

For: State Offices and Service Centers

Requesting Authorization to Issue 2008 LFP, LIP, and SURE Payments

Approved by: Acting Deputy Administrator, Farm Programs



1 Overview

A Background

Notice DAP-328 advised State and County Offices that:

- 2008 LFP, LIP, and SURE payment software would be disabled after March 16, 2012
- all outstanding payments were to be issued by March 16, 2012, to the maximum extent possible.

B Purpose

This notice informs State and County Offices:

- that they will be **required** to submit documentation to the National Office according to paragraph 2, if a 2008 LFP, LIP, or SURE payment was earned by the producer, but **not** issued before payment processing was disabled
- to follow 64-FI to enter a receivable for a determined overpayment.

Disposal Date	Distribution
September 1, 2012	State Offices; State Offices relay to Service Centers

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2 Submitting Payment Authorization Requests

A Submitting Payment Authorization Documentation

For previous programs that required payment authorization requests, documentation was normally provided by FAX. To provide for a more streamlined process, documentation will now be provided through a SharePoint site. The SharePoint site will provide for:

- submitting documentation for the initial request
- submitting additional documentation, when applicable
- tracking the status of the request
- obtaining a copy of the authorization or denial FAX
- notifying the applicable National Office Program Specialist of the submitted request.

Note: Although the authorization or denial FAX will be updated to the case documentation on the SharePoint site by the applicable National Office specialist, the official response will also be FAXed to SED.

2 Submitting Payment Authorization Requests (Continued)

B SharePoint Site and User Guide

To provide documentation for payment authorization requests and to learn how to use the SharePoint site, the following actions should be completed:

- access the SharePoint site at https://fsa.sc.egov.usda.gov/mgr/dafp/PECD/LFP_LIP_SURE
- in the area titled, “Shared Documents”, CLICK “SharePoint User Guide”.

Important: The SharePoint User Guide will provide instructions on how to use the site effectively, as well as what areas are to be updated and those areas meant for National Office use only.

It is advised that **all** applicable State Office Specialists review the SharePoint User Guide to ensure that the SharePoint site is being used as effectively as possible.

This is an example of the SharePoint User Guide location.



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2 Submitting Payment Authorization Requests (Continued)

C Authorized Users

The SharePoint site can only be accessed by State Office specialists that are responsible for LFP, LIP, and SURE.

Note: The current LFP, LIP, and SURE distribution lists maintained by PECD will be used to add authorized users to the SharePoint site.

To request access or to provide State Office Specialist personnel changes for LFP, LIP, or SURE, the name of the specialist and the applicable program areas should be provided in an e-mail to **all** of the following:

- tina.nemec@wdc.usda.gov
- lenior.simmon@wdc.usda.gov
- tracey.smith@wdc.usda.gov.

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3 Requesting Payment Authorization for 2008 LFP, LIP, and SURE Payments

A Documentation for 2008 LFP Payment Request

The following documentation will be required for 2008 LFP payments that are due the producer, but were not issued before payment software was disabled:

- explanation about why the 2008 LFP payment was **not** issued before payment software was disabled
- FSA-925

Note: Processing options for the 2008 LFP Application will remain open to allow county offices to enter the most up-to-date information on the application. This will provide for proper calculations on the Estimated Calculated Payment Report.

- 2008 LFP Estimated Calculated Payment Report

Note: Ensure that FSA-925 has been updated with the most current information before printing the Estimated Calculated Payment Report.

- 2008 LFP Payment History Report – Summary for the producer

Reminders: If the producer is a joint operation, Payment History Report – Summary **must** be submitted for **each** member of the joint operation.

Payment History Report – Summary **must** be submitted for **each** combined producer, if applicable.

- 2008 MABDIG for **each**:
 - producer
 - affected member of the joint operation
- 2008 Subsidiary Print for **each**:
 - producer
 - affected member of the joint operation
- other documentation pertinent to the case, such as NAD decisions, FSA-321's, or receivable reports, if applicable.

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3 Requesting Payment Authorization for 2008 LFP, LIP, and SURE (Continued)

B Documentation for 2008 LIP Payment Request

The following documentation will be required for 2008 LIP payments that are due the producer, but were not issued before payment software was disabled:

- explanation about why the 2008 LIP payment was **not** issued before payment software was disabled
- FSA-914

Note: Processing options for the 2008 LIP Application will remain open to allow County Offices to enter the most up-to-date information on the application. This will provide for proper calculations on the Estimated Calculated Payment Report.

- 2008 LIP Estimated Calculated Payment Report

Note: Ensure that FSA-914 has been updated with the most current information before printing the Estimated Calculated Payment Report.

- 2008 LIP Payment History Report – Summary for the producer

Reminders: If the producer is a joint operation, Payment History Report – Summary **must** be submitted for **each** member of the joint operation.

Payment History Report – Summary **must** be submitted for **each** combined producer, if applicable.

- 2008 MABDIG for **each**:
 - producer
 - affected member of the joint operation
- 2008 Subsidiary Print for **each**:
 - producer
 - affected member of the joint operation
- other documentation pertinent to the case, such as NAD decisions, FSA-321's, or receivable reports, if applicable.

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3 Requesting Payment Authorization for 2008 LFP, LIP, and SURE (Continued)

C Documentation for 2008 SURE Payment Request

The following documentation will be required for 2008 SURE payments that are due the producer, but were not issued before payment software was disabled:

Note: Before uploading the case file to the SharePoint site, the State Office shall ensure that the updated SURE Workbook has been uploaded to the SURE Workbook Information Management System according to 1-SURE.

- explanation about why the 2008 SURE payment was **not** issued before payment software was disabled
- amount requested to be paid
- SURE Information Report (SIR) for the applicable producers
- FSA-682 and FSA-682A, as applicable
- 2008 SURE Payment History Report – Summary for the producer

Reminders: If the producer is a joint operation, Payment History Report – Summary **must** be submitted for **each** member of the joint operation.

Payment History Report – Summary **must** be submitted for **each** combined producer, if applicable.

- 2008 MABDIG for **each**:
 - producer
 - affected member of the joint operation
- 2008 Subsidiary Print for **each**:
 - producer
 - affected member of the joint operation
- other documentation pertinent to the case, such as NAD decisions, FSA-321's, or receivable reports, if applicable.

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4 Action

A State Office Action

State Offices shall:

- ensure that County Offices are immediately informed of the contents of this notice
- review the case file before submission to the National Office to ensure that the:
 - amount being requested has been earned by the producer
 - case file contains all required documentation as provided for in paragraph 3 before submitting the request
- upload payment authorization documentation through the SharePoint site provided in paragraph 2
- be aware that authorization or denial FAXes will be FAXed to SED
- ensure that State Office specialist personnel changes for LFP, LIP, and/or SURE are provided to the National Office according to subparagraph 2 C.

B County Office Action

County Offices shall:

- submit documentation according to subparagraph 3 A, B, or C, as applicable, to the State Office for the 2008 payment authorization request
- follow 64-FI to enter a receivable for a determined overpayment.