

For: State Offices and Service Centers

**Close-Out of Disaster Report Options on System 36**

Approved by: Deputy Administrator, Farm Programs



**1 Overview**

**A Background**

Most of the processing options for the programs listed in subparagraph 2 A were previously disabled on System 36. To support payment authorization requests, some of the reporting options were left enabled to allow reports to be generated, which are required to be submitted with the payment authorization requests.

**B Purpose**

This notice notifies State and County Offices that the options for payment reports on System 36 will:

- be permanently disabled on September 30, 2014
- no longer be available **after** September 30, 2014.

**2 Effect of Closing-Out System 36 Options**

**A Programs Affected**

The following disaster programs will have reports disabled on System 36 as of September 30, 2014:

- 2005-2007 Crop Disaster Program
- 2005-2007 Livestock Compensation Program
- 2005-2007 Livestock Assistance Program
- 2005-2007 TAP
- Florida Citrus Disaster Program (FCDP)
- Florida Nursery Disaster Program (FNDP)
- Hurricane Disaster Program.

<b>Disposal Date</b>	<b>Distribution</b>
December 1, 2014	State Offices; State Office relay to Service Centers

## Notice DAP-331

### 2 Effect of Closing-Out System 36 Options (Continued)

#### B Reports Affected

The following reports will be disabled for the disaster programs listed in subparagraph 2 A:

- Application processing for 2005 – 2007 CDP
- Estimated Calculated Payment Reports
- Entitlement Reports
- Producer Payment History (PPH) print.

#### C Payment Authorization Requests

- All required reports must be saved or printed from System 36 by September 30, 2014, for all known outstanding or possible future authorization requests.
- For joint operations, County Offices must print the PPH's for the payment entity and **all** members so payment limitation can be determined.

**Note:** PPH's do **not** need to be printed for the farm number.

- Payment authorization request procedure **must** be followed for the applicable program for submitting payment authorization requests.

**Note:** If the payment reports are not printed before the report software is disabled on September 30, 2014, State Offices will need to coordinate necessary reports with the appropriate National Office specialists.

#### D National Office Notification

State Offices are required to notify Tina Nemic, National Office, of all outstanding authorization requests by September 19, 2014, by either of the following:

- e-mail at **tina.nemic@wdc.usda.gov**
- telephone at 202-690-4027.

The following must be included on the report for authorization requests:

- State
- County
- Year
- Program
- Number of outstanding payments
- Total outstanding payment amount.

## Notice DAP-331

### 3 State and County Office Action

#### A State Office Action

State Offices shall ensure that:

- County Offices are aware of the contents of this notice
- County Offices provide a report to the State Office which include the items listed in subparagraph 2 D by September 12, 2014
- a report of the items in subparagraph 2 D, provided by the County Offices, is submitted to the National Office by September 19, 2014.

**Note:** Negative reports are required from State Offices.

#### B County Office Action

County Offices must:

- print applicable reports according to subparagraph 2 C for any outstanding or possible future payment authorization requests
- provide a report to the State Office of the items listed in subparagraph 2 D by September 12, 2014.