2005-2007 LCP Payment Rates

The following are the applicable per head payment rates for 2005-2007 LCP payments.

Kind of Livestock	Type	Weight Range	Payment Per Head
Beef	Adult	Cows and Bulls	\$10.66
	Non-adult	500 pounds or more	\$8.00
Dairy	Adult	Cows and Bulls	\$27.72
	Non-adult	500 pounds or more	\$8.00
Buffalo/Beefalo	Adult	Cows and Bulls	\$10.66
	Non-adult	500 pounds or more	\$8.00
Sheep	All		\$2.67
Goats	All		\$2.67
Deer	All		\$2.67
Equine	All		\$7.89
Swine		Less than 45 pounds	\$.32
		45 to 124 pounds	\$.74
		125 to 234 pounds	\$1.28
	Sow	235 pounds or more	\$4.37
	Boar	235 pounds or more	\$2.56
Elk		Less than 400 pounds	\$2.35
		400 pounds to 799 pounds	\$4.37
		800 pounds or more	\$5.76
Poultry	All	Less than 3 pounds	\$.07
	All	3 pounds to 7.9 pounds	\$.13
	All	8 pounds or more	\$.31
Reindeer	All		\$2.35

242 Payment Calculation Information (Continued)

E 2005-2007 LCP Payment Calculation

Producers who incur eligible losses in more than 1 of the 2005, 2006, or 2007 calendar years will receive benefits for the most beneficial year. The producer will receive the lesser of livestock losses or forage losses under LCP. The following table contains the calculation to determine the most beneficial year and the lesser amount of livestock or forage losses.

Step	Description		
1	For each applicable disaster year, the following calculation is made to determine the dollar value of livestock: <ul style="list-style-type: none"> • number of livestock, times • payment rate, based on the applicable kind/type, times • producer's share. 		
1A	Total all amounts determined in step 1 to calculate the total livestock value.		
2	The following calculations are performed to determine the dollar value of forage losses. <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;"> For private land: <ul style="list-style-type: none"> • MAU's¹, times • number of days normally grazed, times • daily value of forage (\$.3553), times • percent of loss. </td> <td style="width: 50%; padding: 5px;"> For Federal/State leased/grazing permit land: <ul style="list-style-type: none"> • AUD's, times • daily value of forage (\$.3553), times • percent of loss. </td> </tr> </table> <p>¹ MAU is determined by the following calculation: number of acres, divided by carrying capacity.</p>	For private land: <ul style="list-style-type: none"> • MAU's¹, times • number of days normally grazed, times • daily value of forage (\$.3553), times • percent of loss. 	For Federal/State leased/grazing permit land: <ul style="list-style-type: none"> • AUD's, times • daily value of forage (\$.3553), times • percent of loss.
For private land: <ul style="list-style-type: none"> • MAU's¹, times • number of days normally grazed, times • daily value of forage (\$.3553), times • percent of loss. 	For Federal/State leased/grazing permit land: <ul style="list-style-type: none"> • AUD's, times • daily value of forage (\$.3553), times • percent of loss. 		
2A	Total the dollar value of feed losses by completing the following calculation for each applicable disaster year: <ul style="list-style-type: none"> • dollar value for forage losses for private land determined in step 2, plus • dollar value for forage losses for Federal/State leased/grazing permit land determined in step 2, plus • additional costs of feed produced or purchased. 		
3	To determine the lesser of livestock value or forage losses, compare the following dollar values determined in steps 1A and 2A for each applicable disaster year: <ul style="list-style-type: none"> • total value of the livestock determined in step 1A • dollar value of feed losses determined in step 2A. <p>Note: If the dollar value of feed losses is zero, zero will be the amount determined for the disaster year.</p>		

242 Payment Calculation Information (Continued)

E 2005-2007 LCP Payment Calculation (Continued)

Step	Description
4	<p>Compute for following for each applicable disaster year:</p> <ul style="list-style-type: none"> the lesser dollar value determined in step 3, minus reduction (applies to 2005 and 2006 only). <p>Notes: If the amount of the reduction is greater than the calculated amount of livestock value or feed losses, the above calculation would be zero.</p> <p>The most beneficial disaster year determined in this step is the amount of the LCP payment.</p>

Note: Producer or member AGI determination of less than 100 percent will result in a reduced payment amount or zero calculated payments. The reduced payment amount will show as an AGI reduction amount on the pending payment register if a payment can be issued, or show on the nonpayment register if the payment is reduced to zero.

F Example of a 2005-2007 LCP Payment Calculation

The following is an example of the 2005-2007 LCP payment calculation. In this example, the producer:

- submits applications for disaster years 2005, 2006, and 2007
- additional costs of feed purchased \$5,000 for each year
- received 2005 LIP payment in the amount of \$2,000 (reduction amount)
- has a 100 percent share of all livestock.

The following table contains the application details.

Disaster Year	Livestock Information		Forage Information				
	Livestock Kind/Type/Weight	Number of Livestock	Pasture Type	Acres	AUD	# Days Grazed	% of Loss
2005	Beef/Adult/Cows and Bulls	200	Private	100		180	50
	Beef/Nonadult/500 lbs or more	300					
2006	Dairy/Adult/Cows and Bulls	400	Leased		18,000		50
	Dairy/Nonadult/500 lbs or more	500			18,000		50
2007	Beef/Adult/Cows and Bulls	200	Private	100		180	30
	Dairy/Nonadult/500 lbs or more	100	Leased		18,000		30

242 Payment Calculation Information (Continued)

F Example of a 2005-2007 LCP Payment Calculation (Continued)

The following table contains the application calculation with disaster year 2006 being the most beneficial year.

Note: The carrying capacity is 30 AC/AU and the daily value of forage is \$.3553 with a 50 percent loss in all disaster years.

Year	Livestock Calculation	Forage/Feed Losses Calculation	Lesser Determination	Total Payment Calculation
2005	$200 \times \$10.66 \times 100\% = \$2,132$ $300 \times \$8.00 \times 100\% = \$2,400$ Total Livestock Losses: \$4,532	Private Land $3.33 \times 180 \times \$0.3553 \times 50\% = \$106 + \$5,000 = \$5,106$	Livestock Losses of \$4,532	\$ 4,532 - <u>\$ 2,000</u> \$ 2,532
2006	$400 \times \$27.72 \times 100\% = \$11,088$ $500 \times \$8.00 \times 100\% = \$4,000$ Total Livestock Losses: \$15,088	Leased Federal Land $18,000 \times \$0.3553 \times 50\% = \$3,198 + \$5,000 = \$8,198$	Forage Losses of \$8,198	\$ 8,198
2007	$200 \times \$10.66 \times 100\% = \$2,132$ $100 \times \$8.00 \times 100\% = \$ 800$ Total Livestock Losses: \$2,932	Private Land: $3.33 \times 180 \times \$0.3553 \times 50\% = \106 Leased Federal Land: $18,000 \times \$0.3553 \times 50\% = \$3,198$ Total Grazed Forage Loss: $\$106 + \$3,198 = \$3,304$ Total Feed Losses: $\$3,304 + \$5,000 = \$8,304$	Livestock Losses of \$2,932	\$ 2,932

243 Issuing 2005-2007 LIP and LCP Payments**A Supporting Files for Integrated Payment Processing**

The 2005-2007 LIP and LCP payment processes are integrated processes that read a wide range of files to determine whether a payment should be issued and the amount that should be issued. For payments to be calculated correctly, all supporting files must be updated correctly, including the following:

- 2005/2006/2007 LIP and LCP application files
- 2005, 2006, and 2007 eligibility files to determine whether the producer is eligible for payment for the year in which an application was filed
- name and address file to determine:
 - producer's name and address
 - whether a producer:
 - is in bankruptcy status
 - has a claim or receivable
 - is dead, missing, or incompetent
- financial services to determine whether a producer has:
 - elected to receive payment by direct deposit
 - an assignment or joint payee
 - 2005, 2006, and 2007 entity files for joint operations to determine the members of the joint operation and each member's share of the joint operation for the year in which an application was filed
 - 2005, 2006, and 2007 combined entity files for members of a combination
 - 2007 payment limitation file for multi-county and combined producers to determine the effective PLM for the producer in the county issuing the payment.

243 Issuing 2005-2007 LIP and LCP Payments (Continued)

B Prerequisites for Issuing Payments

Before issuing a payment, certain actions must be completed to ensure that the producer is eligible for the payment. The following provides actions that must be completed **before** issuing payments. COC, CED, or designee shall ensure that the actions are completed.

Step	Action
1	Ensure that: <ul style="list-style-type: none"> • the following application for payments have been approved according to the applicable paragraphs: <ul style="list-style-type: none"> • FSA-900 for LIP according to paragraph 72 • FSA-901 for LCP according to paragraph 181 • the approval date has been recorded into the system according to paragraph: <ul style="list-style-type: none"> • 110 for LIP • 211 for LCP.
2	Ensure that AD-1026 is on file for producers seeking benefits.
3	Ensure that “person” determinations are completed according to 1-PL for producers seeking benefits.
4	Ensure AGI flags for producers and/or members not meeting AGI provisions have been updated according to 3-PL.
5	Ensure that all eligibility flags have been updated according to the determinations made by COC. See 2-PL. For eligibility requirements, see: <ul style="list-style-type: none"> • paragraph 42 for LIP • paragraph 162 for LCP.
6	Ensure that the 2007 LIP and LCP payment limitation allocations have been received from the producer’s control County Office for multi-county producers, as applicable.
7	Ensure that the 2005, 2006, and/or 2007, as application, joint operation and entity files are updated correctly. See 2-PL.
8	Ensure that the system has been updated properly for producers with direct deposit. See 1-FI.
9	Ensure that the receivable, claim, or other agency claim flag is set to “Y” in the name and address file for producers with outstanding debts.
10	Ensure that all assignments and joint payees have been updated in the system.
11	Ensure that the bankruptcy flag is set to “Y” in the name and address file for producers in bankruptcy status. See 58-FI.

243 Issuing 2005-2007 LIP and LCP Payments (Continued)

C Accessing Payment Processing Main Menus

From Menu FAX250, access the 2005-2007 LIP or LCP Payment Processing Main Menu according to the following table.

Step	Menu or Screen	Action		
1	FAX250	ENTER “3” or “4”, “Application Processing”, as applicable, and PRESS “Enter”.		
2	FAX09002	Enter the appropriate county, if applicable, and PRESS “Enter”.		
3	FAX07001	ENTER “11”, “PFC/DCP Compliance”, and PRESS “Enter”.		
4	M00000	ENTER “1”, “NAP and Disaster”, and PRESS “Enter”.		
5	MH0000	ENTER “15”, “2005-2007 Disaster Programs”, and PRESS “Enter”.		
6	MHO000	IF accessing...	THEN ENTER...	Result The applicable Payment Processing Main Menu will be displayed.
		LIP payment processes	“2”, Livestock Indemnity Program – Payment Processing”, and PRESS “Enter”.	
		LCP payment processes	“5”, “Livestock Compensation Program – Payment Processing”, and PRESS “Enter”.	

243 Issuing 2005-2007 LIP and LCP Payments (Continued)

D Processing 2005-2007 LIP and LCP Payments

County Offices shall issue 2005-2007 LIP and LCP payments according to the following.

Notes: County Offices **are not authorized** to issue typewritten checks.

If a condition occurs that prevents the payment from being issued through the automated payment software, then:

- County Offices shall immediately contact the State Office to explain the circumstances surrounding the situation
- State Offices shall:
 - provide guidance on correcting the condition preventing the payment from being issued
 - contact PECD if additional guidance is needed.

Failure to follow the provisions of this paragraph about typewritten checks could result in disciplinary action.

Step	Action	Result
1	Access the Payment Processing Main Menu according to subparagraph C.	
2	ENTER "1", "Issue Payments", and PRESS "Enter".	The Printer Selection Screen will be displayed.
3	The Printer Selection Screen allows the user to select the printer where the pending and nonpayment registers should be sent after payments have been computed. Enter the printer ID number and PRESS "Enter".	The Producer Selection Screen will be displayed.

243 Issuing 2005-2007 LIP and LCP Payments (Continued)

D Processing 2005-2007 LIP and LCP Payments (Continued)

Step	Action	Result
4	The Producer Selection Screen provides users with the option to process payments for a specific producer or all producers according to the following.	
	Selection	Action
	<p>Process payments for all producers.</p> <p>Process payment for a selected producer.</p>	<p>ENTER "ALL" in the "Enter ALL for all Producers" field and PRESS "Enter".</p> <p>Enter either of the following and PRESS "Enter":</p> <ul style="list-style-type: none"> • last 4 digits of the producer's ID number in the "Producer Last Four Digits of ID" field • producer's last name in the "Producer Last Name" field. <p>Note: If more than 1 producer is found on the name and address file matching the criteria entered, Screen MACR04-01 will be displayed to allow the user to select the desired producer.</p>
5	<p>The Batch Check and Printing Control Screen will be displayed when all payables for eligible producers have been calculated. Payables are sorted into the "B", "A", and "O" payment batches.</p> <p>On the Batch Check and Printing Control Screen, ENTER "Y" next to the applicable payment batch and PRESS "Enter" to continue the batch payment process.</p>	<p>The payables will be passed through the accounting interface for processing. Complete the payment process and print the transaction statements according to 6-FI.</p>

244 Producer Selection Screen

A Example of Producer Selection Screen

Payments can only be processed by producer, however, a variety of options have been developed that provide flexibility in payment processing. Payments can be processed for:

- all producers
- a specific producer by entering the producer’s last name or the last 4 digits of the producer’s ID number.

The following is an example of the Producer Selection Screen.

```
MHxxxxx          000-COUNTY          SELECTION          MHAxxxxxxx
Selection Screen          Version: AE36  05-55-2007 16:10 Term E0
-----
          Enter "ALL" for all Producers:          _____

OR          Producer Last Four Digits of ID:          _____

OR          Producer Last Name
          (Enter Partial Name To Do An Inquiry)          _____

Enter=Continue  Cmd3=Previous Menu
```

244 Producer Selection Screen (Continued)

B Error Messages on Producer Selection Screen

The following describes the error messages that may be displayed on the Producer Selection Screen.

IF the following message is displayed...	THEN...	Action
“Producer Does Not have a LIP or LCP Application on file.”	A valid producer was selected, but the producer does not have an approved application on file for the applicable program.	Ensure that the producer has application on file with a valid approval date.
“Producer is not on the LIP or LCP Application File.”	an ID number was entered, but a match was not found on the application file.	Ensure that the correct ID number is entered or select the producer by entering the producer’s last name.
“Selected Producer ID or range of Producer ID’s conflicts with the Producer ID or range of Producer ID’s on Workstation XX.”	payment for the producer is being processed on another workstation.	PRESS “Enter” to terminate the request.
“Must enter Last Name or Last 4.”	“Enter” was pressed without selecting a producer on the Producer Selection Screen.	Select a specific producer, or all producers.
“Invalid ID Number - Please Try Again.”	an ID number was entered, but the last 4 digits of the producer ID number does not match any active ID number on the name and address file.	Ensure that the correct last 4 digits are entered or, select the producer by entering the producer’s last name.
“More Than 1 Method Used for Producer Selection Field.”	an entry was recorded in more than 1 producer selection field.	Enter producer selection data in only 1 field.

245 Batch Check and Printing Control Screen

A Example of Batch Check and Printing Control Screen

After all payment records for selected producers have been processed and the payment amounts have been calculated, the Batch Check and Printing Control Screen will be displayed if payments can be issued to at least 1 producer who was selected on the Producer Selection Screen.

The Batch Check and Printing Control Screen will be displayed with the number of work records:

- to be processed
- that have been processed
- remaining to be processed.

Note: The number of work records listed **does not** always match the number of CCC-184's to be printed or the number of EFT's to be processed.

Example: If the producer has an assignment and part of the payment is being used to fulfill the assignment, then two CCC-184's will be printed, but only 1 work record will be displayed for processing.

The following is an example of the Batch Check and Printing Control Screen.

```

MHAXNN                000-County                ENTRY                MHAXXXXXX
XXX Payments                Version: XXXX    05-55-2007    16:21    Term E0
-----
                BATCH CHECK and PRINTING CONTROL

Warning    Record count does not accurately reflect check
           count especially when 'A' or 'O' batches are processed.

           28 Check records to be processed
           0 Have been processed
           28 Records remain to be processed

Only one "Y" entry will be accepted.

           17 "B" (regular payments) work records to be processed
           3 "A" (assignments) work records to be processed
           8 "O" (claims/receivables) work records to be processed

                                           Enter-Continue
    
```

245 Batch Check and Printing Control Screen (Continued)**B Sorting Payable Records**

For 2005-2007 LIP and LCP payments, payables are sorted into the following 3 categories.

- “B” - batch payments have no special circumstances. These records are sent in batches of 200 or less.
- “A” - assignment payments marked in the name and address file as having an assignment or joint payee form on file. These records are sent in batches of 100 or less.
- “O” - online payments marked in the name and address file as having 1 of the following flags set to “Y”:
 - receivable
 - claim
 - other agency claim
 - bankruptcy
 - deceased
 - missing
 - incompetent.

Notes: These records are sent in batches of 50 or less.

The “O” batch of payments requires user intervention. See 6-FI.

C Selecting Batches to Print or Suspend

Batches of payments may be selected for processing in several different ways. The following provisions apply to batch payment processing.

- When a batch of payments is selected, that entire batch must be completed before selecting another batch to be printed.
- Batches may be selected in any order.
- After a batch of payments completes printing, the option to select that batch is no longer available.

245 Batch Check and Printing Control Screen (Continued)

D Batch Print Capability

The following lists the options available on the Batch Check and Printing Control Screen.

Selection	Action	Result
Start batch print processing on either of the following batches: <ul style="list-style-type: none"> • “B” • “A”. 	ENTER “Y” in the field before either of the following batches: <ul style="list-style-type: none"> • “B” • “A”. 	Accounting-Checkwriting Screen ANK00201 will be displayed to enter CCC-184 information. See 6-FI.
Start batch print processing on batch “O”.	ENTER “Y” in the field before batch “O”.	Screen ABK10001 will be displayed. See 6-FI. Notes: Screen ABK10001 allows the user to enter amounts in the “Other Payees” field. This field can be used to process payments for producers with name and address flags set to “Y” for: <ul style="list-style-type: none"> • receivable • claim • other agency claim • bankruptcy • deceased • missing • incompetent • nonresident alien. The amount of the setoff and the payee should be known before accessing this batch.

246 2005-2007 LIP and LCP Funds Control Verification**A Funds Control Verification**

2005-2007 LIP and LCP payments use the e-Funds accounting process which controls funding allotments, monitors program spending, and halts program disbursements when the funding allocation has been exhausted. The payment process will function in the normal manner up to the point of sorting the payables into the applicable payment batches.

A check will be performed to ensure that adequate funds are available to process all pending payments in the county.

If the accumulated net payment amount for all pending payments:

- exceeds the funding allotment for the County Office, then:
 - the payment process will be aborted without being issued
 - a Funds Control Exception Report from the Accounting Process will be printed
 - the County Office can process payments individually, or in smaller batches, by producer unless or until an increased funding allotment is obtained
- does not exceed the funding allotment for the County Office, then the payables will be processed in the normal manner. See 6-FI.

246 2005-2007 LIP and LCP Funds Control Verification (Continued)

B Example of Payment Informational Screen

The following is an example of the Payment Informational Screen that will be displayed when the funds control verification process fails on the Accounting side.

Note: When the user presses “Enter”, the LIP or LCP Payment Processing Main Menu will be displayed.

```
                                000 County                                MESSAGE
Payment Informational Screen      Version: AF36 04/10/2006 Term E0
-----
      This is a funds controlled program.

      The payments being processed did not pass the accounting
      verification process. It is possible that the total amount
      of the payments being processed exceeds the available funding
      allocation for the county.

      A verification or exception report should print on the system
      printer or is held on the spool file.

      Refer to the applicable program handbook for additional information."

                                Press 'Enter' to Exit

Enter=Continue
```

247-259 (Reserved)

Section 2 Canceling Payables

260 Canceling Erroneous 2005-2007 LIP and LCP Payments

A Overview

After payment processing has been completed, County Offices shall review transaction statements to ensure that the correct disbursements have been generated. If an error is determined, the payable **shall** be canceled. To cancel the payment, on the Payment Processing Main Menu, ENTER “2”, “Cancel Payables”.

B When to Cancel Payables

Payables **shall be** canceled using the 2005-2007 LIP or LCP payment software, as applicable, **only** when original payable amounts are incorrect and the following apply:

- CCC-184 is available (County Office has physical possession of CCC-184)
- direct deposit records have not been queued or transmitted.

C When to Correct Payable Through the Accounting Application

In some situations, data in the accounting application needs to be corrected and a substitute CCC-184 issued. Use the accounting cancel/issue substitute option according to 1-FI when any of these situations apply:

- payee on an original CCC-184 is incorrect but payable amount is correct
- 1 or more CCC-184's in a printed batch needs to be reprinted
- CCC-184 is lost, stolen, or destroyed
- CCC-184 is expired.

Note: If the computer-generated CCC-184 numbers on CCC-184's do **not** match the preprinted CCC-184 numbers, see 1-FI, paragraph 233.

260 Canceling Erroneous 2005-2007 LIP and LCP Payments (Continued)**D When Not to Cancel Payables Through the LIP and LCP Application Software**

Payables shall **not** be canceled from the 2005-2007 LIP or LCP application software when either of the following situations applies:

- CCC-184 is **not** available

Note: County Office does **not** have physical possession of CCC-184.

- direct deposit record has been queued or transmitted.

Once CCC-184 has been issued to the producer or the direct deposit record queued or transmitted, an overpayment or underpayment situation exists if the payable was incorrect.

If an overpayment or underpayment situation exists, then complete either of the following:

- compute the overpayment according to paragraph 290
- issue additional payment amounts if the producer was underpaid according to paragraph 243.

260 Canceling Erroneous 2005-2007 LIP and LCP Payments (Continued)

E Examples of Payable Cancellation Situations

The following provides examples of when payables shall be canceled and which application should be used for the cancellation.

Situation	Action	
Something on FSA-900 or FSA-901 was entered in the system incorrectly. CCC-184: <ul style="list-style-type: none"> • was generated for the incorrect amount • has not been issued to the producer. 	Cancel the payable through the 2005-2007 LIP or LCP application by: <ul style="list-style-type: none"> • canceling all payables associated with CCC-184 • correcting the situation that caused the incorrect payment to be issued • reissuing the payment through payment processing. 	
Something on FSA-900 or FSA-901 was entered in the system incorrectly. CCC-184: <ul style="list-style-type: none"> • was generated for the incorrect amount • has been issued and mailed to the producer. 	Do not cancel the payable. Correct the situation that caused the payment to be calculated incorrectly.	
	IF the original CCC-184 resulted in the producer being... underpaid	THEN... issue an additional payment to the producer.
	overpaid	compute and transfer the overpayment to CRS according to paragraph 291.
CCC-184 was lost, stolen, or destroyed and notification has been received from ADC that CCC-184 has not been negotiated.	Issue a substitute CCC-184 using the accounting cancel/issue substitute option according to 1-FI.	
CCC-184 has expired, but the statute of limitations has not elapsed.		

260 Canceling Erroneous 2005-2007 LIP and LCP Payments (Continued)

F Instructions for Canceling Payments

Extra caution **shall** be observed when canceling payables to ensure that:

- correct payables are being canceled
- only payables for which CCC-184 is in the County Office or the direct deposit records have not been queued or transmitted to the producer’s financial institution are being canceled
- payables are being canceled through the proper application.

Step	Action	Result
1	Access the Payment Processing Main Menu according to subparagraph 243 C.	
2	On the Payment Processing Main Menu, ENTER “2”, “Cancel Payables”, and PRESS “Enter”.	The Cancel Screen warning message will be displayed.
3	The Cancel Screen warning message is an informational warning screen reminding the user that the payable shall not be canceled if: <ul style="list-style-type: none"> • CCC-184 has been mailed to the producer and is not available in the County Office • EFT has been transmitted to the producer’s financial institution. 	
	IF the payable is...	THEN...
	available	PRESS “Enter” to continue the cancellation process.
	not available	PRESS “Cmd7”.
		The Producer Selection Screen will be displayed. Go to step 4.
		The Payment Processing Main Menu will be redisplayed.

260 Canceling Erroneous 2005-2007 LIP and LCP Payments (Continued)

F Instructions for Canceling Payments (Continued)

Step	Action	Result	
4	The Producer Selection Screen requires the user to enter specific data about the payable to be canceled. See subparagraph 261 A for additional information on the Cancel Screen for canceling a payable.		
	IF the user wants to...	THEN on the Producer Selection Screen...	
	continue with the payable cancellation	<ul style="list-style-type: none"> • enter all of the following data: <ul style="list-style-type: none"> • last 4 digits of the producer’s ID number, or partial name to do an inquiry • transaction number for the payable to be canceled • PRESS “Enter”. 	If there is an active payable on the payment history file that matches the criteria entered, then the Cancel Payable Selection Screen will be displayed. Note: If more than 1 producer is found on the name and address file matching the criteria entered, Screen MACR04-01 will be displayed to allow the user to select the desired producer.
	end processing without canceling a payable	PRESS “Cmd3”.	The Payment Processing Main Menu will be redisplayed.
5	The Cancel Payable Selection Screen provides the user with information about the payable being canceled, including the following: <ul style="list-style-type: none"> • producer name and ID number and type • transaction number for the payable being canceled • date the payable was issued • applicable program • net payment amount. 		

260 Canceling Erroneous 2005-2007 LIP and LCP Payments (Continued)

F Instructions for Canceling Payments (Continued)

Step	Action		Result
5 (Cntd)	IF the user wants to...	THEN on the Cancel Payable Selection Screen...	
	cancel a payable associated with CCC-184	<ul style="list-style-type: none"> • ENTER “X” in the “SEL” field next to the payable for cancellation • ENTER “N” to the question, “Has the payment been mailed or transmitted to the producer?” • PRESS “Cmd5” to cancel the payable. <p>Reminder: The payable shall not be canceled if the check is not available in the County Office.</p>	A verification message will be displayed on the Cancel Payable Selection Screen. If the selections are correct, then PRESS “Cmd5” again and Screen ANK52010 will be displayed. Warning: When “Cmd5” is pressed again, users will not have another opportunity to end processing without canceling the payable.
cancel an EFT payable	<ul style="list-style-type: none"> • ENTER “X” in the “SEL” field next to the payable for cancellation • ENTER “N” to the question, “Has the payment been mailed or transmitted to the producer?” • PRESS “Cmd5” to cancel the payable. <p>Reminder: The payable shall not be canceled if the EFT record has been transmitted.</p>	A verification message will be displayed on the Cancel Payable Selection Screen. If the selection is correct, PRESS “Cmd5” again and Screen ANK52040 will be displayed confirming that the payable has been deleted from the direct deposit file. On Screen ANK53005, PRESS “Enter” to print the producer transaction statement. Warning: When “Cmd5” is pressed again, users will not have another opportunity to end processing without canceling the payable. Note: Screen ANK52020 will be displayed if the selected payable has already been transmitted to the producer’s financial institution. See 6-FI for instructions on establishing the receivable.	

260 Canceling Erroneous 2005-2007 LIP and LCP Payments (Continued)

F Instructions for Canceling Payments (Continued)

Step	Action		Result
5 (Cntd)	IF the user wants to...	THEN on the Cancel Payable Selection Screen...	
	end without canceling	PRESS "Cmd7".	The Payment Processing Main Menu will be redisplayed.
6	Screen ANK52010 requires the user to specify whether or not CCC-184 is available. How this question is answered will determine whether receivables are or are not created. For fiscal tracking purposes, it is very important that this question be answered accurately.		
	IF CCC-184 is...	THEN on Screen ANK52010...	
	available in the County Office and has not been cashed by the producer	<ul style="list-style-type: none"> • ENTER "Y" to the question, "Is the check to be canceled available?" • PRESS "Enter". 	Screen ANK53005 will be displayed. See 6-FI to complete the cancellation process.
	not available	<ul style="list-style-type: none"> • ENTER "N" to the question, "Is the check to be canceled available?" • PRESS "Enter". 	Screen ANK52020 will be displayed. See 6-FI to properly establish the receivable.

261 Cancel Screen for Canceling a Payable

A Example of Cancel Screen for Canceling a Payable

2005-2007 LIP and LCP payments can only be canceled if both of the following are entered on the Producer Selection Screen:

- producer identification, by entering either of the following:
 - the producer’s last name
 - last 4 digits of the producer’s ID number
- transaction number associated with the payable issued to the selected producer.

The payment cancellation process has been developed to restrict the number of payables displayed on the Cancel Screen for canceling a payable. This:

- ensures that the correct payables are displayed for a requested producer
- reduces the possibility that the wrong payable will be canceled accidentally.

The following is an example of the Cancel Screen for canceling a payable.

```

MHAXXX                000-COUNTY                SELECTION    MHAXXXXX
200X XXX Cancel Screen                Version: AE36  04-10-2006 16:45 Term E0
-----
                Producer Last Four Digits of ID:

OR      Producer Last Name
        (Enter Partial Name To Do An Inquiry)

and     Transaction Number

Cmd3=Previous Menu                Enter=Continue
    
```

261 Cancel Screen for Canceling a Payable (Continued)

B Error Messages

The following describes error messages that may be displayed on the Cancel Screen for canceling a payable.

Recommendation: The PPH Report includes all payables issued to the producer with the transaction number for each payable. It is recommended that the County Office use the PPH Report to verify the payable to be canceled.

IF the following message is displayed...	THEN...	Action
“Enter Producer ID & Type or Last 4 of Id or Last Name and Transaction Num.”	“Enter” was pressed without selecting both a producer and transaction number on the Producer Selection Screen.	Select a specific producer and enter the associated transaction number for the payable to be canceled.
“Invalid ID number - Please Try Again.”	either of the following were entered: <ul style="list-style-type: none"> • an ID number and ID type that is not on the name and address file • last 4 digits of the producer ID number do not match any active ID number on the name and address file. 	Ensure that the correct ID number and type, or last 4 digits are entered or, select the producer by entering the producer’s last name.
“Entry must be Blank when entering a Producer ID and Type.”	an entry was recorded in more than 1 producer selection field.	Enter producer selection data in only 1 field.
“Invalid Transaction Number. Please Reenter.”	a valid producer was selected and there are records on the payment history file associated with the producer, but the transaction number entered does not match the transaction number for any payable associated with the producer.	Enter the transaction number associated with the record for the total payable. See the PPH Report to determine transaction numbers. Note: See paragraph 325 for additional information on the data printed on PPH Report.

261 Cancel Screen for Canceling a Payable (Continued)

B Error Messages (Continued)

IF the following message is displayed...	THEN...	Action
<p>“Total Record NOT Found on Payment History for Selected Transaction Number.”</p>	<p>a valid transaction number was entered for a payable associated with the producer, however, the transaction number entered is not for the “total” record.</p>	<p>Enter the transaction number associated with the record for the payable to be canceled. See the PPH Report to determine transaction numbers.</p> <p>Note: See paragraph 325 for additional information on the data printed on the PPH Report.</p>
<p>“Producer Does Not Have an Active Record on the Payment History File.”</p>	<p>a valid producer was selected, but there are no records on the payment history file associated with the selected producer.</p>	<p>Ensure that the correct ID number is entered or select the producer by entering the producer’s last name.</p>
<p>“Selected Producer ID conflicts with the Producer ID on Workstation XX.”</p>	<p>a cancellation for the producer is being processed on another workstation.</p>	<p>PRESS “Enter” to terminate the request.</p>

262 Cancel Screen for Selecting a Payable for Cancellation

A Example of Cancel Screen for Selecting a Payable for Cancellation

After a payable has been selected on the Cancel Screen for canceling a payable, the Cancel Screen for selecting a payable for cancellation will be displayed with data from the payment history file to allow the user to verify the correct payable has been selected.

The following information will be displayed on the Cancel Screen for selecting a payable for cancellation:

- producer name, 4 digit ID number, and ID type
- transaction number for the “total” record
- payment issue date
- net payment amount.

Note: Since the payable was selected by entering the transaction number on the Cancel Screen for canceling a payable, only 1 payable will be displayed on the Cancel Screen for selecting a payable for cancellation.

The following is an example of the Cancel Screen for selecting a payable for cancellation.

```

MHAXXX                      107-Tulare                      SELECT          MHAXXXXX
200X XXX Cancel Screen      Version: AD67    04-12-2006 12:51    Term E0
-----
                          SELECT PAYABLE FOR CANCELLATION

Enter 'X' in the SEL column to select a payable for cancellation

Producer Name:      John Doe                      Producer ID:      6789 S
Transaction Number: W123456789

SEL      Issue Date      Net Payment
---      10-10-200X      $18,235

Has the payment been mailed or transmitted to the producer?  ___

Cmd5=Update      Cmd7=End
    
```

262 Cancel Screen for Selecting a Payable for Cancellation (Continued)

B Required Fields on the Cancel Screen for Selecting a Payable for Cancellation

The following fields require entry on the Cancel Screen for selecting a payable for cancellation.

Field	Description/Action	
SEL	Allows the user to select the payable to be canceled. ENTER "X" next to the payable to be canceled.	
"Has the payment been mailed or transmitted to the producer?" Note: Answering this question may not affect whether receivables are created when the cancellation is complete.	ENTER "Y" or "N".	
	IF...	THEN the...
	"N" was entered Note: This indicates the payment is in the County Office or EFT has not been transmitted.	message, "If selection is correct, PRESS 'CMD5' to verify", will be displayed.
"Y" was entered Note: This indicates the payment has been issued to the producer.	informational message, "Receivables may be created if the user presses 'Cmd5' to continue", will be displayed. This is the last opportunity to exit without canceling.	

262 Cancel Screen for Selecting a Payable for Cancellation (Continued)

C Error Messages on the Cancel Screen for Selecting a Payable for Cancellation

The following describes the error messages that may be displayed on the Cancel Screen for selecting a payable for cancellation and the action that shall be taken.

IF the following message is displayed...	THEN...	Action
"Invalid Response"	something other than "X" was entered in the "SEL" field.	ENTER "X" to select the payable for cancellation.
	something other than "Y" or "N" was entered in the "Has the payment been mailed or transmitted to the producer?" field.	ENTER "Y" or "N".
"If Selection is correct, PRESS 'Cmd5' to verify"	the payable was selected for cancellation and required field entries have been entered.	<p>Do either of the following:</p> <ul style="list-style-type: none"> • if the selected payable is correct, PRESS "Cmd5" again to complete the cancellation • if the selected payable is not correct, PRESS "Cmd7" to end processing. <p>Warning: After "Cmd5" is pressed, user will not have another opportunity to end processing without canceling the payable.</p>

263 Canceling 2005-2007 LIP or LCP Payment Process**A When Not to Cancel a Payable During Batch Processing**

Paragraph 243 provides procedures for the LIP and LCP payment process and steps to be taken during system processing. A problem will result if a user cancels the payment process from the system console. The payment process should **not** be canceled once processing has begun. As a result of canceling the payment process:

- the payment data for all “B”, “A”, and “O” batches is left behind on the system in such a way that the data can no longer go through the accounting process
- there is no way to complete issuing payments to producers in those payment batches as the system is designed to continue processing
- producers will **not** be issued a 2005-2007 LIP or LCP payment
- County Offices will require assistance from the National Help Desk if a 2005-2007 LIP or LCP payment process has been erroneously canceled.

B Identifying an Erroneously Canceled Payment Process

County Offices can recognize the problem in 1 of 2 ways.

- A single producer is selected for processing on the Producer Selection Screen. If that producer was involved in a previously canceled payment batch, then the payment screens will display as if a payment is being calculated, but will return the user to the Payment Processing Main Menu without displaying the Batch Check and Printing Control Screen.
- After running a payment batch, any producer involved in the previously canceled payment batch will not be listed on either the pending or nonpayment register.

The National Help Desk should be contacted if a 2005-2007 LIP and LCP payment batch has been erroneously canceled.

264-279 (Reserved)

Section 3 Overpayment Processing

280 General Overpayment Provisions

A Introduction

The 2005-2007 LIP and LCP payment processes are integrated processes that read a wide range of files to determine whether payments issued to a producer were earned in full or in part.

Overpayments shall be calculated for all producers at least once every 60 calendar day.

B Running the Overpayment Process

Overpayments may be calculated at any time by either of the following methods:

- all producers
- specific producer.

However, the system will force an “ALL” process to be run every 60 calendar days. If it has been 60 calendar days since the last “ALL” overpayment batch has been run, then the message, “The Overpayment File is more than 60 calendar days old. All overpayments must be run; do you want to run an all overpayment cycle at this time? ENTER ‘Y’ to run the all cycle or ‘N’ to end this process.”, will be displayed.

Note: An “ALL” overpayment batch must be completed the first time option 1, “Compute Overpayments”, on the Overpayment Processing Menu.

If this message is received, then overpayments may **not** be processed for a specific producer until the “ALL” batch has been completed.

Note: Each time the overpayment process is run, the previous overpayment file will be deleted.

C Required Processing

Overpayments shall be calculated for all producers at least once every 60 calendar days to ensure that:

- producers are timely notified of overpayments
- the finality rule will not apply.

280 General Overpayment Provisions (Continued)**D Collecting Overpayments**

County Offices shall take necessary action to collect overpayments **immediately** upon determining that a legitimate overpayment exists. Before an overpayment is transferred to CRS, County Offices shall:

- verify the debt is actually owed to CCC
- correct the condition causing the overpayment if the overpayment is not legitimate.

E Overpayment Less Than \$100

See 58-FI for small balance write-offs or debts of \$25 to \$100.

F DD Review

DD's shall review the overpayment register to ensure that County Offices are:

- running the overpayment process in a timely manner
- collecting overpayments in a timely manner
- correcting information in the system that creates an erroneous overpayment condition.

G Register Retention

County Offices shall retain copies of 2005-2007 LIP and LCP overpayment registers for 1 year from the date the overpayment register is prepared.

281 Charging Interest

A Introduction

Program interest shall be charged on all 2005-2007 LIP and LCP overpayments to producers when the:

- producer becomes ineligible after payments have been issued
- COC has determined fraud, scheme, or device for the producer.

B When Program Interest Applies

A producer will be charged program interest if COC determines that the producer is ineligible for payment. Reasons for ineligibility include, but are not limited to, the following:

- erroneously or fraudulently represented any fact affecting a determination
- knowingly adopted a scheme or device that tends to defeat the purposes of 2005-2007 LIP or LCP
- misrepresented their interest and subsequently received a 2005-2007 LIP and/or LCP payment
- did **not** meet commensurate contribution requirements for “person”
- does **not** meet AGI requirements
- does **not** meet conservation compliance provisions
- does **not** meet controlled substance provisions.

Program interest for ineligible producers shall be charged from the date of disbursement. The system will compute this interest when the overpayment is transferred to CRS.

C When Not to Charge Interest

Interest shall **not** be charged if the producer:

- is not determined to be ineligible as defined in subparagraph B
- returns CCC-184 without being cashed
- refunds the payment voluntarily.

282 Debt Basis Codes**A Introduction**

The debt basis code is the code transferred to CRS that identifies the reason for the debt. The system will default to the appropriate code coinciding with the message printed on the overpayment register. Under certain conditions, the displayed debt basis code may be changed. However, it is important that the debt basis code transferred to CRS is correct to track all overpayments.

B Overpayments Found as Result of Audits

If an overpayment is discovered as the result of an audit, the first 2 digits of the debt basis code **must** be changed to “19”. The system will then require that the audit number that identified the overpayment be entered in the “Audit No.” field.

282 Debt Basis Codes (Continued)

C Allowable Basis Codes

The appropriate debt basis code will be displayed based on the condition that caused the overpayment, however, in some cases the code displayed should be changed to:

- “10-421” if the producer did not comply with program requirements
- “10-423” for fraud, scheme, or device.

The following identifies the system-displayed debt basis codes and specifies whether the code can be changed.

IF the overpayment message is...	THEN the system will default the basis code to...	AND the debt basis code...
“Producer has exceeded effective payment limitation.”	“10-426”	cannot be changed.
“Producer is not eligible due to person determination status.”	“10-427”	can be changed to: <ul style="list-style-type: none"> • “10-421” or “19-421” • “10-423” or “19-423” • “10-428” or “19-428” • “10-429” or “19-429”.
“Producer is not eligible due to AD-1026 certification status.”		
“Producer is not eligible due to conservation compliance violation.”		
“Producer is not eligible due to controlled substance violation.”		
“Producer is not eligible due to Fraud, including FCIC, violation.”		
“Producer does not meet AGI provisions.”		
“Total payments issued to the producer or member exceeds the earned payment amount on the application.”	“10-428”	can be changed to: <ul style="list-style-type: none"> • “10-421” or “19-421” • “10-423” or “19-423” • “10-428” • “10-429” or “19-429”.

282 Debt Basis Codes (Continued)

C Allowable Basis Codes (Continued)

IF the overpayment message is...	THEN the system will default the basis code to...	AND the debt basis code...
any of the following: <ul style="list-style-type: none"> • “Application is not approved for payment.” • “Producer is a federal entity and not eligible for program benefits.” • “Member information not found for the joint operation.” • “Application is approved, but producer ID number and/or business type is not valid for payment purposes.” 	“10-429”	cannot be changed.

D Interest Information

The following interest information must be recorded if the debt basis code is “10-421”, “10-423”, “10-427”, “19-421”, “19-423”, or “19-427”:

- interest start date should be the date of the original 2005-2007 LIP and LCP disbursement, as applicable
- interest rate:
 - must be greater than 0 and less than 25
 - should be the applicable late payment interest rate in effect on the date the original payment was disbursed. See 50-FI for interest rates.

283-289 (Reserved)

290 Computing Overpayments**A Accessing Overpayment Processing Menus**

2005-2007 LIP and LCP overpayment processing options are accessed from their respective Payment Processing Main Menu. Access each of the Payment Processing Main Menus according to subparagraph 243 C.

B Example of Overpayment Processing Menu

The following is an example of the Overpayment Processing Menu.

```
Command                                MHAXXX                                E0
200X XXX Overpayment Processing Menu
-----
      1. Compute Overpayments
      2. Reprint Overpayment Register
      3. Transfer Overpayments to CRS
      4. Cancel Overpayments

      20. Return to Application Primary Menu
      21. Return to Application Selection Menu
      22. Return to Office Selection Screen
      23. Return to Primary Selection Menu
      24. Sign off

Cmd3=Previous Menu

Enter option and press "Enter".
```

290 Computing Overpayments (Continued)

C Processing Overpayments

County Offices shall compute 2005-2007 LIP and LCP overpayments according to the following.

Step	Action	Result	
1	Access the Payment Processing Main Menu according to subparagraph 243 C.		
2	ENTER "1", "Compute Overpayments", and PRESS "Enter".	The Printer Selection Screen will be displayed.	
3	<p>The Printer Selection Screen allows the user the select the printer where the overpayment register should be sent after overpayments have been computed.</p> <ul style="list-style-type: none"> Enter the printer ID number. PRESS "Enter". 	The producer overpayment Selection Screen will be displayed.	
4	The producer overpayment Selection Screen provides users with several options for processing overpayments. Select either a specific producer or all producers according to the following.		
	Selection	Action	Result
	Process overpayments for all producers.	ENTER "ALL" in the "Enter all for all Producers" field, and PRESS "Enter".	The overpayment process will run for all producers on the payment history file to determine which producers are overpaid.
Process overpayments for a selected producer.	<p>Enter either of the following and PRESS "Enter":</p> <ul style="list-style-type: none"> last 4 digits of the producer's ID number in the "Producer Last Four Digits of ID" field producer's last name in the "Producer Last Name" field. 	<p>If the selected producer is on the payment history file, then the overpayment process will run for the selected producer to determine whether the producer is overpaid.</p> <p>Note: If more than 1 producer is found on the name and address file matching the criteria entered, Screen MACR04-01 will be displayed to allow the user to select the desired producer.</p>	
5	<p>After the overpayment computation process has completed:</p> <ul style="list-style-type: none"> the Overpayment Processing Menu will be redisplayed the overpayment register will be sent to the printer selected in step 3. 		

290 Computing Overpayments (Continued)

D Error Messages

The following provides messages that may be displayed while computing overpayments.

Message	Reason for Message	County Office Action	
		IF the...	THEN...
“Invalid ID Number - Please Try Again.”	The producer selected is not on the payment history file.	correct producer was selected	no action is necessary because the producer: <ul style="list-style-type: none"> • has not been issued a payment • is not overpaid.
		incorrect producer was selected	re-enter the correct producer selection criteria.
“More Than 1 Method Used for Producer Selection.”	An entry was recorded in more than 1 producer selection field.	Enter producer selection data in only 1 field.	
“Must enter Producer ID and Type, Last Name, or Last 4.”	“Enter” was pressed without selecting a producer on the producer overpayment Selection Screen.	Select a specific producer or all producers.	
“The Overpayment File is more than 60 calendar days old. All overpayments must be run; do you want to run an all overpayment cycle at this time? ENTER ‘Y’ to run the cycle or ‘N’ to end this process.”	An “ALL” overpayment batch has not been run in the last 60 calendar days, and the user is trying to process a producer or selected producers.	An “ALL” overpayment batch must be completed before overpayments can be processed for a specific producer or selected producers.	
“The overpayment process is currently being processed on another workstation. Please try again after the process has completed. PRESS “Enter” to terminate this request.”	The overpayment process can only be accessed from 1 workstation at a time.	Access the overpayment process after the current overpayment job is completed from the other terminal.	

291 Transferring Overpayments to CRS

A Action Required Before Establishing Receivables

Before any overpayment is transferred to CRS, County Offices shall verify that the overpayment amount listed on the overpayment register is actually a debt due by the producer. If it is determined that the overpayment is **not** a legitimate overpayment, County Offices shall correct conditions causing the producer to be erroneously listed on the overpayment register. This will ensure that the overpayment is not inadvertently transferred to CRS.

B Transferring Amounts to CRS

Once it has been determined that the producer is actually overpaid and that a receivable should be established, County Offices shall transfer the overpayment to CRS according to the following.

Step	Action	Result
1	Access the Overpayment Processing Menu according to subparagraph 290 C.	
2	ENTER "3", "Transfer Overpayments to CRS", and PRESS "Enter".	The Producer Selection Screen will be displayed. Note: The message, "No Overpayments To Be Selected", will be displayed if there are not any calculated overpayments on the overpayment file.

291 Transferring Overpayments to CRS (Continued)

B Transferring Amounts to CRS (Continued)

Step	Action	Result
3	The Producer Selection Screen provides users with several options for selecting which overpayment amounts listed on the overpayment register should be transferred to CRS. Select either a specific producer or all producers according to the following.	
	Selection	Action
	Display all producers listed on the overpayment register.	All producers listed on the most recently computed overpayment register will be displayed on the Overpayments Selection Screen.
	Display a selected producer listed on the overpayment register.	The Overpayments Selection Screen will be displayed with general information about all overpayments for the selected producer. Note: If more than 1 producer is found on the name and address file matching the criteria entered, Screen MACR04-01 will be displayed to allow the user to select the desired producer.
	Enter either of the following and PRESS "Enter": <ul style="list-style-type: none"> • last 4 digits of the producer's ID number in the "Producer Last Four Digits of ID" field • producer's last name in the "Producer Last Name" field. PRESS "Enter".	

291 Transferring Overpayments to CRS (Continued)

B Transferring Amounts to CRS (Continued)

Step	Action	Result
4	The Overpayments Selection Screen allows users to select which overpayments should be transferred to CRS.	
	<p>IF the user wants to...</p>	
	<p>THEN...</p>	
	<p>continue with the transfer process</p> <ul style="list-style-type: none"> • ENTER “X” in the “Sel” column next to each overpayment that should be transferred to CRS • PRESS “Cmd5”. <p>Note: If more than 9 overpayment records exist for the producers selected on the Overpayments Selection Screen, the roll keys should be used to scroll through the list until all overpayment amounts are selected.</p>	<p>The Overpayments Transfer Confirmation Screen will be displayed for each overpayment amount selected for transfer to CRS.</p> <p>Note: If the producer is a joint operation, the Overpayments Transfer Confirmation Screen will be displayed for:</p> <ul style="list-style-type: none"> • each member of the joint operation that has an overpayment condition • the joint operation.
	<p>end the process without transferring the overpayment to CRS</p>	<p>PRESS “Cmd7”.</p> <p>The Overpayment Processing Menu will be redisplayed.</p>

291 Transferring Overpayments to CRS (Continued)

B Transferring Amounts to CRS (Continued)

Step	Action	Result		
5	<p>The Overpayments Transfer Confirmation Screen will be displayed for each selected overpayment. Users have the option of:</p> <ul style="list-style-type: none"> • skipping the overpayment without transferring it to CRS • transferring the calculated data to CRS as is • adjusting the data displayed for the overpayment before the data is transferred to CRS. <p>Note: Depending on the type of overpayment, County Offices can adjust some of the data displayed on the Overpayments Transfer Confirmation Screen according to subparagraph 294 B.</p>			
	IF the user wants to...	THEN...		
	transfer the data to CRS as it is displayed	PRESS "Enter" to display the next overpayment record.	IF... there are additional overpayment records that were selected on the Overpayments Selection Screen	THEN... the Overpayments Transfer Confirmation Screen will be redisplayed each time "Enter" is pressed.
			all overpayment records have been processed	<ul style="list-style-type: none"> • PRESS "Cmd5" to transfer the overpayment to CRS • the Overpayments Screen for batch overpayment printing control will be displayed.

291 Transferring Overpayments to CRS (Continued)

B Transferring Amounts to CRS (Continued)

Step	Action		Result	
	IF the user wants to...	THEN...	IF...	THEN...
5 (Cntd)	adjust the data before transferring the overpayment to CRS	<ul style="list-style-type: none"> adjust the data according to subparagraph 294 B PRESS "Enter" to display the next overpayment record. 	there are additional overpayment records that were selected on the Overpayments Selection Screen	the Overpayments Transfer Confirmation Screen will be redisplayed each time "Enter" is pressed.
			all overpayment records have been processed	<ul style="list-style-type: none"> PRESS "Cmd5" to transfer the overpayment to CRS the Overpayments Screen for batch overpayment printing control will be displayed.
	skip the displayed overpayment record	PRESS "Cmd2".	The Overpayments Transfer Confirmation Screen will be redisplayed with data for the next overpayment record.	
end the process without transferring any overpayments to CRS	PRESS "Cmd7".	The Overpayment Processing Menu will be redisplayed.		

291 Transferring Overpayments to CRS (Continued)

B Transferring Amounts to CRS (Continued)

Step	Action	Result
6	<p>The Overpayments Screen for batch overpayment printing control will be displayed for the overpayments processed on the Transfer Overpayments Selection Screen. Overpayments are sorted into the “B” and “O” overpayment batches. See paragraph 295 for a complete description of the payment batches.</p> <p>On the Overpayments Screen for batch overpayment printing control, do either of the following.</p>	
	<p>IF the user wants to...</p>	<p>THEN ENTER...</p>
	<p>complete the overpayment transfer process for either of the payment batches</p>	<p>“Y” next to the overpayment batch to be processed.</p> <p>Note: The entire batch must be completed before the next payment batch can be processed.</p>
	<p>suspend the overpayment batch for later processing</p>	<p>The payables are passed through the accounting interface for processing. Complete the overpayment process and print the notification letter according to 67-FI.</p> <p>“N” next to any of the overpayment batches.</p> <p>The Overpayment Processing Menu will be redisplayed.</p>

292 Producer Selection Screen for Overpayments

A Example of Producer Selection Screen for Overpayments

The following is an example of the Producer Selection Screen for overpayments. Overpayments can only be processed by producer. However, a variety of options have been developed to provide flexibility in overpayment processing. Overpayments can be processed for:

- all producers
- a specific producer by entering the producer’s last name or the last 4 digits of the producer’s ID number.

Note: The Producer Selection Screen for overpayments is used in processing the following:

- compute overpayments
- transfer overpayments to CRS.

```

MHAXXX          000-County          SELECTION      MHAXXXXX
2005 XXX Selection Screen          Version: AE39      05-55-2007  14:56  Term E0
-----
Enter "ALL" for all Producers          _____
OR   Producer Last Four Digits of ID:  _____
OR   Producer Last Name
      (Enter Partial Name To Do An Inquiry) _____

Enter=Continue  Cmd3=Previous Menu
    
```

292 **Producer Selection Screen for Overpayments (Continued)**

B Error Messages on Producer Selection Screen for Overpayments

The following describes the error messages that may be displayed on the Producer Selection Screen for overpayments.

Error Message	Explanation	Action
"Must Enter Producer's Last Name, or Last 4 digit ID. "	"Enter" was pressed without selecting a producer on the Producer Selection Screen for overpayments.	Select a specific producer or all producers.
"Invalid ID number - Please Try Again."	An ID number was entered that is not on the name and address file.	Ensure the correct ID number is entered or select the producer by entering the producer's last name.
"No Producer Selected - Please Try Again."	The last 4 digits of an ID number were entered, but a match was not found on the name and address file.	Ensure that the correct last 4 digits of the ID number are entered or select the producer by entering the producer's last name.
<ul style="list-style-type: none"> • "Entry Must Be Blank When Entering Last 4 of Producer ID." • "Entry Must Be Blank When Entering a Producer Last Name." 	An entry was recorded in more than 1 producer selection field.	Enter producer selection data in only 1 field.

293 Overpayments Selection Screen

A Example of Overpayments Selection Screen

After producers with overpayments have been selected on the Producer Selection Screen for overpayments, all overpayment records for the selected producers will be displayed on the Overpayments Selection Screen. General data applicable to the overpayment will be displayed, including:

- producers name, ID number, and ID type
- net overpayment amount.

Note: If a member of a joint operation is listed on the overpayment register, then the joint operation will be listed on the Overpayments Selection Screen. The overpayment data for the member will not be displayed until the Overpayments Transfer Confirmation Screen is displayed.

```

MHXWXX                107-TULARE                CONTROL                MHAXXXXX
2005 XXX Overpayments                Version: AE39 04-12-200X 14:59 TERM E0
-----
Enter an 'X' in the SEL column to select producer for overpayment processing

SEL Producer name                Producer ID                Overpayment
                                Amount
                                A JOHNSON                6789 S                $750
Cmd5=Update    Cmd7=End
    
```

B Selecting Overpayments To Be Transferred to CRS

Overpayment amounts computed for selected producers will be displayed on the Overpayments Selection Screen. Select each overpayment record that should be transferred to CRS by entering “X” in the “SEL” field.

Note: Only select overpayment records that have been verified as a true debt. Do **not** select any overpayment record that should not be sent to CRS.

If there are more than 9 overpayment records for producers selected on the Overpayments Selection Screen, use the roll keys to scroll through the producers displayed on the screen to “indicate” the records that should be transferred. ENTER “X” in the “SEL” field next to each overpayment that should be transferred to CRS.

When all overpayments have been “indicated”, PRESS “Cmd5” to continue the CRS transfer process.

Note: None of the data displayed on the Overpayments Selection Screen can be modified.

293 Overpayments Selection Screen (Continued)

C Error Messages

The following describes the error messages that may be displayed on the Overpayments Selection Screen.

Error Message	Explanation	Action	
"Invalid Response - Only Cmd5 and Cmd7 are allowed."	Something other than "Cmd5" or "Cmd7" was pressed.	IF all overpayment records...	THEN...
		have been "marked" for transfer	PRESS "Cmd5" to continue with the transfer process.
have not been "marked" for transfer	<ul style="list-style-type: none"> • place "X" in the "SEL" field next to each overpayment that should be transferred to CRS • PRESS "Cmd5" to continue with the transfer process. 		
"Invalid Response - Enter 'X' to Select Overpayment."	Something other than "X" was entered in the "SEL" field.		

294 Overpayments Transfer Confirmation Screen

A Example of Overpayments Transfer Confirmation Screen

After overpayments have been selected for transfer, the Overpayments Transfer Confirmation Screen will be displayed for:

- each selected overpayment record
- members of joint operations.

County Offices are allowed to adjust overpayment data on the Overpayments Transfer Confirmation Screen before transferring the overpayment to CRS. See subparagraph B for additional information on which fields can be adjusted.

Important: Adjust overpayment data on the Overpayments Transfer Confirmation Screen before transferring the overpayment to CRS. The data cannot be adjusted after it is updated in CRS.

The following is an example of the Overpayments Transfer Confirmation Screen.

```

MHAXXX          107-TULARE          Selection      MHAXXXXX
2005 xxx Overpayments          Version: AE39  04-12-2006 16:02 TERM E0
-----
Producer ID/Name      6789 S      SAM JOHNSON
Member ID/Name

Basis Code 10427

Overpayment Amount:           $750

Interest Start Date          Interest Rate
      _____          _____

Cmd7=End  Cmd5=Transfer Selected Records
Cmd2=Skip this Payment                               Enter=Continue
    
```

294 Overpayments Transfer Confirmation Screen (Continued)

B Fields on Overpayments Transfer Confirmation Screen

The following describes the fields on the Overpayments Transfer Confirmation Screen and provides an explanation of the information displayed. County Offices are allowed to adjust or modify certain data depending on the type of overpayment that exists.

Field	Information Displayed	What Can Be Changed
Producer ID/Name	The producer's or entity's: <ul style="list-style-type: none"> • ID number and type • name. 	
Member ID/Name	If the entity is a joint operation, the member's: <ul style="list-style-type: none"> • ID number and type • name. 	
Basis Code	The basis code associated with the overpayment.	The basis code will be displayed based on the reason for the overpayment. Only certain debt basis codes can be changed. See paragraph 282 for additional information on debt basis codes. Note: The debt basis code cannot be changed for members of joint operations. If the debt basis code should be changed, change the debt basis code displayed on the joint operation record.
Audit No.		If the debt basis code is changed to one that begins with "19", the "Audit No." field will be displayed so the audit number that identified the overpayment can be entered.
Overpayment Amount	The amount of the overpayment.	The overpayment amount may be reduced or increased. If the overpayment is changed, a reason code must be entered. Note: The amount cannot be adjusted if the record displayed is for a joint operation. If the overpayment amount should be adjusted, adjust the applicable member's record.
Pay Limit Amount	All amounts will be displayed in the "Overpayment Amount" field except those resulting from a payment limitation overpayment. Note: Only the applicable field will be displayed.	

294 Overpayments Transfer Confirmation Screen (Continued)

B Fields on Overpayments Transfer Confirmation Screen (Continued)

Field	Information Displayed	What Can Be Changed
Interest Start Date		<p>An entry is required in this field if the debt basis code is any of the following:</p> <ul style="list-style-type: none"> • “10-421” or “19-421” • “10-427” or “19-427”. <p>Note: The interest start date should be the date of the original 2005-2007 LIP or LCP disbursement.</p>
Interest Rate		<p>An entry is required in this field if the debt basis code is any of the following:</p> <ul style="list-style-type: none"> • “10-421” or “19-421” • “10-427” or “19-427”. <p>Note: The interest rate:</p> <ul style="list-style-type: none"> • must be greater than 0 and less than 25 • should be the applicable late payment interest rate in effect on the date the original payment was disbursed. See 50-FI for interest rates.

294 Overpayments Transfer Confirmation Screen (Continued)

C Error Messages

The following describes the error messages that may be displayed on the Overpayments Transfer Confirmation Screen.

Error Message	Explanation	Action
“Invalid Entry - Basis Code Must be Entered.”	The displayed debt basis code was removed and a valid debt basis code was not entered.	Enter a valid debt basis code. See paragraph 282 for additional information on valid debt basis codes.
“Invalid Basis Code - Please Re-enter.”	The displayed debt basis code was changed to an invalid debt basis code.	
“Interest Start Date & Interest Rate Required for This Debt Basis Code.”	An interest start date and/or interest rate were not entered.	Enter the following: <ul style="list-style-type: none"> • date the payment was originally issued • interest rate in effect on the date the payment was issued.
“Interest Rate Required for This Debt Basis Code.”	An interest start date was entered, but an interest rate was not entered.	Enter interest rate in effect on the date the payment was issued.
“Invalid Date - Please Re-enter.”	The interest start date entered is a date before the payment was issued.	Enter the date the payment was issued. Print PPH Report to determine the payment issue date.
“Interest Start Date Cannot be Greater than Current Date.”	The interest start date entered is greater than the system date.	
“Invalid Entry - Interest Rate Cannot Exceed 25.00.”	An invalid interest rate was entered.	See 50-FI for interest rates.

294 Overpayments Transfer Confirmation Screen (Continued)

C Error Messages (Continued)

Error Message	Explanation	Action	
"Reason Code Required If Overpayment Amount is Adjusted."	The overpayment amount displayed was either increased or decreased.	Enter 1 of the following reason codes to justify the adjustment:	
"Invalid Entry - Press Cmd13 for List of Valid Reason Codes."	An invalid reason code was entered.	<ul style="list-style-type: none"> • "1" - Eligibility is Incorrect • "2" - Payment Limitation • "3" - Finality Rule • "9" - Other. <p>Note: "Cmd13" can also be pressed to display a pop-up screen with the applicable reason codes.</p>	
"Invalid Response - Only Cmd2, Cmd7, and ENTER are allowed."	Something other than "Cmd2", "Cmd7", or "Enter" was pressed on a screen displaying an overpayment for a member of a joint operation.	IF the displayed overpayment record should be...	THEN...
		transferred to CRS	PRESS "Enter" to continue the transfer process.
		skipped	PRESS "Cmd2".

295 Overpayments Screen for Batch Overpayment Printing Control

A Example of Overpayments Screen for Batch Overpayment Printing Control

After overpayments have been confirmed for transfer to CRS, the Overpayments Screen for batch overpayment printing control will be displayed with the number of overpayment work records:

- to be processed
- that have been processed
- remaining to be processed.

The following is an example of the Overpayments Screen for batch overpayment printing control.

```

MHAXX          000 County          ENTRY          MHAXXXXX
2005 XXX Overpayments          Version: AE39  04-12-2006 16:05 Term E0
-----
                                BATCH OVERPAYMENT PRINTING CONTROL

                                5 Records to be processed
                                0 Have been processed
                                5 Records remain to be processed

Enter (Y)es to start or continue a Batch Print Processing.

Only one "Y" entry will be accepted.

                                5 "B" (regular overpayment) work records to be processed
                                0 "O" (Joint Operation) work records to be processed

                                                                Enter-Continue

```

B Sorting Overpayment Records

Overpayments are sorted into the following 2 categories for 2005-2007 LIP and LCP payments.

- “B”atch - regular overpayments that have no special circumstances. These records are sent in batches of 75 or less.
- “O”nline - overpayments records for producers with the following entities types are sent in batches of 10 or less:
 - General Partnership
 - Joint Venture
 - Limited Partnership
 - Trust – Revocable.

295 Overpayments Screen for Batch Overpayment Printing Control (Continued)

C Selecting Batches to Print

Batches of overpayments may be selected to complete the CRS transfer process and print the initial notification letter. The following provisions apply to the batch overpayment processing.

- When an overpayment batch is selected, that entire batch must be completed before selecting the other batch.
- Batches may be selected in either order.
- After an overpayment batch completes printing, the option to select that batch is no longer available.

296 **Canceling Overpayments**

A Overview

If it is discovered that an overpayment has been transferred to CRS erroneously, then the overpayment **cannot** be canceled until subsequent transactions, such as collections applied to the receivable, have been canceled in CRS.

Note: See 67-FI for additional information about deleting receivable collections.

If an error is determined, then the overpayment shall be canceled by accessing option 4, “Cancel Overpayments”, on the Overpayment Processing Menu.

B Steps to Cancel Overpayments

The overpayment cancellation process has been developed to restrict the number of overpayments displayed on the overpayments Cancel Screen. This:

- ensures that the correct overpayment is displayed for a requested producer
- reduces the possibility that the wrong overpayment is accidentally canceled.

County Offices shall take extra caution to ensure that the correct overpayment is selected for cancellation by printing PPH Report according to paragraph 325.

Cancel erroneous overpayments according to the following.

Step	Action	Result
1	Access the Overpayment Processing Menu according to paragraph 290.	
2	ENTER “4”, “Cancel Overpayments”, and PRESS “Enter”.	The Cancel Screen for selecting a producer to cancel an overpayment will be displayed.
3	The Cancel Screen for selecting a producer to cancel an overpayment requires the user to enter specific data about the payable to be canceled. See subparagraph 297 A for additional information on the Cancel Screen for selecting a producer to cancel an overpayment.	

296 Canceling Overpayments (Continued)

B Steps to Cancel Overpayments (Continued)

Step	Action		Result
3 (Cntd)	IF the user wants to...	THEN...	
	continue with the overpayment cancellation	<ul style="list-style-type: none"> • enter the following data: <ul style="list-style-type: none"> • last 4 digits of the producer's ID number, or the producer's last name • transaction number for the overpayment to be canceled <p>Notes: These are identified on the PPH Report with "RECV" as the payment type.</p> <p>If the overpayment was established for a joint operation, the transaction number for the joint operation must be entered.</p> <ul style="list-style-type: none"> • PRESS "Enter". 	If there is a receivable record on the payment history file that matches the criteria entered, the Overpayments Cancellation Screen will be displayed. <p>Note: If more than 1 producer is found on the name and address file matching the criteria entered, Screen MACR04-01 will be displayed to allow the user to select the desired producer.</p>
	end processing without accessing the overpayment	PRESS "Cmd7".	The Overpayment Processing Menu will be redisplayed.
4	The Cancel Screen for selecting overpayment for cancellation provides users with information about the overpayment being canceled, including the following: <ul style="list-style-type: none"> • producer name, last 4 digits of the ID number, and type • transaction number for the overpayment being canceled • date the receivable was established • net overpayment amount. 		
	IF the user wants to...	THEN, on the Cancel Screen for selecting overpayment for cancellation...	Result
	cancel a displayed overpayment	ENTER "X" in the "SEL" field next to the overpayment for cancellation.	A verification message will be displayed.
	end without processing	PRESS "Cmd7".	The Overpayment Processing Menu will be redisplayed.

297 Cancel Screen for Selecting a Producer to Cancel an Overpayment

A Example of Cancel Screen for Selecting a Producer to Cancel an Overpayment

Overpayments can only be canceled if both of the following are entered on the Cancel Screen for selecting a producer to cancel an overpayment:

- producer identification by entering any of the following:
 - the producer’s last name
 - last 4 digits of the producer’s ID number
- transaction number associated with the overpayment for the identified producer.

The following is an example of the Cancel Screen for selecting a producer to cancel an overpayment.

```

MHAXXX                107-TULARE                SELECTION                MHAXXXXX
2005 XXX Cancel Screen                Version: AE39 04-12-2006 16:20 Term E0
-----
Enter "ALL" for all Producers_____
OR   Producer Last Four Digits of ID:    _____
OR   Producer Last Name                  _____
      (Enter Partial Name To Do An Inquiry)
and  Transaction Number                  _____
Cmd3=Previous Menu                Enter=Continue
    
```

297 Cancel Screen for Selecting a Producer to Cancel an Overpayment (Continued)

B Error Messages

This following describes the error messages that may be displayed on the Cancel Screen for selecting a producer to cancel an overpayment.

Recommendation: The PPH Report includes all transactions associated with the producer along with the transaction number for each transaction. It is recommended that County Offices use the PPH Report to verify the overpayment to be canceled.

IF the following message is displayed...	THEN...	Action
"Must Enter a Producer and Transaction Number."	"Enter" was pressed without selecting both a producer and transaction number on the Cancel Screen for selecting a producer to cancel an overpayment.	Select a specific producer and enter the associated transaction number for the overpayment to be canceled.
"Invalid ID number - Please Try Again."	the last 4 digits of the producer ID number does not match any active ID number on the Name and Address file.	Ensure that the correct last 4 digits are entered or select the producer by entering the last name.
"More Than 1 Method Used for Producer Selection."	an entry was recorded in more than 1 producer selection field.	Enter producer selection data in only 1 field.

297 Cancel Screen for Selecting a Producer to Cancel an Overpayment (Continued)

B Error Messages (Continued)

IF the following message is displayed...	THEN...	Action
<p>“Invalid Transaction Number. Please Reenter.”</p>	<p>a valid producer was selected and there are records on the payment history file associated with the producer, but the transaction number entered does not match the transaction number for any payable associated with the producer.</p>	<p>Enter the transaction number associated with the record for the total payable. See the PPH Report to determine transaction numbers.</p> <p>Note: See paragraph 325 for additional information on the data printed on the PPH Report.</p>
	<p>a valid transaction number was entered for an overpayment associated with the producer; however, the transaction number entered is for a member of a joint operation.</p>	<p>Cancel the overpayment using the joint operation’s ID number and transaction number. See the PPH Report to determine the transaction number.</p> <p>Note: See paragraph 325 for additional information on the data printed on the PPH Report.</p>
<p>“Selected Producer ID conflicts with the Producer ID or Range of Producer’s ID on Workstation XX.”</p>	<p>cancellation for the producer is being processed on another workstation.</p>	<p>PRESS “Enter” to terminate the request.</p>

298 Cancel Screen for Selecting Overpayment for Cancellation

A Example of Cancel Screen for Selecting Overpayment for Cancellation

After an overpayment has been selected for cancellation on the Cancel Screen for selecting a producer to cancel an overpayment, the Cancel Screen for selecting overpayment for cancellation will be displayed with data from the payment history file to allow the user to verify that the correct overpayment has been selected. The following information will be displayed:

- producer name, last 4 digits of the ID number, and ID type
- transaction number for the overpayment record
- date the receivable was established
- net overpayment amount.

Note: Since the transaction number is a required entry on the Cancel Screen for selecting a producer to cancel an overpayment, only 1 overpayment will be displayed for cancellation on the Cancel Screen for selecting overpayment for cancellation.

To continue with the cancellation process, ENTER “X” next to the overpayment record displayed, and PRESS “Cmd5”.

The following is an example of the Cancel Screen for selecting overpayment for cancellation.

```

MHAXXX                      107 -TULARE                      SELECT                      MHAXXXX
2005 XXX Cancel Screen                      Version: AE39  04-12-2002 16:25 Term E0
-----
                      SELECT OVERPAYMENT FOR CANCELLATION

Enter 'X' in the SEL column to select an overpayment for cancellation

Producer Name: SAM JOHNSON                      Producer ID: 6789 S
Transaction Number: E009300001

SEL      Transfer Date      Overpayment Amount
-----
   _      04-12-2006          $750

Cmd5=Update Cmd7=End
    
```

298 Cancel Screen for Selecting Overpayment for Cancellation (Continued)

B Error Messages

The following describes the error messages displayed on the Cancel Screen for selecting overpayment for cancellation, and the action that shall be taken.

Error Message	Explanation	Action
"Invalid Response."	Something other than "X" was entered in the "SEL" field.	ENTER "X" to select the payable for cancellation.
"If Selection is correct, PRESS 'Cmd5' to verify."	The overpayment was selected for cancellation.	Do either of the following: <ul style="list-style-type: none"> • if the selected overpayment should be canceled, PRESS "Cmd5" again to complete the cancellation • if the selected overpayment should not be canceled, PRESS "Cmd7" to end processing.

299 Overpayment Registers**A About the Overpayment Register**

When overpayments are computed, an overpayment register will be printed that includes information for each selected producer that is overpaid. This register informs County Offices of the reason the overpayment has been calculated and the amount of the overpayment.

Note: An overpayment register will be printed even if none of the producers in the selected batch are overpaid. The message, “No Exceptions for Selected Producers”, will be printed on the overpayment register.

B Reviewing the Overpayment Register

The overpayment register is automatically printed after all selected overpayments have been computed. County Offices shall review the overpayment register to ensure that:

- producers are timely notified of overpayments
- the finality rule will not apply.

C DD Review

DD’s shall review the overpayment register to ensure that County Offices are:

- running the overpayment process in a timely manner
- collecting overpayments in a timely manner
- correcting information in the system that creates an erroneous overpayment condition.

D Register Retention

County Offices shall retain copies of 2005-2007 LIP and LCP overpayment registers for 1 year from the date the overpayment register is prepared.

E Reprinting the Overpayment Register

The overpayment register for the most recent computations can be reprinted by accessing option “2”, “Reprint Overpayment Register”, on the Overpayment Processing Menu.

299 Overpayment Registers (Continued)

F Exception Messages on the Overpayment Register

The following provides messages that may be displayed on the overpayment register.

Note: The overpayment register will list information for joint operations, as well as, the members of the joint operation. If the overpayment reason is because of the joint operation or member instead of the producer, then the message will print with “Joint Operation” or “Member” in place of “Producer”.

Message	Reason for Message
“Application is not approved for payment.”	The application not approved for payment.
“Application is approved, but producer ID number and/or business type is not valid for payment purposes.”	Invalid ID number and/or business type.
“Member information not found for the joint operation.”	Joint operation member information is not found on the permitted entity file.
“Total payments issued to the producer or member exceeds the earned payment amount on the application.”	The total payments issued to the producer exceed the earned payment amount.
“Payment limitation allocation is zero.”	Payment limitation is allocated to zero.
“Producer has exceeded effective payment limitation.”	The producer’s payments exceed the effective payment limitation.
“Producer has refused ALL payments.”	The refuse payment flag in the name and address file is set to “Y” for the selected producer.
“Producer is not eligible due to person determination status.”	The producer does not meet person determination provisions.
“Producer is not eligible due to AD-1026 certification status.”	The producer is not eligible because of AD-1026 certification status.
“Producer is not eligible due to conservation compliance violation.”	The producer is not eligible because of conservation compliance violation.
“Producer is not eligible due to controlled substance violation.”	The producer is not eligible because of controlled substance violation.
“Producer is not eligible due to Fraud, including FCIC, violation.”	The producer is not eligible because of fraud, including FCIC, violation.
“Producer does not meet AGI provisions.”	The producer does not meet AGI provisions.
“Producer is a Member of joint operation 9999 X.”	The producer is a member of a joint operation. The joint operation ID number is identified in the message.
“AGI share has been determined to be greater than 100%.”	AGI determination was greater than 100 percent.

299 Overpayment Registers (Continued)

F Exception Messages on the Overpayment Register (Continued)

Message	Reason for Message
"Producer is not recorded on entity file."	The producer is a joint operation or an entity, but there is not a matching ID number and type on the entity file.
"One or more members of joint operation are not eligible for payment."	Joint operation has 1 or more members that are not eligible for payment.
"Producer is a joint operation."	The producer has "General Partnership" or "Joint Venture" entity type.

300-314 (Reserved)

Section 4 Payment Registers and Reports**315 Overview****A Introduction**

There are a variety of reports and registers that have been developed to assist County Offices with processing payments. These include the following:

- PPH Report
- FSA-900E-1
- FSA-900E
- FSA-901E-1
- FSA-901E

Note: See the following paragraphs for details on the reports:

- paragraph 123 for FSA-900E-1
 - paragraph 124 for FSA-900E.
 - paragraph 222 for FSA-901E-1
 - paragraph 223 for FSA-901E.
- pending payment registers for the “B”, “A”, and “O” payment batches
 - nonpayment register for producers that cannot be paid.

315 Overview (Continued)

B Accessing Payment Processing Main Menu

The PPH Report for 2005-2007 LIP and LCP payment processing can be generated from the applicable program Reports Main Menu according to the following.

Note: The pending and nonpayment registers are automatically generated after a payment batch has completed processing. These reports **cannot** be regenerated.

Step	Menu	Action
1	FAX250	ENTER "3" or "4", "Application Processing", as applicable.
2	FAX09002	If option 4 was selected on Menu FAX250, select the appropriate county.
3	FAX07001	ENTER "11", "PFC/DCP/Compliance".
4	M00000	ENTER "1", "NAP and Disaster".
5	MH0000	ENTER "15", "2005-2007 Disaster Programs".
6	MHO000	<ul style="list-style-type: none"> • ENTER "2", "Livestock Indemnity Program". • ENTER "5", "Livestock Compensation Program".
7	MHAIN0 MHAJ00	ENTER "5", "Reports".
8	MHAI01 MHAJN0	ENTER "1", "Print Producer Payment History".

316-324 (Reserved)

325 PPH Reports**A Introduction**

The PPH Report identifies all records that have been written to the payment history file, including:

- all payments issued to producers
- payment amounts attributed to members of joint operations
- all payables that have been canceled
- receivable amounts transferred to CRS
- canceled receivables.

County Offices shall use the PPH Report to verify and ensure that payments are issued properly.

B How the Payment History File Gets Updated

The following 3 types of records written to the payment history file will be printed on the PPH Report:

- producer-level records for payments issued to producers and joint operations
- member-level records for amounts attributable to members of joint operations
- “total” records reflecting the total combined payment issued to the producer.

For payments issued to producers, 1 record is written to the payment history file for each payment category.

If the producer is a joint operation, then a record is also written to the payment history file for each member sharing in the 2005-2007 LIP or LCP payment.

325 PPH Reports (Continued)

C Information on the PPH Report

Depending on the type of record printed, data for certain fields will not be printed. The following describes the information on the PPH Report.

Item/Field	Description	
Producer Name, Address, and ID Number		
Joint Op/Member ID Number	Data will only be printed in this field if PPH Report is for a joint operation or a member of a joint operation.	
	IF PPH Report is for...	THEN...
	joint operation	<ul style="list-style-type: none"> • a record will be printed on the PPH Report for each member of the joint operation that was eligible for a payment • the member's last 4-digit ID number will be printed in this field.
member	the joint operation's ID number will be printed in this field.	
Payment Date	Date the payable or total record was either issued or canceled from the payment history file.	
Disaster Year	Disaster Year applicable to the Payment	

325 PPH Reports (Continued)

C Information on the PPH Report (Continued)

Item/Field	Description	
Payment Type	Identifies the status or type of transaction that has been recorded.	
	IF the payment type is...	THEN the record...
	“CHK/EFT”	is for a payment issued to the producer. The record with this indicator represents the total combined payment issued to the producer. Note: The “CHK/EFT” will only be printed on the “unit total” records. This is the record that is actually sent to the accounting system for checkwriting or EFT processing.
	“CANCEL”	has been canceled through the LIP or LCP payment cancellation process.
	“RECV”	is for an overpayment amount that was sent to CRS.
	“C/RECV”	is for an overpayment amount that was sent to CRS, but has been canceled through the overpayment cancellation process.
	blank	is 1 of the following: <ul style="list-style-type: none"> • crop payable record • for the joint operation • for a member of the joint operation. These records cannot be selected during the payable cancellation process.
Debt Basis Code	The debt basis code is the code transferred to CRS that identifies the reason for the debt. The system will default to the appropriate code coinciding with the message printed on the overpayment register. See paragraph 282 for additional information on the debt basis code.	

325 PPH Reports (Continued)

C Information on the PPH Report (Continued)

Item/Field	Description
Transaction Number	<p>A system-assigned number used to uniquely identify each payable generated through the 2005-2007 LIP or LCP payment process. The transaction number is also sent to the accounting system and printed on the producer transaction statement.</p> <p>The transaction number is very important for payables that need to be canceled. To alleviate potential erroneously canceled payables, the transaction number must be entered on the Cancel Screen for selecting a producer to cancel an overpayment with the producer ID number or name. Since the record with “CHK/EFT” is the only record sent to the accounting system, the transaction number for the “CHK/EFT” or “total” record is the only transaction number that can be used. This record represents all payables that have been combined together for the producer. When a payment is canceled for a “total” record, then all records associated with the “total” record are also canceled.</p>
Payment Reduction	<p>Amount that cannot be issued to the producer because:</p> <ul style="list-style-type: none"> • payment limitation was met on that record <p>Notes: Amounts listed in the payment limitation reduction field represent the amount of the reduction at the time the payment was computed. A “total” payment limitation reduction is not printed on the PPH Report.</p> <p>Records are only written to the payment history file if a payment was issued. If the entire payable was not issued because of payment limitation reductions, then the record is not printed on the PPH Report. County Offices shall use the nonpayment register to determine which payments are not issued and the exact reason the payment was not issued.</p> <ul style="list-style-type: none"> • amount of the payment that is subject to an AGI reduction.
RNS	<p>The reason code for the payment reduction. Either of the following:</p> <ul style="list-style-type: none"> • A - Payment Limitation • B – AGI.
Net Payment	<p>This is the amount actually issued to the producer.</p> <p>Note: This amount reflects all reductions to the payment including pay limit, AGI and prior program payments, as applicable. It also includes reductions as a result of a national payment factor.</p>

325 PPH Reports (Continued)

D Printing the PPH Report

The PPH Report can be printed for a producer or for members of joint operations according to the following.

Step	Action	Result	
1	Access the Payment Processing Main Menu according to subparagraph 243 C.		
2	On the Reports Main Menu, ENTER “1”, “Print Producer Payment History”, and PRESS “Enter”.	The Printer Selection Screen will be displayed.	
3	On the Printer Selection Screen, enter the appropriate printer ID and PRESS “Enter”.	The Producer Selection Screen will be displayed.	
4	The Producer Selection Screen provides users with several options for printing PPH Reports.		
	IF the user wants to print the PPH Report for...	THEN...	
	all producers	ENTER “ALL” in the “Enter Producer ID Number and Type” field.	<p>The PPH Report will be printed for all producers and members of joint operations that are found on the payment history file.</p> <p>The Producer Selection Screen will be redisplayed.</p>
	a selected producer	enter 1 of the following and PRESS “Enter”: <ul style="list-style-type: none"> • last 4 digits of the producer’s ID number in the “Producers Last Four Digits of ID” field • producer’s last name in the “Producer Last Name” field. 	<p>The PPH Report will be printed for the selected producer if any records are found on the payment history file.</p> <p>The Producer Selection Screen will be redisplayed.</p>

326-334 (Reserved)

335 Pending Payment Registers

A About Pending Payment Registers

When 2005-2007 LIP and LCP payments are processed, pending payment registers will be printed for each selected producer that is eligible for payment. This register informs County Offices of the following:

- amounts of the payment that has been computed
- the specific payment batch the payment will be processed through.

B Payment Batches

The payment batches are as follows.

- “B” - batch payments that have no special circumstances. These payments require no user intervention.
- “A” - assignment payments marked in the name and address file as having an assignment or joint payee form on file. These payments require no user intervention, but may require more time to print because they will read the assignment/joint payee file.
- “O” - online payments marked in the name and address file as having a flag set for any of the following:
 - receivable
 - claim
 - other agency claim
 - bankruptcy
 - deceased
 - missing
 - incompetent
 - nonresident alien.

Notes: These records **require** user intervention.

Pending payment registers will only be printed for the payment batches being processed.

335 Pending Payment Registers (Continued)

C Reviewing the Pending Payment Registers

The pending payment register is automatically printed after all selected payments have been computed. County Offices shall review the registers to ensure that payments have been computed properly.

Recommendation: It is recommended that the County Office print the producer’s FSA-900E or FSA-901E according to paragraphs 125 and 224 to verify payment amounts.

If a payable is not computed properly, County Offices shall:

- cancel CCC-184 or EFT **immediately** after it is processed
- correct the condition that caused the payable to be computed improperly
- reprocess the payment.

D Information on 2005-2007 LIP and LCP Pending Payment Registers

The following information is printed on the pending payment register.

Field	Contents of Field
Last 4 digit ID Number and Type	Last 4 digits of a producer’s ID number and ID type. Note: If the payment is for a joint operation, the joint operation will be printed. Members will not be printed.
Producer Entity Type	Producer entity type.
Producer Name	Name of producer. Notes: If the producer or entity is a joint operation, the name of the joint operation appears first followed by the names of all the members eligible for payment. The register will print in producer name order.
Livestock Kind	This information is found on the 2005-2007 LIP pending payment register only.
Gross Payment	Calculated payment amount before AGI or payment limitation reductions have been applied.
Reduction Amount	Amount the payable is being reduced because of an AGI or payment limitation reduction. Note: An amount will only be printed in this field for the livestock kind on which the producer reaches payment limitation. If a payable is reduced to zero because of payment limitation, the payable will be printed on the nonpayment register.
RSN	Reason code of “A” indicating a payment limitation reduction or “B” indicating an AGI payment reduction.
Net Payment	Calculated payment amount after AGI or payment limitation reductions have been applied.

336 Nonpayment Registers

A About 2005-2007 LIP and LCP Nonpayment Registers

When payments are processed, a nonpayment register will be printed for each selected producer that is not eligible for payment. This register informs County Offices of the reason the payment is not being issued.

Note: A nonpayment register will be printed even if all the producers in the selected batch are being paid. The message, “No Exceptions for Selected Producers”, will be printed on the nonpayment register.

B Reviewing Nonpayment Registers

The nonpayment register is automatically printed after all selected payments have been computed. County Offices shall review the nonpayment register to identify conditions that are preventing payments from being issued and take the appropriate action.

336 Nonpayment Registers (Continued)

C Exception Messages

County Offices shall resolve exception messages printed on the nonpayment register according to the following.

Message	Reason for Message	County Office Action
“Application is not approved for payment.”	COC payment approval date for the application is not recorded in the system.	Enter the approval date in the system according to: <ul style="list-style-type: none"> • paragraph 110 for LIP • paragraph 211 for LCP.
“Payment computed to zero.”	The payment for the producer calculated to zero.	Ensure that the application data is loaded correctly in the system.
“Payment calculated to less than \$1.00.”	The accumulated payment for the producer does not round to at least \$1.	Ensure that the application data is loaded correctly in the system.
“Producer has refused ALL payments.”	The refuse payment flag in the Name and Address file is set to “Y” for the selected producer.	If the producer has: <ul style="list-style-type: none"> • refused program payments, then disregard the message • not refused program payments, then change the refuse payment flag to “N” in the name and address file.
“AGI share has been determined to be greater than 100%.”	AGI share is not correct in the system.	Re-update the producer/member AGI share in the system.
“Invalid ID number and/or business type.”	Application is approved, but the producer ID and/or business type is not valid for payment purposes.	Correct the producer ID type, business type, or both if they are not loaded correctly in SCIMS.
“Payment limitation allocated to zero.”	Payment limitation allocation has not been received from the control County Office.	Contact the control County Office to request a payment limitation allocation. If an allocation cannot be provided, then the producer is not eligible to receive a payment.
“Producer has reached payment limitation.”	Payments issued to the producer exceed the LIP or LCP PLM or the effective PLM.	Contact the control County Office to request an increase in the payment limitation allocation. If the limitation cannot be increased, then the producer is not eligible to receive any additional payments.

336 Nonpayment Registers (Continued)

C Exception Messages (Continued)

Message	Reason for Message	County Office Action
“One or more members of joint operation are not eligible for payment.”	Joint operation has 1 or more members that are not eligible for payment.	This is an informational message.
“Producer is a member of joint operation 9999 X.”	Member of joint operation is eligible for payment, but joint operation is not eligible	This is an informational message to tie the member back to the joint operation.
“Producer is a Joint Operation.”	The producer has an entity code of “02” or “03”.	This is an informational message and no action is required.
“Member information not found for the joint operation.”	Joint operation member information is not found on the permitted entity file	Update the joint operation member information in the permitted entity file.
“Producer is not recorded on entity file.”	The producer is a joint operation or entity and is not loaded in the joint operation or entity file according to 2-PL.	Ensure that the joint operation or entity information is loaded correctly in the joint operation or entity file according to 2-PL.
“Producer has a temporary ID number.”	The ID number for the selected producer has an ID type on the name and address file of “T” and the producer’s entity type is not “15”.	Producers with temporary ID numbers are not eligible for payment. Obtain the producer’s ID number and record the information on the application.
“Producer is a federal entity and not eligible for program benefits.”	Producer has a Federal tax ID number.	Do not issue a payment to a Federal entity.

336 Nonpayment Registers (Continued)

C Exception Messages (Continued)

Message	Reason for Message	County Office Action
“Producer is not eligible due to person determination status.”	The producer does not meet person determination provisions.	Update the producer eligibility according to COC determinations according to 3-PL. Note: Print Report MABDIG from the System 36 or the web-based Subsidiary Print to determine producer eligibility flag settings.
“Producer is not eligible due to AD-1026 certification status.”	The producer is not eligible because of AD-1026 certification status.	
“Producer is not eligible due to conservation compliance violation.”	The producer is not eligible because of conservation compliance violation.	
“Producer is not eligible due to controlled substance violation.”	The producer is not eligible because of controlled substance violation.	
“Producer is not eligible due to Fraud, including FCIC, violation.”	The producer is not eligible because of fraud, including FCIC, violation.	
“Producer does not meet AGI provisions.”	The producer does not meet AGI provisions.	

337-339 (Reserved)

340 Using the Recovery Process

A Introduction

If the system is interrupted for any reason while processing payments, the recovery program is executed when the option to issue payments is accessed again.

B Recovery Process

When an interruption occurs, the system attempts to automatically recover when either of the following occurs:

- the user selects any option on Menu FAX250 from the workstation that was processing payment before the interruption
- the user selects a payment option on the applicable Payment Processing Main Menu.

The system recovers to the point of interruption or a report, file listing, or both print to assist in the recovery process.

C If an Interruption Is Detected

An error message screen will be displayed if an interruption is detected. The message, “An interruption in the payment processing has been detected. PRESS ‘Enter’ to attempt the recovery process. PLEASE DO NOT CANCEL”, will be displayed. Canceling the process will damage the payment history file.

D After Recovery Is Completed

After the recovery process has been completed, a message screen will be displayed. The message, “The recovery process has completed. PRESS ‘Enter’ to continue with the options originally selected”, will be displayed. The system then returns to the process that was originally selected on the applicable Payment Processing Main Menu.

The user may now continue with original processing.

341 Diagnostic Report**A When Report Will Print**

If intervention is required from the National Help Desk, the Diagnostic Report is placed on the spool file. A message will be displayed instructing the user that the recovery program has printed a report. The report will be on hold. The user must release the report from the spool file.

Do **not** destroy the report. This report contains information that is helpful to the National Help Desk in restoring the system.

B Contacting the Help Desk

If the Diagnostic Report is received, immediately contact the National Help Desk through the appropriate State Office personnel. Ensure that the report is available to assist the National Help Desk.

C State Office Action

The State Office shall:

- immediately contact the National Help Desk
- **not** attempt to correct the County Office system.

Reports, Forms, Abbreviations, and Redelegations of Authority

Reports

None

Forms

This table lists all forms referenced in this handbook.

Number	Title	Display Reference	Reference
AD-1026	Highly Erodible Land Conservation (HELC) and Wetland Conservation (WC) Certification		Text
CCC-184	CCC Check		245, 260, 281, 335
CCC-257	Schedule of Deposit		1
CCC-502	Farm Operating Plan for Payment Eligibility Review		44, 45, 71, 72, 164, 165, 180, 181
CCC-526	Payment Eligibility Average Adjusted Gross Income Certification		71, 72, 180, 181
CCC-770 Eligibility	Eligibility Checklist		240, Ex. 11, 18
FSA-325	Application for Payment of Amounts Due Persons Who Have Died, Disappeared, or Have Been Declared Incompetent		42, 45, 162, 165, 240
FSA-770 LCP	2005/2006/2007 Livestock Compensation Program Application Checklist	Ex. 18	165, 180, 240
FSA-770 LIP	2005/2006/2007 Livestock Indemnity Program Checklist	Ex. 11	45, 71, 240
FSA-900	2005/2006/2007 Livestock Indemnity Program	73	Text, Ex. 7, 11
FSA-900E	Estimated Calculated Payment Report – Producer Summary Report		124, 125, 315, 335
FSA-900E-1	Estimated Calculated Payment Report – Detailed Producer Report		123, 125, 315
FSA-901	2005/2006/2007 Livestock Compensation Program	182	Text, Ex. 7, 18
FSA-901E	Estimated Calculated Payment Report – Producer Summary Report		223, 224, 315, 335
FSA-901E-1	Estimated Calculated Payment Report – Detailed Producer Report		222, 224, 315
FSA-902	2005/2006/2007 Livestock Compensation Program Payment Calculation Worksheet	183	

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

Abbreviations Not Listed in 1-CM

The following abbreviations are not listed in 1-CM.

Approved Abbreviation	Term	Reference
AC/AU	acre per animal unit	183, 242
ADC	Application Development Center, ITSD	260
AGI	adjusted gross income	Text
APLN	Administrator's Physical Loss Notice	23, 42, 142, 162
AU	animal unit	182, 183, Ex. 22
AUD	animal unit per day	182, 183, 209, 222, 242
AUM	animal unit month	162, 182, 183
CRS	Common Receivable System	Text
DAR	Damage Assessment Report	163
EFT	electronic funds transfer	245, 260, 262, 325, 335
FIP	Feed Indemnity Program	164, 182, 183, 203, 222
IPIA	Improper Payments Information Act of 2002	22, 45, 141, 165
LAGP	Livestock Assistance Grant Program	164, 182, 183, 203, 222
LAP	Livestock Assistance Program	21, 22, 42, 71, 140, 141
LCP	Livestock Compensation Program	71, Parts 4, 5, and 6, Ex. 2, 7
LIP	Livestock Indemnity Program	224, Parts 2, 3, and 6, Ex. 2, 7
LIP-II	2005 Hurricanes Livestock Indemnity Program II	44, 103
MAU	Maximum animal unit	183, 222, 242
PLM	payment limitation amount	241, 243, 336
PPH	producer payment history	240, 261, 294, 296, 297, 315, 325
SCIMS	Service Center Information Management System	72, 102, 181, 202, 336

Redelegations of Authority

None

Definitions of Terms Used in This Handbook

This handbook provides policy and procedures for multiple programs. Definitions of terms may vary for each program; therefore, the definitions of terms applicable to each program are in the part of this handbook that provides the policy for the applicable program.

The definition of terms for:

- 2005-2007 LIP are provided in Part 2
- 2005-2007 LCP are provided in Part 4.

Menu and Screen Index

The following menus and screens are displayed in this handbook.

Menu or Screen	Title	Reference
MHAIAC01	Signature/Approval Screen	110
MHAIR0	2005-2007 LIP Reports Menu	122
MHAIW0	LIP Application Menu	101
MHAIWA01	Producer Selection Screen	102
MHAIWB01	Load Disaster Information Screen	103
MHAIWC01	Disaster Period Selection Screen	104
MHAIWD01	Livestock Kind Selection Screen	105
MHAIWE01	Type/Weight Range Selection Screen	106
MHAIWH01	Load Head Count Screen	107
MHAIWH1A	Record More Data Question Screen	108
MHAIWI01	Other Producer Association Screen	109
MHAJAC01	Signature/Approval Screen	211
MHAJR0	2005-2007 LCP Reports Menu	221
MHAJW0	LCP Application Menu	200
WHAJW501	Load County Maximum Grazing Loss Screen	201
MHAJWA01	Producer Selection Screen	202
MHAJWC01	Livestock Location Screen	203
MHAJWD01	Livestock Kind Selection Screen	204
MHAJWE01	Type/Weight Range Selection Screen	205
MHAJWH01	Load Head Count Screen	206
MHAJWH1A	Record More Data Question Screen	207
MHAJWI01	Other Producer Association Screen	208
MHAJWK01	Load Pasture Data Screen	209
MHAJWK1A	Record More Data Question Screen	210
MHO000	2005-2007 Disaster Program Selection Menu	100, 199
MHOIYR	LIP Application Year Selection Menu	101
MHOJYR	LCP Application Year Selection Menu	200
	Batch Check and Printing Control Screen	245
	Cancel Screen for canceling a payable	261
	Cancel Screen for selecting a payable for cancellation	262
	Cancel Screen for selecting a producer to cancel an overpayment	297
	Cancel Screen for selecting overpayment for cancellation	298
	Payment Informational Screen	246
	Producer Selection Screen	244
	Producer Selection Screen for overpayments	292
	Overpayment Processing Menu	290
	Overpayments Selection Screen	293
	Overpayments Transfer Confirmation Screen	294
	Overpayments Screen for batch overpayment printing control	295

Producer Notification of Spot Checks of 2005-2007 LIP and LCP

Applicants for 2005-2007 LIP and LCP shall be provided the following information at the time the application is filed.

The Farm Service Agency (FSA) will be conducting spot checks of 2005-2007 Livestock Compensation Program (LCP) and 2005-2007 Livestock Indemnity Program (LIP) applications submitted by producers. All data provided on the application, and all supporting data provided by the producer is subject to spot check and verification by FSA. Inaccurate producer certification or data, or failure to provide verifiable data to support certifications, may result in denial or refund of program benefits, plus interest. In addition, provisions of criminal and civil fraud statutes may be applied.

Data that may be spot checked includes, but are not limited to, the following:

1. Number/kind/type/weight range of livestock claimed on FSA-900, FSA-901, as applicable.
2. Number of livestock in inventory before and after the eligible disaster periods and events.
3. Verification of documents used as proof of death of livestock claimed on FSA-900, FSA-901, as applicable.
4. Verification of cause of death of livestock claimed on FSA-900, FSA-901, as applicable.
5. Ownership of livestock claimed on FSA-900, FSA-901, as applicable.
6. Verification of loss of feed as a result of eligible disaster event(s).
7. Verification of increased feed costs as a result of eligible disaster event(s).
8. Verification of cash leasing of claimed livestock.
9. Verification that livestock were maintained for commercial use as part of a farming operation.
10. Compliance with Adjusted Gross Income provisions.
11. Verification of monetary compensation received from contractors for contract growers.

Documents and information that may be requested or provided to verify producer certifications include but are not limited to the following:

1. Copies of written cash lease for lease of livestock claimed.
2. Copies of purchase receipts for livestock claimed.
3. Copies of sale receipts of livestock.
4. Copies of receipts of feed purchased before and after eligible disaster event(s) that indicate an increase in feed costs as a result of the eligible event(s).
5. Type, location and amount of feed lost as result of eligible disaster event(s).
6. Type, location and amount of feed for livestock in inventory.
7. Type, location and number of grazing acres used to maintain inventory of livestock before eligible disaster event(s).
8. Copies of leases for grazing acres for livestock inventory.
9. Copies of corporate charter or bylaws, partnership agreements, trust agreement, last will and testament, estate documents, court orders of appointment or other documents providing evidence of authority to act on behalf of another.
10. Documents providing evidence that livestock claimed were maintained for commercial use as part of a farming operation.
11. Copies of tax records indicating a farming operation.
12. Certifications from tax accountants.
13. Copies of veterinary records.
14. Copies of loan documents, settlement sheets, and bank records.

FSA-770 LIP, 2005/2006/2007 Livestock Indemnity Program Checklist

A FSA-770 LIP

The Improper Payments Information Act of 2002 requires Federal agencies to evaluate programs to determine if internal controls are sufficient to prevent improper payments. FSA-770 LIP was developed to address areas of concern to ensure that 2005-2007 LIP payments are issued properly.

FSA-770 LIP:

- is applicable to administering 2005-2007 LIP
- shall be used for each FSA-900
- is producer specific
- is **mandatory**
- requires that County Offices complete FSA-770 LIP before issuing 2005-2007 LIP payments

Note: FSA-770 LIP developed by the National Office is the only authorized checklist for 2005-2007 LIP. County Offices shall **not** use locally or State-developed checklists for administration of 2005-2007 LIP.

- does not negate STC, SED, State Office, DD, COC, CED, and County Office responsibility for administering all provisions applicable to 2005-2007 LIP.

Reminder: County Offices shall ensure that eligibility has been updated according to CCC-770 Eligibility before payments are issued to applicable producers.

B Maintaining FSA-770 LIP

FSA-770 LIP:

- is applicable for each producer by administrative county
- has been designed to enable County Offices to update FSA-770 LIP as actions are taken
- shall be filed in the producer's 2005-2007 LIP folder.

FSA-770 LIP, 2005/2006/2007 Livestock Indemnity Program Checklist (Continued)

C Retention Period

All FSA-770 LIP's shall be retained in the producer's 2005-2007 LIP folder(s) with FSA-900 according to 25-AS, Exhibit 33.5.1. If a new FSA-770 LIP is initiated, then the original FSA-900 shall be retained, along with the additional FSA-770 LIP.

FSA-770 LIP shall be destroyed when FSA-900 is destroyed.

D County Office Action

The County Office shall complete FSA-770 LIP for each producer that files FSA-900. A separate FSA-770 LIP shall be completed for each disaster year that the producer files FSA-900.

The County Office employee who completes each item on FSA-770 LIP:

- is certifying that the applicable program provisions have or have not been met
- shall place their initials in the "Initials" column
- shall enter the date the item was reviewed in the "Date Completed" column.

Note: As an alternative, County Offices may choose to review all items after COC approval if applicable; however, each item must still be initialed and dated verifying that each item has been reviewed.

Once all questions on FSA-770 LIP have been answered in a manner that supports approving FSA-900, the County Office employee shall sign FSA-770 LIP, item 21A as the preparer.

Note: By signing as the preparer, the employee is **not** certifying that they have reviewed all items in the applicable part of FSA-770 LIP. Rather, their signature certifies that the item with their initials was reviewed and that the applicable program provisions have or have not been met.

Reminder: County Offices cannot rely solely on using FSA-770 LIP for administering 2005-2007 LIP. All program provisions must be met, not just the items included on FSA-770 LIP. FSA-770 LIP is a tool to assist with program administration, which includes the major areas where deficiencies have been identified, but it is not, nor is it intended to be, inclusive of all 2005-2007 LIP provisions.

FSA-770 LIP, 2005/2006/2007 Livestock Indemnity Program Checklist (Continued)

E CED Action

CED or their designated representative shall spot check:

- **at a minimum**, the following every FY quarter:
 - five FSA-770 LIP's if 10 or less FSA-900's have been approved for 2005-2007 LIP
 - ten FSA-770 LIP's if 11 through 1,000 FSA-900's have been approved for 2005-2007 LIP
 - twenty FSA-770 LIP's if more than 1,000 FSA-900's have been approved for 2005-2007 LIP
- every STC's, COC's, and employee's FSA-770 LIP.

Notes: Spot checks of STC, COC, and employee's are in addition to the minimum 5, 10, or 20 selected.

The National Office will explore developing software to generate a spot check report. Until that time, CED shall randomly select a sample for review as specified.

When spot checking information certified on FSA-770 LIP, CED's or their designated representative shall:

- review each part of FSA-770 LIP that has been completed
- indicate whether or not they concur with the certification of items 6 through 20, as applicable, in item 22 A
- sign and date items 22B and 22C
- report to COC and the STC representative any FSA-770 LIP in which CED does not concur with the preparer's determination.

FSA-770 LIP, 2005/2006/2007 Livestock Indemnity Program Checklist (Continued)

F STC or Representative Spot Checks

STC or their representative shall select a:

- minimum of twenty FSA-770 LIP's to spot check
- combination of FSA-770 LIP's that were:
 - spot checked by CED
 - randomly selected, not previously reviewed by CED.

When spot checking information certified on FSA-770 LIP, STC or their representative shall:

- review each part of FSA-770 LIP that has been completed
- indicate whether or not they concur with the certification of items 6 through 20, as applicable, in item 23 A
- sign and date items 23 B and 23 C.

G Other Requirements

The following are other spot check requirements:

- SED's may require additional spot check reviews at their discretion provided SED determines there are apparent internal control deficiencies
- STC or designee shall spot check **all** FSA employee FSA-770 LIP's including STC members, SED, State Office employees, COC members, CED, County Office employees
- if STC or designee has completed twenty FSA-770 LIP spot checks, no additional spot checks are required other than those required for all FSA employees.

FSA-770 LIP, 2005/2006/2007 Livestock Indemnity Program Checklist (Continued)

H FSA-770 LIP Instructions

FSA-770 LIP shall be completed according to the following.

Item	Instructions
1	Enter name of the producer.
2	Enter last 4 digits of the producer's ID number.
3	Enter applicable State name.
4	Enter County Office name that is completing FSA-770 LIP.
5	Enter disaster year
6 through 9	Check (✓) "Yes" or "No".
10	If the producer is an eligible livestock owner, check (✓) "Yes" or "No". If "Yes" cannot be answered, then "No" should be checked.
11 through 12	If the producer is an eligible contract grower, check (✓) "Yes" or "No". If "Yes" cannot be answered, then "No" should be checked.
13	Check (✓) "Yes" or "No".
14	If item 13 is checked: <ul style="list-style-type: none"> • "Yes", check (✓) "No" • "No", check (✓) "Yes" or "No".
15	If third party certification was: <ul style="list-style-type: none"> • provided to document livestock losses, check (✓) "Yes" or "No" • not provided to document livestock losses, check (✓) "No".
16	Check (✓) "Yes" or "No".
17	Check (✓) "Yes" or "No". If item 16 is checked "Yes", then check (✓) "No".
18	Check (✓) "Yes" or "No".
19	If third party certification was: <ul style="list-style-type: none"> • provided to document livestock losses, check (✓) "Yes" or "No" • not provided to document livestock losses, check (✓) "No".

FSA-770 LIP, 2005/2006/2007 Livestock Indemnity Program Checklist (Continued)

H FSA-770 LIP Instructions (Continued)

Item	Instructions
20	<p>If a manual FSA-900 was:</p> <ul style="list-style-type: none"> • submitted, check (✓) “Yes” or “No” • not submitted, check (✓) “No”.
21A	Any County Office employee who initials in items 6 through 19 shall sign as preparer. By signing as preparer, this does not insinuate that an employee checked items 6 through 19 only that this employee completed an item that was initialed by that employee.
21B	The County Office employee who signed item 20A shall enter the current date.
22A	When applicable, CED or designated representative shall indicate whether or not they concur with how items 6 through 19 are completed. See subparagraph E for CED spot check procedure.
22B	CED or designated representative who completed item 21A shall sign.
22C	CED or designated representative who signed item 21B shall enter the current date.
23A	When applicable, STC or their representative shall indicate whether or not they concur with how items 6 through 19 are completed. See subparagraph F for STC or their representative spot check procedure.
23B	DD who completed item 22A shall sign.
23C	DD who signed item 22B shall enter the current date.

FSA-770 LIP, 2005/2006/2007 Livestock Indemnity Program Checklist (Continued)

I Example of FSA-770 LIP

The following is an example of FSA-770 LIP.

This form is available electronically.						
FSA-770 LIP (09-05-07)		U.S. DEPARTMENT OF AGRICULTURE Farm Service Agency		1. Producer Name	2. ID Number (Last 4 Digits)	
2005/2006/2007 LIVESTOCK INDEMNITY PROGRAM CHECKLIST				3. State Name	4. County Office Name	
				5. Disaster Year:		
NOTE: County Offices shall ensure that eligibility has been updated according to CCC-770 Eligibility before payments are issued for applicable producer.						
Office Staff Actions		Handbook or Other Applicable Reference	YES	NO	Initials	Date
6. Did the eligible livestock owner or contract grower sign and date FSA-900 before the end of signup?		4-DAP (Rev. 2), paragraph 71				
7. Has signature authority been verified for all signatures on FSA-900?		1-CM, Part 25				
8. Does the producer meet the requirements of an eligible livestock owner or eligible livestock contract grower, as applicable?		4-DAP (Rev. 2), paragraph 42				
9. Do all the livestock on FSA-900 meet the requirements for being eligible livestock for owners or contract growers, as applicable?		4-DAP (Rev. 2), paragraph 42				
10. Has the 2005 LIP payment amount for the eligible livestock owner been reduced by the amount the applicant received for the specific livestock under 2005 Hurricanes LIP, 2005 Hurricanes LIP-II, and/or the aquaculture grant program?		4-DAP (Rev. 2), paragraph 44				
11. Has the 2005 LIP payment amount for the eligible livestock contract grower been reduced by the amount the applicant received for the specific livestock under 2005 Hurricanes LIP, 2005 Hurricanes LIP-II?		4-DAP (Rev. 2), paragraph 44				
12. Has the LIP payment amount for the eligible contract grower been reduced for the disaster year listed in item 5, by the amount of monetary compensation received from their contractor for the loss of income in the disaster year listed in item 5, from the dead livestock?		4-DAP (Rev. 2), paragraph 44				
13. Did the applicant provide verifiable documentation of livestock losses claimed on FSA-900?		4-DAP (Rev. 2), paragraphs 43 and 71				
14. If Item 13 is answered "NO", did COC or CED disapprove FSA-900?		4-DAP (Rev. 2), paragraph 72				
15. If 3 rd party certification was provided to document livestock losses, did COC initial and date applicant and 3 rd party certification after completing the review, and document review in COC minutes?		4-DAP (Rev. 2), paragraph 71				
16. Has CCC-502, AD-1026, and CCC-526 been completed by the applicant and on file in the County Office no later than 10 workdays after the end of the signup period?		4-DAP (Rev. 2), paragraph 71				
17. If Item 16 was answered "NO", did COC or CED, if applicable, disapprove FSA-900?		4-DAP (Rev. 2), paragraph 72				

FSA-770 LIP, 2005/2006/2007 Livestock Indemnity Program Checklist (Continued)

I Example of FSA-770 LIP (Continued)

FSA-770 LIP (09-05-07)		Page 2			
Office Staff Actions	Handbook or Other Applicable Reference	YES	NO	Initials	Date
18. Has FSA-900 been signed, dated, and approved by COC, CED, or authorized representative?	4-DAP (Rev. 2), paragraph 72				
19. If 3 rd party certification was used to provide proof of death loss, did COC sign, date, and approve FSA-900?	4-DAP (Rev. 2), paragraph 72				
20. If a manual FSA-900 was submitted, is all data on the automated FSA-900 the same as all data on the manual FSA-900?	4-DAP (Rev. 2), paragraph 71				
Certification					
21A. Signature of Preparer(s)	21B. Date (MM-DD-YYYY)	21A. Signature of Preparer(s)	21B. Date (MM-DD-YYYY)		
22A. I concur/do not concur the above items have been verified and updated accordingly: <input type="checkbox"/> Concur <input type="checkbox"/> Do Not Concur					
22B. CED Signature for Spot Check			22C. Date (MM-DD-YYYY)		
23A. I concur/do not concur the above items have been verified and updated accordingly: <input type="checkbox"/> Concur <input type="checkbox"/> Do Not Concur					
23B. DD Signature for Spot Check			23C. Date (MM-DD-YYYY)		
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FSA-770 LCP, 2005/2006/2007 Livestock Compensation Program Application Checklist

A FSA-770 LCP

The Improper Payments Information Act of 2002 requires Federal agencies to evaluate programs to determine whether internal controls are sufficient to prevent improper payments. FSA-770 LCP was developed to address areas of concern to ensure that 2005-2007 LCP payments are issued properly.

FSA-770 LCP:

- is applicable to administering 2005-2007 LCP
- shall be used for each FSA-901
- is producer specific
- is **mandatory**
- requires that County Offices complete FSA-770 LCP before issuing 2005-2007 LCP payments

Note: FSA-770 LCP developed by the National Office is the only authorized checklist for 2005-2007 LCP. County Offices shall **not** use locally or State-developed checklists for administration of 2005-2007 LCP.

- does not negate STC, SED, State Office, DD, COC, CED, and County Office responsibility for administering all provisions applicable to 2005-2007 LCP.

Reminder: County Offices shall ensure that eligibility has been updated according to CCC-770 Eligibility before payments are issued to applicable producers.

B Maintaining FSA-770 LCP

FSA-770 LCP:

- is applicable for each producer by administrative county
- has been designed to enable County Offices to update FSA-770 LCP as actions are taken
- shall be filed in the producer's 2005-2007 LCP folder.

FSA-770 LCP, 2005/2006/2007 Livestock Compensation Program Application Checklist
(Continued)

C Retention Period

All FSA-770 LCP's shall be retained in the producer's 2005-2007 LCP folders with FSA-901 according to 25-AS, Exhibit 33.5.1. If a new FSA-770 LCP is initiated, then the original FSA-901 shall be retained, along with the additional FSA-770 LCP.

FSA-770 LCP shall be destroyed when FSA-901 is destroyed.

D County Office Action

The County Office shall complete FSA-770 LCP for each producer that files FSA-901. A separate FSA-770 LCP shall be completed for each disaster year that the producer files FSA-901.

The County Office employee that completes each item on FSA-770 LCP:

- is certifying that the applicable program provisions have or have not been met
- shall place their initials in the "Initials" column
- shall enter the date the item was reviewed in the "Date Completed" column.

Note: As an alternative, County Offices may choose to review all items after COC approval if applicable; however, each item must still be initialed and dated verifying that each item has been reviewed.

Once all questions on FSA-770 LCP have been answered in a manner that supports approving FSA-901, the County Office employee shall sign FSA-770 LCP, item 19A as the preparer.

Note: By signing as the preparer, the employee is **not** certifying that they have reviewed all items in the applicable part of FSA-770 LCP. Rather, their signature certifies that the item with their initials was reviewed and that the applicable program provisions have or have not been met.

Reminder: County Offices cannot rely solely on using FSA-770 LCP for administering 2005-2007 LCP. All program provisions must be met, not just the items included on FSA-770 LCP. FSA-770 LCP is a tool to assist with program administration, which includes the major areas where deficiencies have been identified, but it is not, nor is it intended to be, inclusive of all 2005-2007 LCP provisions.

FSA-770 LCP, 2005/2006/2007 Livestock Compensation Program Application Checklist
(Continued)

E CED Action

CED or their designated representative shall spot check:

- **at a minimum**, the following every FY quarter:
 - five FSA-770 LCP's if 10 or less FSA-901's have been approved for 2005-2007 LCP
 - ten FSA-770 LCP's if 11 through 1,000 FSA-901's have been approved for 2005-2007 LCP
 - twenty FSA-770 LCP's if more than 1,000 FSA-901's have been approved for 2005-2007 LCP
- every STC's, COC's, and employee's FSA-770 LCP.

Notes: Spot checks of STC, COC, and employee's are in addition to the minimum 5, 10, or 20 selected.

The National Office will explore developing software to generate a spot check report. Until that time, CED shall randomly select a sample for review as specified.

When spot checking information certified on FSA-770 LCP, CED's or their designated representative shall:

- review each part of FSA-770 LCP that has been completed
- indicate whether or not they concur with the certification of items 6 through 18, as applicable, in item 20 A
- sign and date items 20B and 20C
- report to COC and the STC representative any FSA-770 LCP in which CED does not concur with the preparer's determination.

**FSA-770 LCP, 2005/2006/2007 Livestock Compensation Program Application Checklist
(Continued)**

F STC or Representative Spot Checks

STC or their representative shall select a:

- minimum of twenty FSA-770 LCP's to spot check
- combination of FSA-770 LCP's that were:
 - spot checked by CED
 - randomly selected, not previously reviewed by CED.

When spot checking information certified on FSA-770 LCP, STC or their representative shall:

- review each part of FSA-770 LCP that has been completed
- indicate whether or not they concur with the certification of items 6 through 18, as applicable, in item 21 A
- sign and date items 21 B and 21 C.

G Other Requirements

The following are other spot check requirements:

- SED's may require additional spot check reviews at their discretion provided SED determines there are apparent internal control deficiencies
- STC or designee shall spot check **all** FSA employee FSA-770 LCP's including STC members, SED, State Office employees, COC members, CED, County Office employees
- if STC or designee has completed twenty FSA-770 LCP spot checks, no additional spot checks are required other than those required for all FSA employees.

FSA-770 LCP, 2005/2006/2007 Livestock Compensation Program Application Checklist
(Continued)

H FSA-770 LCP Instructions

FSA-770 LCP shall be completed according to the following.

Item	Instructions
1	Enter name of the producer.
2	Enter last 4 digits of the producer's ID number.
3	Enter applicable State name.
4	Enter County Office name that is completing FSA-770 LCP.
5	Enter disaster year
6 through 12	Check (✓) "Yes" or "No".
13 and 14	If the producer is an eligible livestock producer, check (✓) "Yes" or "No". If "Yes" cannot be answered, then "No" should be checked.
15	Check (✓) "Yes" or "No".
16	Check (✓) "Yes" or "No". If item 16 is checked "Yes", then check (✓) "No".
17	Check (✓) "Yes" or "No".
18	If a manual FSA-901 was: <ul style="list-style-type: none"> • submitted, check (✓) "Yes" or "No" • not submitted, check (✓) "No".
19A	Any County Office employee who initials in items 6 through 17 shall sign as preparer. By signing as preparer, this does not insinuate that an employee checked items 6 through 17 only that this employee completed an item that was initialed by that employee.
19B	The County Office employee who signed item 18A shall enter the current date.
20A	When applicable, CED or designated representative shall indicate whether or not they concur with how items 6 through 17 are completed. See subparagraph E for CED spot check procedure.
20B	CED or designated representative who completed item 19A shall sign.
20C	CED or designated representative who signed item 19B shall enter the current date.
21A	When applicable, STC or their representative shall indicate whether or not they concur with how items 6 through 17 are completed. See subparagraph F for STC or their representative spot check procedure.
21B	DD who completed item 20A shall sign.
21C	DD who signed item 20B shall enter the current date.

FSA-770 LCP, 2005/2006/2007 Livestock Compensation Program Application Checklist
(Continued)

I Example of FSA-770 LCP

The following is an example of FSA-770 LCP.

<p>This form is available electronically.</p> <p>FSA-770 LCP U.S. DEPARTMENT OF AGRICULTURE (09-05-07) Farm Service Agency</p> <p align="center">2005/2006/2007 LIVESTOCK COMPENSATION PROGRAM APPLICATION CHECKLIST</p>		1. Producer Name	2. ID Number (Last 4 Digits)			
		3. State Name	4. County Office Name			
		5. Disaster Year				
<p>Note: County Offices shall ensure that eligibility has been updated according to CCC-770 Eligibility before payments are issued for applicable producer.</p>						
Office Staff Actions		Handbook or Other Applicable Reference	YES	NO	Initials	Date
6. Did the eligible livestock owner sign and date FSA-901 before the end of signup?		4-DAP (Rev. 2) paragraph 180				
7. Has signature authority been verified for all signatures on FSA-901?		1-CM, Part 25				
8. Does the producer meet the requirements of an eligible livestock producer?		4-DAP (Rev. 2) paragraph 162				
9. Do all the livestock on FSA-901 meet the requirements for being eligible livestock?		4-DAP (Rev. 2) paragraphs 142 and 162				
10. Does the producer have a qualifying feed loss during the disaster period and are all pastures and grazing land listed correctly on FSA-901?		4-DAP (Rev. 2) paragraph 162				
11. Did the applicant provide the physical location of current livestock inventory?		4-DAP (Rev. 2) paragraph 180				
12. Was the correct method(s) used for determining lost feed value?		4-DAP (Rev. 2) paragraph 166				
13. Has the LCP estimated calculated payment before reduction amount been reduced by the amount the applicant received for the specific livestock under 2005 Hurricanes FIP and/or 2005 Hurricanes LCP?		4-DAP (Rev. 2) paragraph 164				
14. Has the LCP estimated calculated payment before reduction amount been reduced by the amount the applicant received for the specific livestock under the 2006 Livestock Grant Assistance Program?		4-DAP (Rev. 2) paragraph 164				
15. Have all supporting documents such as CCC-502, AD-1026, and CCC-526 been completed by the applicant and on file in the County Office no later than 10 workdays after the end of the signup period?		4-DAP (Rev. 2) paragraph 180				
16. If Item 15 was answered "NO", did COC or CED disapprove FSA-901?		4-DAP (Rev. 2) paragraph 181				
17. Has FSA-901 been signed, dated, and approved by COC, CED, or authorized representative?		4-DAP (Rev. 2) paragraph 181				
18. If a manual FSA-901 was submitted, is all data on the automated FSA-901 the same as all data on the manual FSA-901?		4-DAP (Rev. 2) paragraph 180				
Certification						
19A. Signature of Preparer(s)		19B. Date (MM-DD-YYYY)	19A. Signature of Preparer(s)		19B. Date (MM-DD-YYYY)	
<p>20A. I concur/do not concur the above items have been verified and updated accordingly: <input type="checkbox"/> Concur <input type="checkbox"/> Do Not Concur</p> <p>20B. CED Signature for Spot Check</p> <p>20C. Date (MM-DD-YYYY)</p>						
<p>21A. I concur/do not concur the above items have been verified and updated accordingly: <input type="checkbox"/> Concur <input type="checkbox"/> Do Not Concur</p> <p>21B. DD Signature for Spot Check</p> <p>21C. Date (MM-DD-YYYY)</p>						
<p><small>The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, family status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance program. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination, write to: USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call (800) 795-3272 (voice) or (202) 720-6362 (TDD). USDA is an equal opportunity provider and employer.</small></p>						

Standard AU Conversion Chart

The following table provides the Standard AU Conversion Chart for converting AU's for specific animal types to an AU equivalent.

Animal Type	Unit
Dairy Cow	2.00
All Bulls 2 years old or more	2.00
Cattle, horses, or mules 1 year old or more	1.00
Adult cow with nursing calf	1.00
Cattle, horses, or mules 6 months to 1 year old	.50
Sheep or goats	.20
Lambs or kids	.14

