

For: State and County Offices

**Livestock Assistance Program (LAP) Deadline to Submit Cases to the National Office**

Approved by: Acting Deputy Administrator, Farm Programs



**1 Overview**

**A Background**

4-DAP (Rev. 1), subparagraph 92 A provides that LAP:

- applications will be based on the farm’s administrative county

**Note:** A producer’s administrative County Office is generally the County Office where the producer’s land is physically located. However, there are 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.

- applications must be submitted to the National Office when the producer has a farm that is administered in a county that is not approved for LAP, but includes grazing land that is physically located in a county that is approved for LAP
- application software does not allow County Offices to enter LAP applications unless the producer’s farm is administratively located in the County Office.

**Note:** Only the National Office can enter LAP applications when the producer’s farm is administered in a county that is not approved for LAP, but has grazing land that is physically located in a county that is approved for LAP.

**B Purpose**

This notice provides a:

- list of data required by the National Office to enter LAP applications into the web-based LAP software
- deadline to submit cases that must be entered in the LAP software by the National Office.

<b>Disposal Date</b>	<b>Distribution</b>
May 1, 2006	State Offices; State Offices relay to County Offices

## Notice DAP-236

### 2 Data Required to Enter LAP Applications

#### A Data Required

All of the following are required for the National Office to record LAP applications in the web-based LAP application software:

- cover memo that clearly identifies the farm's administrative county and the county where the grazing land is physically located
- copy of producer's manual CCC-740
- copy of manual CCC-741 completed by County Office
- copy of 2003 or 2004, as applicable, automated FSA-578 for applicable FSN

**Note:** Submit copy of Farm and Tract Detail Listing for applicable FSN.

- copy of purchase/sales receipts for livestock, if provided by producer
- copy of aerial photos of grazing land offered
- copy of COC meeting minutes indicating how COC determined the producer's certified loss for the grazing land physically located in a county not approved for LAP was acceptable.

**Important:** Some cases may require the National Office to request additional information.

#### B Deadline to Submit Cases to the National Office

County Offices shall submit all applicable LAP applications to State Office, by COB Friday, November 4, 2005.

State Office shall submit all applicable LAP applications to PECD at the following address by COB Wednesday, November 9, 2005:

Virgil Ireland  
USDA/FSA/PECD  
STOP 0517 Room 4761  
1400 Independence Ave SW  
Washington DC 20250-0517.

The State Office will be notified when the LAP application has been entered in the web-based LAP application software.

**Note:** Contact Virgil Ireland at 202-720-5103 with questions about this notice.