

**For:** AL, AR, FL, GA, LA, MS, NC, SC, TN, and TX State and County Offices

**Procedure for Submitting Dairy Disaster Assistance Payment (DDAP-II)  
Program Applications to National Office**

**Approved by:** Deputy Administrator, Farm Programs



**1 Overview**

**A Background**

DDAP-II sign-up concludes on December 15, 2006. Notice LD-572 provided the following:

- review process of DDAP-II application documents from the County Office level through the National Office level
- deadlines for review at each level will be provided in a future notice.

Notice LD-577 provided a checklist, CCC-770 DDAP, for reviewing DDAP-II applications and supporting documentation. CCC-770 DDAP includes space to certify completing second and third party reviews.

**B Purpose**

This notice:

- provides State and County Offices with instructions for submitting approved application documents to the National Office
- modifies procedure for documenting and completing second and third party reviews
- reminds State and County Offices of procedure for completing DDAP-II program payments.

<b>Disposal Date</b>	<b>Distribution</b>
December 1, 2007	Above State Offices: State Offices relay to County Offices

## Notice LD-580

### 2 Submitting DDAP-II Application Documents

#### A County Office to State Office

Notice LD-572, subparagraph 12 A instructs County Offices to compile all original documents, after photocopies are made for the producer files, and forward to the State Office for review. County Offices shall:

- begin forwarding approved DDAP-II program documents to the State Office upon issuance of this notice
- use Federal Express or other approved carrier to deliver documents to State Offices
- have all approved program documents forwarded to the State Office by COB December 29, 2006.

#### B State Office to National Office

Notice LD-572, subparagraph 12 B instructs State Offices to compile all original program documents and forward to the Price Support Division (PSD) at the National Office. State Offices shall:

- begin submitting approved DDAP-II program documents to the National Office as soon as reviews are completed
- use Federal Express or other approved carrier to forward program documents to the National Office
- submit all reviewed and approved DDAP-II program documents to the National Office by COB **January 12, 2007**
- submit DDAP-II program documents to the following address :
  - Attn: DDAP-II  
USDA FSA DAFP PSD  
1400 Independence Ave., SW  
Stop 0512 Room 4095 S  
Washington, DC 20250-0512.

#### C Program Document Reviews Modification

Notice LD-572, subparagraph 12 A instructed County Offices to have each application document initialed by a second party reviewer. CCC-770 DDAP (12-15-06) is used to verify eligibility requirements and ensure that application data for payment is correct.

## Notice LD-580

### 2 Submitting DDAP-II Application Documents (Continued)

#### C Program Document Reviews Modification (Continued)

County Offices are no longer required to have each document initialed by a second party reviewer. Instead, County Offices shall:

- complete CCC-770 DDAP (12-15-06) for each producer listed on CCC-743
- upon completing the review of all program documents, have:
  - preparers certify and sign CCC-770 DDAP, Item 11A
  - second party reviewers certify and sign CCC-770 DDAP, Item 12A
  - third party reviewers in the State Office certify and sign CCC-770 DDAP, Item 13A.

**Note:** All other review process procedures shall be completed according to Notice LD-575, subparagraphs 12 A and B.

#### D National Office Action

Upon receiving completed and reviewed applications from State Offices, PSD will:

- review all applications and determine if the alternative payment method is necessary as described in Notice LD-572, subparagraph 10 C
- adjust payments to reflect the results of implementing the alternative payment method if necessary
- photocopy the original CCC-743 and return it to the applicable State Office with a cover page indicating the reviewed and approved eligible production and payment amount for each application submitted
- provide authorization to each State Office indicating the approved applications and approved payment amounts by county.

#### E Payments

Upon issuance of authorization to proceed with payments, County Office shall:

- issue payments as soon as possible but no later than 60 calendar days of receiving authorization

**Notice LD-580**

**2 Submitting DDAP-II Application Documents (Continued)**

**E Payments (Continued)**

- issue payments through AS-400 accounting check writing application using nonautomated program code “05DAIRYLOSSH” according to 1-FI, Part 5.

**F Contacts**

State Offices shall direct questions about this notice to either of the following:

<b>Name</b>	<b>Telephone Number</b>	<b>E-mail Address</b>
Dani Cooke	202-720-1919	<b>danielle.cooke@wdc.usda.gov</b>
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