

For: FSA Employees

**New Submission Process for Equitable Relief, Finality Rule,  
and Other Requests Requiring Response from DAFP**

Approved by: Acting Deputy Administrator, Farm Programs



## 1 Overview

### A Background

DAFP has developed a new process for submitting requests for equitable relief, finality rule, and other requests requiring a response from DAFP. According to 7-CP requests will be sent to DAFP by email; however, State Offices will now submit requests according to this notice. Handbook 7-CP will be amended to reflect this new submission procedure.

The new process will be available when this notice is published, and the new process will be the ONLY method for States to submit requests to DAFP.

### B Purpose

This notice provides State Offices:

- with guidance for submitting and tracking producer relief cases, including finality rule, programmatic relief, misaction/misinformation, failure to fully comply, and other requests for DAFP response
- that a link to a forms survey will be available on the SharePoint correspondence request submission page to provide feedback to help improve the site through October 31, 2023.

### C Contacts

Direct questions about this notice by e-mail to either of the following:

- Jody Kenworthy, Safety Net Division, at [jody.kenworthy@usda.gov](mailto:jody.kenworthy@usda.gov)
- Debbie Gonzalez, DAFP front office, at [deborah.gonzalez@usda.gov](mailto:deborah.gonzalez@usda.gov).

Disposal Date	Distribution
April 1, 2024	All FSA Employees; State Offices relay to County Offices

## 2 Submitting Requests

### A Overview

State Offices will submit correspondence requests using the SharePoint site provided below.

All requests for equitable relief, finality, or other requests seeking written decision, approval, or concurrence by DAFP, CD, PSD, or SND must be submitted using the DAFP Relief Correspondence SharePoint site. Other requests include but are not limited to requests for additional time for TAP practices, addition of a new disease or weather condition, or request for extension to a register deadline. The DAFP Relief Correspondence SharePoint site can be accessed from the at [https://usdagcc.sharepoint.com/sites/fsa-dafp/DAFP\\_Home/SitePages/Deputy-Administrator-for-Farm-Programs.aspx?OR=Teams-HL&CT=1678980407762&clickparams=eyJBcHBOYW1lIjoiVG9VhbXMtRGVza3RvcCIsIkFwcFZlcnNpb24iOiIyNy8yMzAyMDUwMTQyMSIsIkhhc0ZlZGVyYXRlZFVzZXIiOiOmZhbnNlQ%3D%3D](https://usdagcc.sharepoint.com/sites/fsa-dafp/DAFP_Home/SitePages/Deputy-Administrator-for-Farm-Programs.aspx?OR=Teams-HL&CT=1678980407762&clickparams=eyJBcHBOYW1lIjoiVG9VhbXMtRGVza3RvcCIsIkFwcFZlcnNpb24iOiIyNy8yMzAyMDUwMTQyMSIsIkhhc0ZlZGVyYXRlZFVzZXIiOiOmZhbnNlQ%3D%3D).

Select “STO Correspondence Submission Form” from the State Office section.


### B DAFP Relief Correspondence State Memo Submission Form

Following is an example of the STO Correspondence Submission page.

**DAFP Correspondence**

**State Memo Submission Form - New Submissions**

Use the form below to submit a new request for relief to the DAFP front office. Use the save button at the bottom of the form to submit your input. A notification will be sent to the DAFP Division point of contact upon submission.



**\* Program**  
*Search for and select the applicable program below. Select 'Other' if not listed. [REQUIRED FIELD]*

Find items

**\* Program Year(s)**  
*Select the program year below. [REQUIRED FIELD]*

**\* State**  
*Select the state from the options below. [REQUIRED FIELD]*

**\* Request Type**  
*Select the appropriate Request Type. [REQUIRED FIELD]*

**Division**  
*The applicable Division for the selected program will populate below. [REQUIRED FIELD]*

**Producer Name**  
*Include the Producer's name in this field.*

**\* County(ies)**  
*Select the applicable county or multiple counties below. If this applies to the entire state, select the All Counties option. [REQUIRED FIELD]*

**\* STO Contact**  
*Include the STO contact for this case. [REQUIRED FIELD]*

Primary Division Contact

Primary Division Contact Email

Secondary Division Contact

Secondary Division Contact Email

**State Comments**  
*This field is not required but can be used to add additional information or comments related to a memo submission.*

## Notice CP-773

### 2 Submitting Requests (Continued)

#### B DAFP Relief Correspondence State Memo Submission Form (Continued)


Using the checkboxes below, check each attachment type you are including in the attachment field at the bottom of the form. All required attachments must be included. You must select the check below to confirm that all required attachments are included below. The form will not save if this box is not selected.

<input type="checkbox"/> Memo	<input type="checkbox"/> Lease Agreement
<input type="checkbox"/> FSA-321	<input type="checkbox"/> COC Meeting Minutes
<input type="checkbox"/> Adverse Determination Letter	<input type="checkbox"/> STC Meeting Minutes
<input type="checkbox"/> Acreage Report	<input type="checkbox"/> Program Application/Contract
<input type="checkbox"/> Production Record	<input type="checkbox"/> Images
<input type="checkbox"/> Notice of Loss	<input type="checkbox"/> MAPs
<input type="checkbox"/> Receipts	<input type="checkbox"/> Other(s)

\* ☐ I confirm by checking this box that all attachments checked above are included below

**Attachments**  
The attachment field below will say unsaved, but the document will save upon submission.

There is nothing attached.

 Attach file

\*The form will not save until you have completed all required fields marked with an asterisk and checked the box above that all required attachments are included.

**Submit**

#### C Submission Form Fields

The following fields are available in the submission form.

Field	Description/Action
Program	The program drop down will populate with available programs in alphabetical order. To quickly find a program, start typing any part of the program name, including the acronym. Select the applicable program. <b>This is a required field.</b>
Division	<p>The division to which the program applies will automatically be selected.</p> <ul style="list-style-type: none"> <li>Safety Net (SND) –NAP, disaster, income support, common</li> <li>Price Support (PSD) – Commodity loans, facility loans, dairy programs</li> <li>Conservation (CD) – conservation programs.</li> </ul>

2 Submitting Requests (Continued)

C Submission Form Fields (Continued)

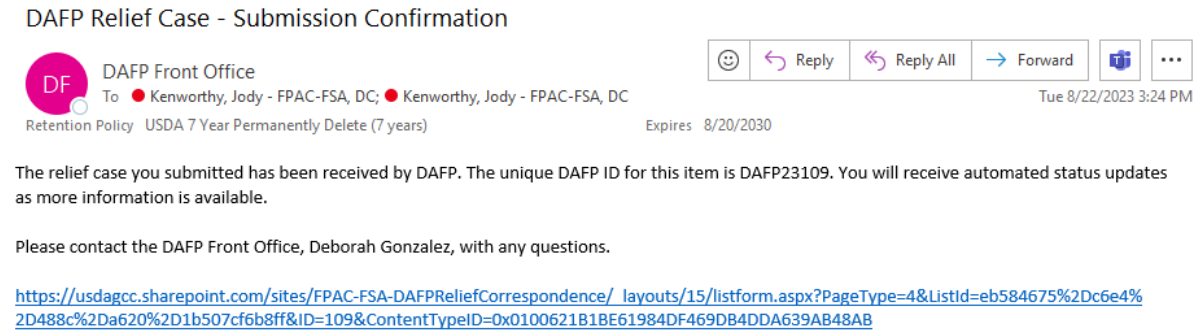
Field	Description/Action
Program Year(s)	Select the program year. More than one year can be selected. <b>This is a required field.</b>
Producer Name	Enter the name of the producer. This is <b>not</b> a required field.
State	Select the State. <b>This is a required field.</b>
County(ies)	Select the county. More than one county can be selected at a time. Select “All Counties” if the request applies to all counties in the State. <b>This is a required field.</b>
Request Type	Select the type of request. If the type of request is not listed, or the request is not a relief request, select “Other”. <b>This is a required field.</b>
STO Contact	Select the name of the State Office contact from the USDA directory. <b>This is a required field.</b>
Primary Division Contact	Prepopulates the name of the primary division point of contact.
Primary Division Contact Email	Prepopulates the email address of the primary division point of contact.
Secondary Division Contact	Prepopulates the name of the secondary division point of contact.
Secondary Division Contact Email	Prepopulates the email address of the secondary division point of contact.
State Comments	Enter any comments that the State Office would like to be considered as part of the submission. This is <b>not</b> a required field.
Required Attachments	Select the attachments that will be included with the request. Select the checkbox to confirm that all selected attachments are included. <b>This is a required field</b>
Attachments	Add attachments that were selected in the required attachments section.  <b>Note:</b> Attachments do not require a password.
Submit	Select “Submit” to submit the case to the primary and secondary division points of contact. A confirmation screen will be displayed, and an automated confirmation email will be sent to the State Office contact that was selected on the submission form. The status will be assigned as “Initial Division Review.”

### 3 DAFP Response Process for Submitted Correspondence

#### A Automated Email

An automated email will be sent by the system to the State Office contact after submission. The email will contain a link to the newly added request so that the information can be viewed as needed.

Following is an example of the automated email that will be received by the State Office contact when a new request is submitted.



**Note:** Your submission will be automatically named and assigned a unique DAFP ID.

**Example:** DAFP23109.

#### B Statuses

To view the status of a specific request, the State Office contact can click on the link in the confirmation email. The current status of the request will be shown in the "Status" field." Below is an example of the "Status" field. The status of this request is "Initial Division Review."

DAFP Correspondence	
State Memo Submission Form - View Information	
Use the form below to review the status and information for a request for relief to the DAFP front office.	
DAFP #	Status
DAFP23109	1. Initial Division Review

### 3 DAFP Response Process for Submitted Correspondence (Continued)

#### B Statuses (Continued)

The following table provides the statuses, a description of each status, and actions, if any, that must be taken by the State Office.

Status	Description	Action
Initial Division Review	The request is newly submitted and has not yet been reviewed by the DAFP division.	
Returned to State for More Information	The request has been reviewed by DAFP and additional information is necessary from the State Office. This status can be assigned at any point in the drafting/clearance process until it is signed by DAFP.	The State POC will receive an email from the sender “DAFP Front Office” letting them know the request has been returned to them with DAFP comments and more information is needed. The State POC will review the DAFP comments section to determine additional actions.
Awaiting State Input	The State POC is collecting the additional information requested by DAFP.	The State POC will change the status to “Awaiting State Input” while they are working on gathering the additional information. Once requested actions are complete, change the status to “Returned to Division HQ” and resubmit the request. The State POC can upload additional documents and add additional comments to the submission.
Returned to Division HQ	The State POC has completed actions requested by DAFP and returned the request to DAFP.	
Remanded to State/Does Not Require DAFP Review or Input	The request has been reviewed by DAFP and a determination has been made that the case does not require DAFP review or input.	The State POC will review the DAFP comments section to determine the next steps. The case is considered closed by DAFP, and no further action will be taken.

## Notice CP-773

### 3 DAFP Response Process for Submitted Correspondence (Continued)

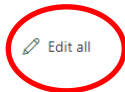
#### B Statuses (Continued)

Status	Description	Action
Assigned to Writer	The submitted request has been reviewed by the DAFP division and determined complete, so a writer has been assigned.	
Awaiting Division Input	The assigned DAFP division writer is currently working on a response memo.	
Submitted to Division Clearance	The writer has completed an initial draft response which has been submitted for division clearance.	
DAFP Signature Authority Delegated to Division	DAFP has delegated their authority to a DAFP Division Director. The Director will sign the cleared memo.	
Initial DAFP Review	The case has cleared the division and is with DAFP for the initial review by the DAFP Correspondence Analyst.	
Secondary DAFP Review	The case has cleared the division and is with DAFP for secondary review by an Assistant to DAFP.	
Returned to Division/Writer	During the clearance process, errors were found, and the case has been returned to the writer for additional work.	
Ready for Signature	The case has been cleared by the Assistant to DAFP and is ready for signature by DAFP.	
Signed by DAFP and sent to State	The case has been signed by DAFP and is complete.	The State POC will provide the completed response to the applicable parties.
Withdrawn	The case was withdrawn by the State POC.	

### 3 DAFP Response Process for Submitted Correspondence (Continued)


#### C Changing Statuses

The State POC must change the status of the correspondence by selecting “Edit all” in the upper left of the SharePoint site that is linked in the automatic email.



FPAC-FSA-... > DAFP State ... > DAFP23109-Safety Net (SND)-Maryland-Anne Arundel-Progra

**DAFP Correspondence**  
**State Memo Submission Form - View Information**

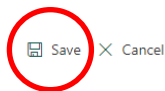


Use the form below to review the status and information for a request for relief to the DAFP front office.

DAFP #	Status
DAFP23109	1. Initial Division Review


Program	Division
Pandemic Assistance for Timber Haulers and Harvesters (PATHH)	Safety Net (SND)

Under “Status”, select the applicable status from the “Status” dropdown box and click “Save” in the upper left corner.



FPAC-FSA-... > DAFP State ... > DAFP23109-Safety Net (SND)-Maryland-Anne Arundel-Progra

**DAFP Correspondence**  
**State Memo Submission Form - Edit Submissions**



Use the form below to edit the status of an existing request for relief to the DAFP front office. Use the save button at the bottom of the form to submit your input. A notification will be sent to the appropriate individual(s) for the next step in the process.

DAFP #	Status
DAFP23109	3. Returned to Division HQ

Program	Division
Pandemic Assistance for Timber Haulers and Harvesters (PATHH)	Safety Net (SND)



## **4 Example Timeline of Submitting a Request**

### **A State Office Submission**

The State POC will submit the request using the new process. The relevant program, program year(s), State, county(ies), request type, and State Office contact information must be entered. The State POC will enter, if applicable, the relevant producer's name and any comments/items to highlight for DAFP. Any attachment box that is checked must have a corresponding attachment; multiple attachments are allowed. If the request is a relief request, an FSA-321 and memo are required. The State Office POC must click the red box confirming that they have included all checked attachments then click "Submit."

The name that is entered as the State Office contact will receive an automated email stating that the submission has been received by DAFP. The link provided in the email can be used at any point to check the status of the case.

The case will be assigned to the applicable DAFP division and to a writer. At any point during the correspondence process, whether during the initial review, the response memo creation, or the clearance of the memo, DAFP can request more information from the State and the status will be changed to "Returned to State for More Information." The State will receive an automated email notification of the status that contains a link to the request. After clicking the link in the email, the DAFP comments will specifically address the additional information being requested. While the State is researching the additional information requested, the status will automatically be changed to "Awaiting State Input." Once the additional information is ready, the State Office POC will edit the form, add additional attachments and information to the "State Comments" section, change the status to "Returned to Division HQ", and click "Save."

Once the DAFP response memo has been cleared and signed by DAFP, the State POC and SED will receive an email with a link to the signed memo in PDF.

## **5 Correspondence SharePoint Library**

### **A Accessing the Correspondence Library**

The DAFP relief correspondence library provides a complete view into all correspondence submitted to DAFP. State Offices can use this view to view/access any item.

The DAFP relief correspondence library can be accessed at

<https://usdagcc.sharepoint.com/sites/FPAC-FSA-DAFPReliefCorrespondence/Lists/DAFP%20State%20Memo%20Submission/State%20View.aspx?viewid=3f061cad%2D5b05%2D4b5a%2Da4fc%2D144d1fd16ff3>.

The library is grouped by State and county. Within a State and county, the items are sorted by status. Click the carrot next to the State and county to view the full list.

### **B Reports**

To run reports, click the “Export” dropdown and choose to export the data in one of the following formats, CSV, Excel, or Power BI, and then save it to your computer. The report will provide the county, DAFP ID, Status, Producer, Program, Program Year, STO Contact, Issue, and Number of Attachments for the current open cases.