

For: State and County Offices

Livestock Assistance Program (LAP) Deadlines, Reminders, and Clarifications

Approved by: Acting Deputy Administrator, Farm Programs



1 Overview

A Background

Notice DAP-228 provides the following:

- the ending signup date for 2003/2004 LAP was COB September 9, 2005
- County Offices will no longer have access to certain 2003 data after the 2006 rollover process.

Notice DAP-232 provides the following:

- information for close-out of various disaster programs, including LAP
- the process to complete or modify timely filed 2003 and 2004 LAP applications will be disabled COB September 30, 2005
- County Offices shall ensure subsidiary files, especially for 2003, are updated by September 16, 2005.

4-DAP (Rev. 1):

- subparagraph 20 G provides procedure about approval authority for applications submitted by FSA STC and COC members, and State and County Office employees, including DD's and SED's
- paragraph 23 provides procedure for performing LAP spotchecks.

Recent Office of Inspector General (OIG) audit report findings identify concerns about:

- proper approval authority for disaster program applications submitted by State and County Office employees
- methodology to be followed for manually selecting random samples of program applications for spot check.

Disposal Date	Distribution
May 1, 2006	State Offices; State Offices relay to County Offices

Notice DAP-234

1 Overview (Continued)

B Purpose

This notice provides:

- reminders of the following:
 - important program deadlines
 - approval authority for LAP applications submitted by FSA STC and COC members, State and County Office employees, including DD's and SED's
- procedure for randomly selecting LAP applications for spot check.

2 Important Deadlines

A LAP Signup Deadline

The ending signup date for 2003/2004 LAP was COB September 9, 2005. Signed and dated CCC-740's, along with all supporting documentation and required forms, must have been received in the applicable County Office by COB September 9, 2005, to be considered timely filed for 2003/2004 LAP.

There are no late-filed provisions for 2003/2004 LAP.

B Deadline to Complete or Modify Timely Filed 2003/2004 LAP Applications

County Offices shall have access to LAP application software to complete or modify timely filed 2003/2004 LAP applications until COB September 30, 2005.

Access to LAP application software will automatically be disabled COB September 30, 2005.

C Deadline to Add, Update, or Delete Certain 2003 Data

Once rollover is completed, County Offices will no longer have the capability to add, update, or delete some 2003 data because the 2003 data will be removed from the system to enable options for recording 2006 data. The affected applications include:

- farm and tract maintenance
- combined producer maintenance
- payment limitation maintenance
- joint operation and entity maintenance.

As a result, County Offices must verify that applications and supporting documentation filed for 2003 LAP was recorded properly. **Failure to do so could result in FSA's inability to properly issue payments to producers.**

Notice DAP-234

3 State and County Office Employee LAP Applications

A Approval Authority

FSA STC shall act on all LAP applications executed by State Office employees, including DD's.

Important: FSA STC shall **not** redelegate authority to act on LAP applications executed by State Office employees, including DD's.

FSA STC, or State Office employee designated by FSA STC, shall act on all LAP applications executed by County Office employees, including CED's and FSA COC members.

All LAP applications executed by FSA STC members and SED's shall be submitted to DAFP for action.

4 LAP Spot Checks

A Performing Spot Checks of LAP Applications

4-DAP (Rev. 1), paragraph 23 provides a minimum of 5 percent of LAP applications, but no more than 60 applications, are required to be reviewed per county. Only LAP applications for which a payment was issued shall be included when determining applications for spot check.

Recent OIG audit report findings identify concerns about the methodology used for manually selecting random samples of program applications for spot check.

The National Office is working on developing an automated process that randomly selects the LAP applications to be spot checked by the County Office. A forthcoming notice will be issued to State and County Offices once a process for selecting LAP applications has been developed.

Note: Because the LAP payment process has not been completed, selection of LAP applications for spot check cannot be completed at this time.

5 Action

A County Office Action

County Office shall:

- immediately verify that LAP applications and supporting documentation filed for 2003 LAP is recorded properly
- not conduct spot checks of LAP applications until notified by National Office
- ensure all State and County Office employee, including FSA STC members and SED's, LAP applications are submitted to State Office for action.

B State Office Action

State Office shall ensure:

- County Offices immediately verify that LAP applications and supporting documentation filed for 2003 LAP are recorded properly
- all FSA STC members and SED's LAP applications are submitted to DAFP for action