

For: State and County Offices

Dairy Disaster Assistance Program III (DDAP-III) FSA-770 DDAP III's

Approved by: Deputy Administrator, Farm Programs



1 Overview

A Background

FSA-770 DDAP III has been implemented for County Offices to complete **before** issuing DDAP-III payments to ensure that procedure is properly followed.

B Purpose

This notice:

- informs State and County Offices of provisions for completing FSA-770 DDAP III's for DDAP-III
- provides an example FSA-770 DDAP III (Exhibit 1).

C Contact

This table provides State Offices contact information for questions about this notice.

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Disposal Date	Distribution
September 1, 2008	State Offices; State Offices relay to County Offices

Notice LD-598

2 General Information

A Using FSA-770 DDAP III's

FSA employees shall complete FSA-770 DDAP III's for:

- each of the first five FSA-747's they process at the beginning of the signup period
- all FSA employees participating in DDAP-III, including STC's and COC's.

B FSA-770 DDAP III Spot Checks

CED or designee shall:

- spot check the first five FSA-770 DDAP III's completed by FSA employees in subparagraph A
- randomly spot check a minimum of five FSA-770 DDAP III's for each employee participating in DDAP-III, including STC's and COC's, according to Notice CM-576.

STC or designee shall spot check a minimum of 5, not exceed 10, FSA-770 DDAP III's spot checked by CED in the Service Center.

Note: Additional FSA-770 DDAP III's will be required, if apparent internal control deficiencies are found during CED or STC representative reviews.

C CCC-770 Eligibility's

County Offices shall ensure that eligibility has been updated according to CCC-770 Eligibility **before** payments are issued to applicable participants. CCC-770 Eligibility **must** be completed when required according to Notice CM-588.

Example FSA-770 DDAP III

This is an example FSA-770 DDAP III.

This form is available electronically.

FSA-770 DDAP III U.S. DEPARTMENT OF AGRICULTURE (03-13-08) Commodity Credit Corporation DAIRY DISASTER ASSISTANCE PAYMENT PROGRAM (DDAP) CHECKLIST	1. Name of Dairy Operation					
	2. Date of Contract (MM-DD-YYYY)		3. Application Number			
			2005	2006	2007	
4. County Office Name			5. State Office Name			
<i>Note: County Offices shall ensure that eligibility has been updated according to CCC-770 Eligibility before payments are issued for applicable producer.</i>						
6. DAIRY OPERATION:	Handbook or Other Applicable References	YES	NO	Initials	Date Completed	
A. Does the dairy operation meet the definition of an eligible dairy operation?	Notice LD-593, subparagraph 3E					
B. Is the dairy operation located in an eligible disaster-affected county?	Notice LD-593, subparagraph 3B					
C. To the best of your knowledge, has the applicant been otherwise barred from receiving benefits under conservation compliance provisions or any other law or regulation?	Notice LD-593 subparagraphs 3F and 4H					
7. PRODUCER ELIGIBILITY:						
A. Do all producers in the dairy operation meet the eligibility requirements for payment found in procedure?	Notice LD-593, subparagraph 3F					
B. Did all producers who share in the risk of the dairy operation's total production certify to the information on the FSA-747, sign, date, indicate shares, and provide ID Numbers as applicable?	Notice LD-593, subparagraph 4B					
If "NO", was the reason noted in Item 21 on FSA-747?	Notice LD-597 subparagraph 5E					
C. Has signature authority been verified for all signatures on the FSA-770 DDAP III?	1-CM, Part 25					
D. Was the FSA-747 approved by COC or designee that has been granted authority to approve all FSA-747's on their behalf?	Notice LD-595, subparagraph 4I					
E. Was the FSA-747 (03-04-08) received within the designated application period?	Notice LD-595, subparagraph 1C					
8. PRODUCTION EVIDENCE:						
A. Does the production evidence submitted meet the requirements for acceptable documentation found in procedure?	Notice LD-593, paragraph 6					
B. Was acceptable documentation to verify the average number of cows in the dairy herd provided to the COC? Note – If the applicant had to certify to the average number of cows in the dairy herd due to insufficient documentation being available, COC must determine if reasonable.	Notice LD-593, subparagraphs 6A, 6B, and 6C					
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Example FSA-770 DDAP III (Continued)

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9. PAYMENT PROCESSING AND REVIEW PROCESS:	Handbook or Other Applicable References	YES	NO	Initials	Date Completed
A. Did the producer complete FSA-747 Item 9, Payment Received for 2005 DDAP-II Program?	<i>Notice LD-593, subparagraph 8D</i>				
If producer selected "YES" to Item 9, Payment Received for 2005 DDAP-II Program, did the COF enter the payment received?	<i>Notice LD-595, Exhibit 1A, Item 9 Instruction</i>				
B. If increases or decreases in production loss were necessary: Were the adjustments properly calculated and recorded on FSA-747?	<i>Notice LD-597</i>				
Were the reasons for the adjustments documented in COC minutes?	<i>Notice LD-593, subparagraph 8B</i>				
10. Remarks:					
11A. Signature of Preparer			11B. Date (MM-DD-YYYY)		
12A. Signature of Second Party Reviewer			12B. Date (MM-DD-YYYY)		
13A. Signature of State Office Reviewer			13B. Date (MM-DD-YYYY)		