

For: State and County Offices

Issuing Payments for the Dairy Disaster Assistance Payment Program (DDAP)

Approved by: Deputy Administrator, Management



1 Overview

A Background

Pub. L. 08-324, Section 103 of the Military Construction Appropriations & Emergency Hurricane Act of 2005, provides authorization to disburse up to \$10 million (available until expended) in payments to dairy producers for dairy production losses and spoilage in disaster counties because of 2004 hurricanes. PSD administers DDAP. Use CCC-742 to apply for DDAP.

B Purpose

This notice provides instructions for:

- obtaining payment amounts from the web-based eDDAP software
- issuing DDAP disbursements through the AS400 accounting application.

C Contact

State Offices with questions about:

- DDAP should contact Danielle Cooke by e-mail at **Danielle.Cooke@wdc.usda.gov**
- AS400 accounting application should contact Rodney Davis by e-mail at **Rodney.Davis@wdc.usda.gov**
- software should contact the National Help Desk at 800-255-2434 or 816-926-1552; select option 3 for software and then option 4 for accounting.

| | |
|----------------------|--|
| Disposal Date | Distribution |
| December 1, 2005 | State Offices; State Offices relay to County Offices |

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2 Obtaining the Calculated Payment Amount from eDDAP Application

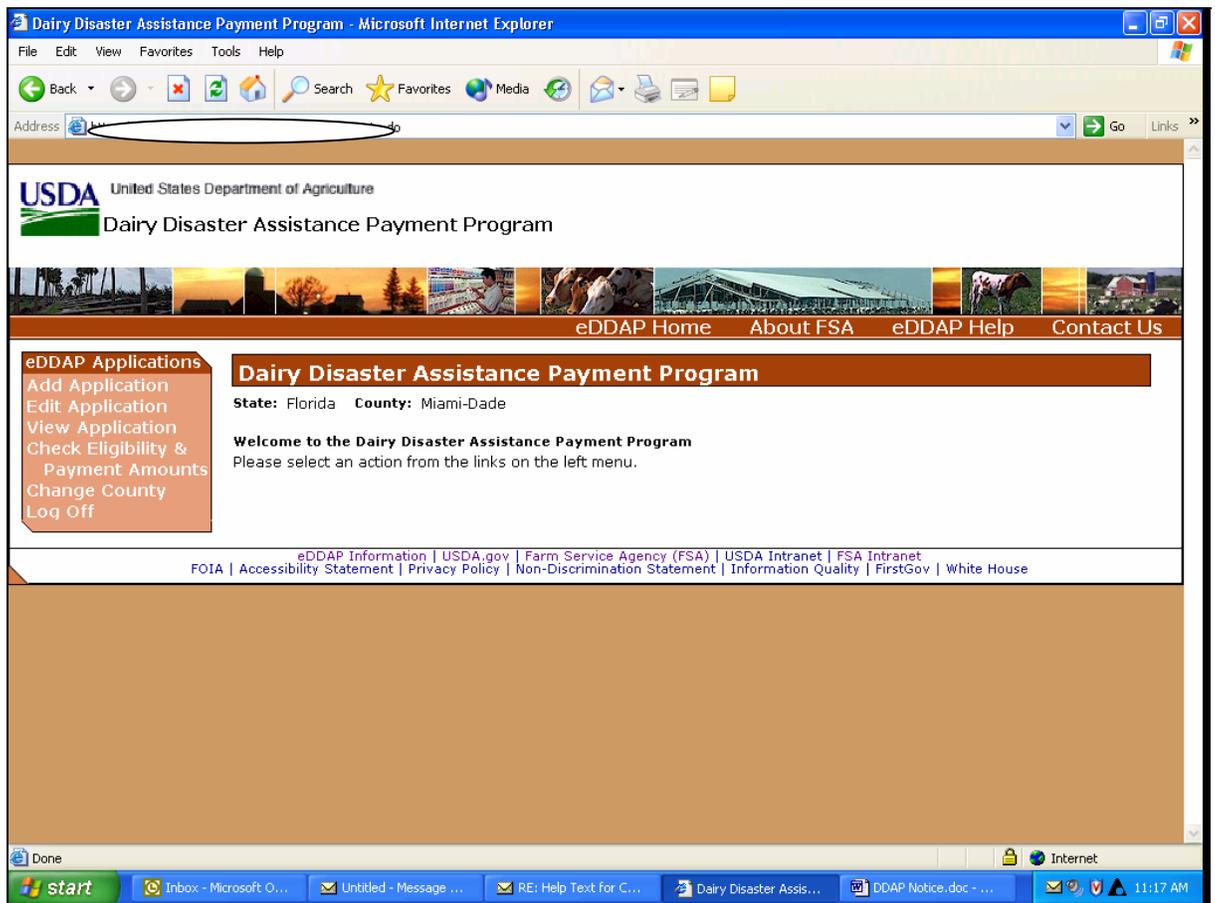
A How Payment Amounts are Calculated by eDDAP

Notice PS-522 provided County Offices detailed instructions for entering information into eDDAP software. Dairy production and spoilage losses were calculated in eDDAP software and multiplied by the applicable payment rate to determine the amount of dairy operation payments. Notice LD-555 provided individual State payment rates. The final calculated payment amount is computed by eDDAP software based on producer information entered by County Office personnel and is displayed on the eDDAP Eligibility & Payment Amounts Screen.

B Accessing eDDAP Automated Software Screens

County Offices shall access eDDAP software from the FSA Intranet Home Page at <http://intranet.fsa.usda.gov/fsa/>. Click on FSA Applications and under Price Support click eDDAP - Dairy Disaster Assistance Payment Program. The eAuthentication Warning Screen will be displayed. Click “Continue” and the eAuthentication Login Screen will be displayed to enter the appropriate credentials.

When on the Dairy Disaster Assistance Payment Program Screen, under eDDAP Applications left navigation bar, click “Check Eligibility & Payment Amounts”.



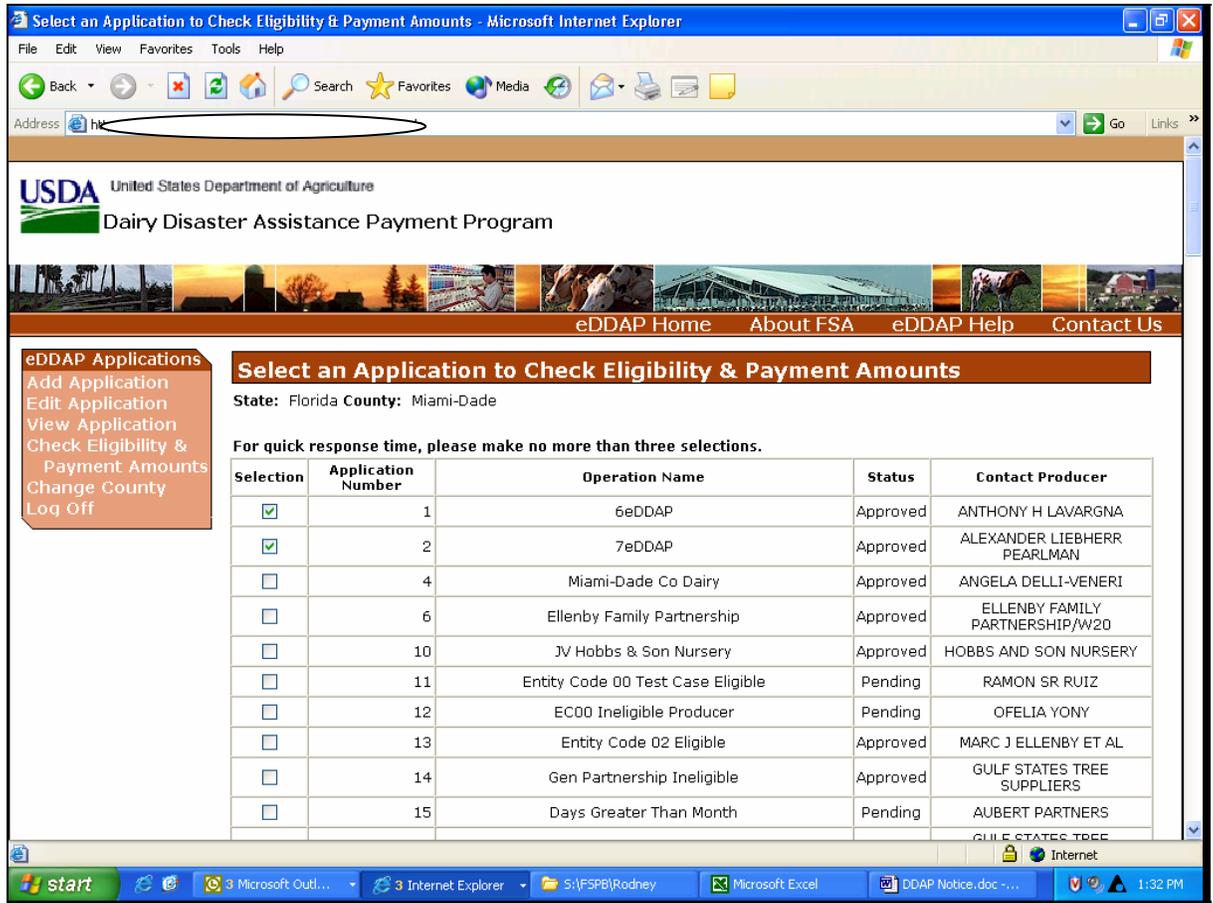
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2 Obtaining the Calculated Payment Amount from eDDAP Application (Continued)

B Accessing eDDAP Automated Software Screens (Continued)

The following 2 screen prints provide an example of the Select an Application to Check Eligibility & Payment Amounts Screen (the screen was too long to fit in 1 screen print). Click the box under the “Selection” column for the applications being reviewed.

Note: To ensure a quick response time, **no more than 3 applications should be selected at 1 time.**



The screenshot shows a web browser window titled "Select an Application to Check Eligibility & Payment Amounts - Microsoft Internet Explorer". The page header includes the USDA logo and "United States Department of Agriculture Dairy Disaster Assistance Payment Program". Navigation links include "eDDAP Home", "About FSA", "eDDAP Help", and "Contact Us". A sidebar menu on the left lists options: "eDDAP Applications", "Add Application", "Edit Application", "View Application", "Check Eligibility & Payment Amounts", "Change County", and "Log Off". The main content area has a title "Select an Application to Check Eligibility & Payment Amounts" and displays "State: Florida County: Miami-Dade". A warning message states: "For quick response time, please make no more than three selections." Below this is a table with columns for Selection, Application Number, Operation Name, Status, and Contact Producer. The table lists 15 applications, with the first two (Application Numbers 1 and 2) having their selection checkboxes checked.

| Selection | Application Number | Operation Name | Status | Contact Producer |
|-------------------------------------|--------------------|-----------------------------------|----------|--------------------------------|
| <input checked="" type="checkbox"/> | 1 | 6eDDAP | Approved | ANTHONY H LAVARGNA |
| <input checked="" type="checkbox"/> | 2 | 7eDDAP | Approved | ALEXANDER LIEBHERR PEARLMAN |
| <input type="checkbox"/> | 4 | Miami-Dade Co Dairy | Approved | ANGELA DELLI-VENERI |
| <input type="checkbox"/> | 6 | Ellenby Family Partnership | Approved | ELLENBY FAMILY PARTNERSHIP/W20 |
| <input type="checkbox"/> | 10 | JV Hobbs & Son Nursery | Approved | HOBBS AND SON NURSERY |
| <input type="checkbox"/> | 11 | Entity Code 00 Test Case Eligible | Pending | RAMON SR RUIZ |
| <input type="checkbox"/> | 12 | EC00 Ineligible Producer | Pending | OFELIA YONY |
| <input type="checkbox"/> | 13 | Entity Code 02 Eligible | Approved | MARC J ELLENBY ET AL |
| <input type="checkbox"/> | 14 | Gen Partnership Ineligible | Approved | GULF STATES TREE SUPPLIERS |
| <input type="checkbox"/> | 15 | Days Greater Than Month | Pending | AUBERT PARTNERS |

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2 Obtaining the Calculated Payment Amount from eDDAP Application (Continued)

B Accessing eDDAP Automated Software Screens (Continued)

Click the “Check Eligibility” button displayed at the bottom of the Select an Application to Check Eligibility & Payment Amounts Screen.

The screenshot shows a web browser window titled "Select an Application to Check Eligibility & Payment Amounts - Microsoft Internet Explorer". The browser's address bar is circled in red. The main content area displays a table with the following data:

| | | | | |
|-------------------------------------|-----|---------------------------------------|----------|------------------------------|
| <input type="checkbox"/> | 118 | 1_4_4_2 Entity Code 10 | Pending | FAIRCHILD TROPICAL GARDEN |
| <input type="checkbox"/> | 119 | 1_4_4_1 Entity Code 05 | Approved | REDLAND GROVE LTD |
| <input type="checkbox"/> | 120 | 1_4_4_2 Entity Code 05 | Approved | ULTRA FARMS LTD |
| <input type="checkbox"/> | 121 | 3_4_4_1/1_4_4_1 Entity Code 05 | Approved | SEVENTHE INVESTMENTS LIMITED |
| <input type="checkbox"/> | 122 | Excessive Dumped Pdn | Pending | GARDENIA SOUTH INC |
| <input type="checkbox"/> | 123 | 6_1_1_1 Awaiting Affiliates | Pending | ROBERT BATERNA |
| <input type="checkbox"/> | 125 | Expected Response Time s/b 15 seconds | Pending | D LOI & SONS INC |
| <input type="checkbox"/> | 126 | XYZ Dairy | Approved | ANNE KASKEL |
| <input type="checkbox"/> | 127 | Best Milk Ever | Approved | ABRAHAM RESENDIZ |
| <input type="checkbox"/> | 128 | Farm Dairy | Approved | A W SHEELER |
| <input type="checkbox"/> | 129 | test | Approved | DONNELL J SMITH |
| <input type="checkbox"/> | 130 | First Test After New S/W | Approved | D & C FARMS |
| <input type="checkbox"/> | 131 | Testing AM/PM | Approved | AMELIA CASTELLANO |
| <input type="checkbox"/> | 132 | Gulf Shores Dairy | Approved | J R H FARMS INC |
| <input type="checkbox"/> | 133 | Darling Dairy | Approved | DADE-MONROE COUNTY FMHA |
| <input type="checkbox"/> | 134 | Dade Dairy | Approved | J G C FARMING INC |
| <input type="checkbox"/> | 135 | Milky Way Dairy | Approved | CANE WORLD INC |
| <input type="checkbox"/> | 136 | Last Stop Dairy | Approved | ZHIQIANG ZHEN |
| <input checked="" type="checkbox"/> | 137 | Shoo Fly Dairy | Approved | JOSEPH FLYNT |
| <input type="checkbox"/> | 138 | Test Ineligible J&C Farms | Approved | J & C FARMS & GROVES LLC |

At the bottom of the table, there is a button labeled "Check Eligibility".

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2 Obtaining the Calculated Payment Amount from eDDAP Application (Continued)

B Accessing eDDAP Automated Software Screens (Continued)

eDDAP will display the payment amounts in the “Payment Amount” column after the user clicks the “Check Eligibility & Payment Amounts” link. The amounts shown in the “Payment Amount” column will be the amounts that the user will manually dataload into the AS400 accounting application, 1 at a time, for payments to be generated. The user will then click on the “Check Eligibility & Payment Amount” link to select additional applications.

Note: If a producer is determined to not be eligible, \$0.00 will be shown. If the eligibility is corrected to determine that a producer is eligible, the user may re-select the application to display the payment amount.

For partnerships and joint ventures, the amount for each member must be totaled for 1 amount to the general partnership or joint venture entity.

Users should print and retain the following screen to use for supporting documentation when dataloading payment amounts into the AS400 accounting application.

The screenshot shows a web browser window titled "Eligibility & Payment Amounts - Microsoft Internet Explorer". The page header includes "Dairy Disaster Assistance Payment Program" and navigation links: "eDDAP Home", "About FSA", "eDDAP Help", and "Contact Us".

On the left, a sidebar menu lists: "eDDAP Applications", "Add Application", "Edit Application", "View Application", "Check Eligibility & Payment Amounts", "Change County", and "Log Off".

The main content area is titled "Eligibility & Payment Amounts" and shows "State: Florida County: Miami-Dade". Below this is a table with the following data:

| Status | Application Number | Operation Name | Producer Component Members | Share | Refuse Payment | Eligible (Yes/No) | Payment Amount |
|---|--------------------|---------------------------|-----------------------------|-------|----------------|-------------------|----------------|
| Approved | 1 | 6eDDAP | ANTHONY H LAVARGNA | 100 | N | Y | \$429,928.00 |
| Ineligible | 2 | 7eDDAP | ALEXANDER LIEBHERR PEARLMAN | 100 | N | N | \$0.00 |
| <i>AD-1026-->Certification-->Not Filed</i> | | | | | | | |
| Ineligible | 138 | Test Ineligible J&C Farms | J & C FARMS & GROVES LLC | 100 | N | N | \$0.00 |
| <i>Conservation Compliance-->Farm/Tract Eligibility-->In Violation Controlled Substance-->Notification of Determination-->Growing</i> | | | | | | | |

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3 Entering Payment Amounts to the AS400

A Steps for Entering Payment Information

The calculated payment amount displayed on the eDDAP Eligibility and Payment Amounts Screen **must** be dataloaded into the AS400 accounting application for payments to be issued. Users shall follow the steps listed in this table.

| Step | Menu or Screen | Action | Result |
|-------------|--------------------------------------|---|--|
| 1 | Application Selection Menu FAX 07001 | ENTER "1", "Accounting". | Accounting Main Menu AAA000 will be displayed. |
| 2 | Menu AAA000 | ENTER "1", "Disbursements/Check Writing". | Accounting – Check Writing Menu ANK000 will be displayed. |
| 3 | Menu ANK000 | ENTER "1", "On-line Check Writing". | Accounting Enter Check Writing Data Screen ANK31501 will be displayed. |
| 4 | Screen ANK31501 | Enter the following: <ul style="list-style-type: none"> • "Program Code" "04DAIRYLOSSH" • "Issue Date" (the date payment is made) • "Producer Selection Criteria". | Accounting Enter Check Writing Data Screen ANK32510 will be displayed. |
| 5 | Screen ANK32510 | Enter the calculated payment amount provided on the Eligibility and Payment Amounts Screen and PRESS "Enter". | Accounting Enter Payment Data Screen ANK32510 will be displayed. |
| 6 | Screen ANK32510 | Enter application number in the contract number reference field. | Screen ANK32510 will be displayed for 2 nd validation. Verify that the contract number entry matches the application number as shown in the eDDAP application, and PRESS "Enter". Screen ANK35010 will be displayed. |
| 7 | Screen ANK35010 | No entry required. PRESS "Enter". | Screen ABK10001 will be displayed. |
| 8 | Screen ABK10001 | Complete payment information. | Complete the payment process according to 1-FI. |