

For: State and County Offices

2003 Livestock Assistance Program (LAP) Signup Begins August 6, 2003

Approved by: Acting Deputy Administrator, Farm Programs

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1 Overview

A Background

Notice DAP-165 provided State and County Offices with instructions for completing and submitting CCC-654's. State Offices shall ensure that this action is completed immediately.

Notice DAP-171 notified State and County offices that:

- LAP software was included in Release No. 517
- LAP signup would be announced in a future directive.

B Purpose

This notice provides:

- instructions for entering LAP application data in the automated system
- a copy of and instructions for CCC-740
- County Offices with instructions for accessing, viewing, and printing LAP application data in the automated system
- notification that LAP signup started August 6, 2003.

C Software

LAP software was included in County Release No. 517.

<p>Disposal Date</p> <p>January 1, 2004</p>	<p>Distribution</p> <p>State Office; State Office relay to County Offices</p>
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Notice DAP-173

2 Accepting LAP Applications

A Using CCC-740

County Offices shall use the instructions and CCC-740 provided in Exhibit 1 to accept LAP applications.

Note: If the county is eligible for LAP for both 2001 and 2002, according to determinations made under Notice DAP-165, each producer shall be instructed to complete CCC-740, as applicable, for both years.

B 1-DAP, Part 7

Procedure for the 2000 LAP is in 1-DAP, Part 7. This procedure is currently being updated and will be added to 4-DAP; however, the process was not completed before the beginning of LAP signup.

Follow procedure in 1-DAP, Part 7, temporarily, until the updated 4-DAP is provided, with the following exceptions.

- AGI applies to 2003 LAP (see certification on CCC-740).
- Producers may complete CCC-740 for both 2001 and 2002, if both years are determined eligible for LAP, according to Notice DAP-165.

Note: A producer is eligible for LAP payment for only 1 year.

- A producer's LAP payment will be reduced by the amount(s) the producer received under 2002 Cattle Feed Program, Livestock Compensation Program-I, and Livestock Compensation Program-II, regardless of whether the LAP payment is for 2001 or 2002.

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3 Livestock Assistance Program Software - Menu MHH0YR

A Accessing Menu MHH0YR

On Menu FAX250, use the following table to access Menu MHH0YR.

Step	Menu/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/Compliance", and PRESS "Enter".
4	M00000	ENTER "1", "NAP and Disaster", and PRESS "Enter".
5	MH0000	ENTER "8", "Livestock Assistance Program", and PRESS "Enter". Screen MHH0YR will be displayed.

B Example of Menu MHH0YR

The following is an example of Menu MHH0YR.

```
Command          MENU: MHH0YR          A0
LAP Crop Year Selection Menu
-----
                1. 1998 Crop Year
                2. 1999 Crop Year
                3. 2000 Crop Year
                4. 2001 Application Processing
                5. 2002 Application Processing
                6. 2001/2002 Payment Processing

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

Cmd3=Previous Menu
Enter option and press "Enter".
```

Notice DAP-173

4 Livestock Assistance Program Menu MHH0YR (Continued)

C Options on Menu MHH0YR

The following table contains the options that are available on Menu MHH0YR for the 2001 and 2002 LAP.

Action	Result	Use this option to...
ENTER "4", "2001 Application Processing", and PRESS "Enter".	Livestock Assistance Program Main Menu MHAN00 will be displayed. See paragraph 5.	<ul style="list-style-type: none"> • load 2001 LAP application • approve 2001 LAP application • print reports • update LAP 2001 crop year table.
ENTER "5", "2002 Application Processing", and PRESS "Enter".	Livestock Assistance Program Main Menu MHAN00 will be displayed. See paragraph 5.	<ul style="list-style-type: none"> • load 2002 LAP application • approve 2002 LAP application • print reports • update LAP 2002 crop year table.
ENTER "20", "Return to Application Primary Menu", and PRESS "Enter".	Application Selection Menu M00000 will be displayed.	return to menu M00000.
ENTER "21", "Return to Application Selection Menu", and PRESS "Enter".	Application Selection Menu FAX07001 will be displayed.	return to Menu FAX07001.
ENTER "23", "Return to Primary Selection Menu", and PRESS "Enter".	Menu FAX250 will be displayed.	return to Menu FAX250.
ENTER "24", "Sign Off", and PRESS "Enter".	User will be signed off.	sign off.

Notes: Only those counties submitted to PECD by the July 18, 2003, deadline provided in Notice DAP-167 will be allowed, in the automated software, to begin LAP signup August 6, 2003.

If either option 4 for 2001 LAP or option 5 for 2002 LAP is selected and the county:

- is **not** approved, Screen MHANIFO will be displayed with the message, "Your county is not eligible for the selected year."
- is approved, the application menu will allow the user to enter LAP application data.

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5 Livestock Assistance Program Main Menu MHAN00

A Example of Menu MHAN00

The following is an example of Menu MHAN00.

```
Command          MENU: MHAN00          A0
Livestock Assistance Program Main Menu
-----
                1. Load Application
                2. Approve Application
                3. Reports
                4. County Maintenance

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

Cmd3=Previous Menu
Enter option and press "Enter".
```

Notice DAP-173

5 Livestock Assistance Program Main Menu MHAN00 (Continued)

B Options on Menu MHAN00

The following table contains the options that are available on Menu MHAN00.

Action	Result	Use this option to...
ENTER "1", "Load Application", and PRESS "Enter".	After selecting a producer on the Producer Selection Screen MHANL101, Livestock Selection Screen MHANL401 will be displayed. See paragraph 6.	load a LAP application for the producer selected.
ENTER "2", "Approve Application", and PRESS "Enter".	After selecting a producer on the Producer Selection Screen MHANL101, LAP Approval Screen MHANL801 will be displayed. See paragraph 7.	approve LAP application for producer selected.
ENTER "3", "Reports", and PRESS "Enter".	LAP Reports Menu MHANR0 will be displayed.	print: <ul style="list-style-type: none"> • LAP applications • status report • enrollment application report.
ENTER "4", "County Maintenance", and PRESS "Enter".	LAP County Maintenance Menu MHANM0 will be displayed.	<ul style="list-style-type: none"> • update LAP crop year table • print LAP crop year table • print eligible livestock value table.
ENTER "20", "Return to Application Primary Menu", and PRESS "Enter".	Application Selection Menu M00000 will be displayed.	return to menu M00000.
ENTER "21", "Return to Application Selection Menu", and PRESS "Enter".	Application Selection Menu FAX07001 will be displayed.	return to Menu FAX07001.
ENTER "23", "Return to Primary Selection Menu", and PRESS "Enter".	Menu FAX250 will be displayed.	return to Menu FAX250.
ENTER "24", "Sign Off", and PRESS "Enter".	User will be signed off.	sign off.

Notice DAP-173

6 Loading LAP Application

A Loading Application

The following table provided procedure for loading a LAP application.

Step	Action	Result
1	On Menu MHAN00, ENTER "1", "Load Application", and PRESS "Enter"	Producer Selection Screen MHANL101 will be displayed.
2	On Screen MHANL101, select a producer by entering 1 of the following: <ul style="list-style-type: none"> • producer identification number • last 4 digits of producer's identification number • producer's last name. 	Livestock Selection Screen MHANL401 will be displayed.
3	On Screen MHANL401, enter an "X" next to the applicable livestock category and weight range to be selected, and PRESS "Enter" to continue. Note: Only 1 livestock category/weight range may be selected at a time.	Livestock Screen MHANL501 will be displayed.
4	On Screen MHANL501, enter the number of livestock for the category and weight range selected, and PRESS: <ul style="list-style-type: none"> • "Cmd5" to add/update the data entered • "Cmd4" to return to Screen MHANL401 to select another livestock category/weight range • "Cmd2" to continue to next screen. Note: Before proceeding to the next screen, the data entered must be updated by PRESSING "Cmd5".	Pasture Screen MHANL901 will be displayed.
5	On Screen MHANL901, enter all of the following: <ul style="list-style-type: none"> • pasture type • pasture location • carrying capacity • total acres. Note: Before proceeding to the next screen, the data entered must be updated by PRESSING "Cmd5".	Producer Load Screen MHANL701 will be displayed.

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6 Loading LAP Application (Continued)

A Loading Application (Continued)

Step	Action	Result
6	<p>On Screen MHANL701, enter all of the following:</p> <ul style="list-style-type: none">• payment indicator• CFP benefits received by the producer• LCP payments received by the producer• LCP II payments received by the producer. <p>Notes: Before printing the application, the data entered must be updated by PRESSING "Cmd5".</p> <p>To print the application, PRESS "Cmd12".</p>	Printer Selection Screen MHANPS01 will be displayed.
7	On Screen MHANPS01, enter the identification number of the printer to be used.	The LAP application will be printed on the printer selected.

Notice DAP-173

7 Approving LAP Applications

A Approving Applications

The following table provided procedure for loading a LAP application.

Step	Action	Result
1	On Menu MHAN00, ENTER "2", "Approve Application", and PRESS "Enter".	Producer Selection Screen MHANL101 will be displayed.
2	On Screen MHANL101, select a producer by entering 1 of the following: <ul style="list-style-type: none"> • producer identification number • last 4 digits of producer's identification number • producer's last name. 	Approval Screen MHANL801 will be displayed.
3	On Screen MHANL801, enter the date the COC approved the applicable LAP application, and PRESS "Cmd5". Note: COC approval date must be in MMDDCCYY format.	COC approval date entered in LAP software application. Producer Selection Screen MHANL101 will be displayed.
4	On Screen MHANL101, another LAP application may be selected for approval by entering 1 of the following: <ul style="list-style-type: none"> • producer identification number • last 4 digits of producer's identification number • producer's last name. PRESS "Cmd7" to return to the Livestock Assistance Program Main Menu.	If another producer is selected, Screen MHANL801 will be displayed. If "Cmd7" is PRESSED, the Livestock Assistance Program Main Menu MHAN00 will be displayed.

Notice DAP-173

8 County Maintenance

A Updating LAP Crop Year Table

The following table provided procedure for loading a LAP application.

Step	Action	Result
1	On Menu MHAN00, ENTER "4", County Maintenance", and PRESS "Enter".	LAP County Maintenance Menu MHANM0 will be displayed.
2	On Menu MHANM0, ENTER "1", Update Crop Year Table, and PRESS "Enter".	Crop Year Table Screen MHANLC01 will be displayed.
3	On Screen MHANLC01, enter: <ul style="list-style-type: none"> • crop year beginning and ending date • payment period beginning and ending date • maximum grazing loss percent. <p>Important: After data is entered, PRESS "Cmd5" to update data.</p>	Verification message indicating the data has been updated will be displayed.
4	PRESS "Cmd7".	Livestock Assistance Program Main Menu will be displayed.

Completing CCC-740

A Instructions for Completing CCC-740

Item	Instruction
1A and B	Enter the name, address, and ID number of owner filing application. If owner is a partnership, legal joint venture, or corporation, enter name, address, and ID number of partnership, legal joint venture, or corporation.
2A and B	Enter name and telephone number of the contact person if different than owner.
3	Enter the name, address, and telephone number of the County FSA Office approved for LAP where the farm is administratively located and where the application is filed. Note: The application must be filed in an eligible County Office approved for LAP.
4	Enter the LAP crop year (2001 or 2002).
5A	Enter: <ul style="list-style-type: none"> • name of applicant that was entered in item 1 in the first "OWNER" box • name(s) and address(es) of all other owners of eligible livestock in the applicant's operation, if applicable. Note: Additional "Other Owner" information is required only if the applicant is not the sole owner of all eligible livestock in the livestock operation.
5B	Enter share for each person, including spouses, sharing in the ownership of this operation. Include spouses only if 1 of the following apply: <ul style="list-style-type: none"> • spouse will receive a percentage of the LAP payment • spouse is required to sign forms for other FSA programs. Important: Sum of all shares must equal 100 percent.
5C, D and E	List the location: State(s), county(ies), and farm serial numbers of any other livestock interests of the applicant or persons listed that are not included in the application.
6A and B	Enter the LAP payment period beginning and ending dates. Note: County FSA Office will assist producers in completing this item.

Completing CCC-740 (Continued)

A Instructions for Completing CCC-740 (Continued)

Item	Instruction
7A and B	<p>In item 7A, enter the beginning and ending dates for any changes in the number of eligible livestock that occurred during the payment period. If no changes occurred during the payment period, leave item 7A blank.</p> <p>In item 7B, enter the number of head of livestock by kind and type.</p> <p>Notes: Do not count calves weighing less than 400 lbs and still nursing during the payment period.</p> <p>Livestock grazed on a basis of weight gain are ineligible.</p>
8	Enter any remarks or clarifying information.
9	Enter the LAP payment period listed in items 6A and B.
10A through G	Enter the grazing acres used to support eligible livestock during the LAP payment period.
	A Enter applicable grazing by type for LAP crop year from item 4.
	B Enter farm identification, such as FSN, legal description, or other.
	<p>C List normal pasture acreage.</p> <p>Note: Hay losses may be eligible for assistance under the ad hoc disaster program. Therefore, land normally mechanically harvested for hay that is grazed before the normal beginning grazing period, shall not be entered in item 10. Land normally grazed after the final cutting of hay may be included.</p>
	D Enter the beginning and the ending dates for the grazing period. These date should correspond with the beginning and ending dates of the payment period.
	E Check whether the land is owned or leased.
	F If grazing land is rented on a share basis, enter the percent share to be received by applicant.
	G Enter the estimated grazing percent loss.

Completing CCC-740 (Continued)

A Instructions for Completing CCC-740 (Continued)

Item	Instruction
11B through E	If the applicant: <ul style="list-style-type: none"> • received benefits under the Cattle Feed Program (CFP), Livestock Compensation Program-I (LCP I) and the Livestock Compensation Program-II (LCP II), check "YES", and indicate the State(s), county(ies), and amount received under CFP, LCP I and LCP II. • did not receive benefits under the Cattle Feed Program (CFP), Livestock Compensation Program-I (LCP I) and the Livestock Compensation Program-II (LCP II), check "NO".
11F	Producer shall certify if a CCC-526, Payment Eligibility Average Adjusted Gross Income (AGI Certification), is filed in the FSA County Office.
11G	Producer shall certify if the Adjusted Gross Income exceeds the \$2.5 million.
12A and B	Producer shall sign and date the application. Producer must read and agree to the information in the certification statements.

Completing CCC-740 (Continued)

A Example of CCC-740

This form is available electronically.			
1A. NAME AND ADDRESS OF OWNER FILING APPLICATION		CCC-740 (08-06-03)	
		U.S. DEPARTMENT OF AGRICULTURE Commodity Credit Corporation LIVESTOCK ASSISTANCE PROGRAM (LAP) APPLICATION	
1B. IDENTIFICATION NUMBER:			
2A. NAME OF CONTACT PERSON	2B. CONTACT PERSON'S TELEPHONE NO. (Area Code)	3. COUNTY FSA OFFICE NAME AND ADDRESS (including Zip Code)	4. LAP CROP YEAR
		TELEPHONE NO. (Area Code)	
5. List names and addresses of all persons sharing ownership in livestock, each person's share of this operation and the location of any other livestock interests (include spouses):			
A. NAME AND ADDRESS (including Zip Code)		B. SHARE THIS OPERATION	OTHER LIVESTOCK INTERESTS
OWNER ID NO.			C. STATE D. COUNTY E. FARM NUMBER
		%	
OWNER ID NO.			
		%	
OWNER ID NO.			
		%	
OWNER ID NO.			
		%	
OWNER ID NO.			
		%	
<small>The authority for collecting the following information is Pub. L. 109-7. 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.</small>			
<small>NOTE: The following statement is made in accordance with the Privacy Act of 1974 (5 USC 552a). The authority for requesting the following information is Agricultural Assistance Act of 2003 (Pub. L. 108-7). The information will be used to determine eligibility in accordance with the requirements of the Federal Register Regulation for applicants who are requesting Livestock Assistance Program benefits. Furnishing the requested information is voluntary; however, failure to furnish the requested information will result in a determination of ineligibility for Livestock Assistance Program benefits. This information may be provided to other agencies, IRS, Department of Justice, or other Federal and State law enforcement agencies, and in response to a court magistrate or administrative tribunal. The provisions of criminal and civil fraud statutes, including 18 USC 286, 287, 371, 641, 1001 and 1004; 15 USC 714m; and 31 USC 3729, may be applicable to the information provided. RETURN THIS COMPLETED FORM TO YOUR COUNTY FSA OFFICE.</small>			

Completing CCC-740 (Continued)

A Example of CCC-740 (Continued)

CCC-740 (08-08-03) Page 2 of 3

6. LAP Payment Period Beginning Date and Ending Date Established by COC: ▶				A. Beginning Date (MM-DD-YYYY)				B. Ending Date (MM-DD-YYYY)					
7A. Beginning and Ending Dates and Changes in Numbers of Eligible Livestock ▶				DATE		DATE		DATE		DATE		DATE	
				BEG	ENDING	BEG	ENDING	BEG	ENDING	BEG	ENDING	BEG	ENDING
7B. KIND/TYPE		WEIGHT/RANGE (LBS.)	NO. OF HEAD	NO. OF HEAD	NO. OF HEAD	NO. OF HEAD	NO. OF HEAD	NO. OF HEAD	NO. OF HEAD	NO. OF HEAD	NO. OF HEAD	NO. OF HEAD	
(1) BEEF CATTLE (A)													
Beef	1	Less than 400											
Beef	2	400 - 799											
Beef	3	800 - 1099											
Beef	4	1100+											
Beef, cow	5	ALL											
Beef, bull	6	1000+											
(2) DAIRY CATTLE (B)													
Dairy	21	Less than 400											
Dairy	22	400 - 799											
Dairy	23	800 - 1099											
Dairy	24	1100+											
Dairy, cow	25	Under 1,100											
Dairy, cow	26	1100 - 1299											
Dairy, cow	27	1300 - 1499											
Dairy, cow	28	1500+											
Dairy, bull	29	1000+											
(3) SWINE (C)													
Swine	41	Less than 45											
Swine	42	45 - 124											
Swine	43	125+											
Swine, sow	44	235+											
Swine, boar	45	235+											
(4) SHEEP (D)													
Sheep	61	Less than 44											
Sheep	62	44 - 82											
Sheep	63	83+											
Sheep, ewe	64	150+											
Sheep, ram	65	150+											
(5) GOATS (E)													
Goats	71	Less than 44											
Goats	72	44 - 82											
Goats	73	83+											
Goats, doe	74	125+											
Goats, doe(Dairy)	75	125+											
Goats, buck	76	125+											
(6) EQUINE (F)													
Equine	81	Less than 450											
Equine	82	450 - 649											
Equine	83	650 - 874											
Equine	84	875+											
8. REMARKS													

