

For: State Offices

Updating Normal Grazing Periods for Livestock Forage Disaster Program (LFP)

Approved by: Deputy Administrator, Farm Programs



1 Overview

A Background

Notice LDAP-10 provided State Offices with instructions for establishing normal grazing periods for LFP.

Software is now available to load LFP normal grazing periods.

B Purpose

This notice provides procedure for using the State Office administrative process to load LFP normal grazing periods.

Disposal Date	Distribution
December 1, 2009	State Offices

Notice LDAP-11

2 State Office Access to LFP Web Site

A Accessing the LFP Web Site

Access the LFP Home Page from the FSA Applications Intranet website at http://intranet.fsa.usda.gov/fsa/FSAIntranet_applications.html. Users shall click on the link, "LFP – Livestock Forage Disaster Program", under the "Production Adjustment and Disaster Programs" column.

Note: Internet Explorer shall be used when accessing the LFP Home Page.

B LFP Login Screen

State Office users will be prompted with the following login screen. Click on the "LFP Login" button to continue.



The screenshot shows the LFP Login Screen. At the top left is the USDA logo with the text "United States Department of Agriculture" and "Farm Service Agency". To the right is the title "Livestock Forage Program (LFP)". Below this is a horizontal banner with several small images: a field, oranges, a landscape, a person in a boat, a field with mountains, and two people. Below the banner is a navigation bar with links: "LFP Home", "About FSA", "Help", "Contact Us", "Exit LFP", and "Logout of eAuth". Below the navigation bar is a "LFP Menu" button and a "Livestock Forage Program (LFP)" header. The main content area contains the following text: "This Farm Service Agency web site is provided for producers to apply for benefits for LFP. LFP provides payments to eligible producers. This was a new program for 2008. LFP is calendar year specific as mandated by the 2008 Farm Bill." Below this text is a "LFP Login" button. Further down is a paragraph: "USDA is committed to making its web pages accessible to all individuals. If you are a person with a disability and have trouble accessing or using our web site, please contact the FSA National Help Desk at (800)-255-2434 or the Centralized Help Desk at 800-457-3642, option 1, option 2. Please provide us with the specific URL with which you have a problem or concern." At the bottom left, it says "Screen ID: LT08Signup000" and "Last Modified: 07/01/2009 10:14:41 AM". At the bottom right, it says "Back to Top ^". At the very bottom, there is a footer with links: "LFP Home Page | Admin Menu | FSA Internet | FSA Intranet | USDA.gov", "FOIA | Accessibility Statement | Privacy Policy | Non-Discrimination Statement | Information Quality | FirstGov | White House".

Notice LDAP-11

2 State Office Access to LFP Web Site (Continued)

C USDA eAuthentication Warning Screen

Once the user has clicked the "LFP Login" button, the USDA eAuthentication Warning Screen will be displayed. Users must click on "I Agree" to proceed, or "Cancel" to end the process.

USDA United States Department of Agriculture
USDA eAuthentication

Home About eAuthentication Help Contact Us Find an LRA

*****WARNING*****

- You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only.
- Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties.
- By using this information system, you understand and consent to the following:
 - You have no reasonable expectation of privacy regarding any communications or data transiting or stored on this information system. At any time, the government may for any lawful government purpose monitor, intercept, search and seize any communication or data transiting or stored on this information system.
 - Any communications or data transiting or stored on this information system may be disclosed or used for any lawful government purpose.
 - Your consent is final and irrevocable. You may not rely on any statements or informal policies purporting to provide you with any expectation of privacy regarding communications on this system, whether oral or written, by your supervisor or any other official, except USDA's Chief Information Officer.

*****WARNING*****

Cancel I Agree

eAuthentication Home | USDA.gov | Site Map
Accessibility Statement | Privacy Policy | Non-Discrimination Statement | www.FirstGov.gov

Notice LDAP-11

2 State Office Access to LFP Web Site (Continued)

D eAuthentication Login Screen

On the eAuthentication Login Screen, users must:

- enter eAuthentication user ID
- enter eAuthentication password
- click on "Login" button.

The LFP Main Menu will be displayed.

USDA United States Department of Agriculture
USDA eAuthentication

Home About eAuthentication Help Contact Us Find an LRA

Quick Links

- ▶ What is an account?
- ▶ Create an account
- ▶ Update your account

Administrator Links

- ▶ Local Registration Authority Login

eAuthentication Login

User ID:
[Forgot your User ID?](#)

Password:
[Forgot your Password?](#)
[Change My Password](#)

What's New

NEW! Improvements to USDA Employee Registration

- The new registration process provides a faster method of obtaining an eAuthentication Employee account. Click [here](#) for more information!

Self-Service Enhancements

- Improvements to Forgotten Password Reset and Forgotten User ID are now available. Click [here](#) for more information!

Important! Employees and Contractors:

- Please update your business email and phone in your profile. Click [here](#) for additional details.

eAuthentication Home | USDA.gov | Site Map
Accessibility Statement | Privacy Policy | Non-Discrimination Statement | www.FirstGov.gov

Notice LDAP-11

3 LFP Main Menu

A Overview

Once a user is logged in and has been authenticated, the LFP Main Menu will be displayed for State Office administrative users.

B LFP Main Menu Screen

Following is an example of the LFP Main Menu Screen.

USDA United States Department of Agriculture
Farm Service Agency Livestock Forage Program (LFP)

LFP Home About FSA Help Contact Us Exit LFP Logout of eAuth

LFP Menu
Role: State Admin

LFP Main Menu

LFP Main Menu
Administration

Screen ID: LTSignup100
Last Modified: 07/01/2009 3:37:23 PM

Back to Top ^

LFP Home Page | Admin Menu | FSA Internet | FSA Intranet | USDA.gov
FOIA | Accessibility Statement | Privacy Policy | Non-Discrimination Statement | Information Quality | FirstGov | White House

C Action

State Office administrative users shall select “Administration” to be taken to the administrator menu. The Administrator Menu Screen will be displayed.

Notice LDAP-11

4 Administrator Menu

A Overview

The Administrator Menu Screen provides a link to the option that allows State Office administrative users the ability to add, update, modify, and view LFP normal grazing periods.

B Administrator Menu Screen

Following is an example of the Administrator Menu Screen.



C Action

State Office administrative users shall select “Normal Grazing Periods” to be taken to the LFP normal grazing period load process. The LFP County Grazing Dates Maintenance Screen will be displayed.

Notice LDAP-11

5 LFP County Grazing Dates Maintenance

A Overview

The LFP County Grazing Dates Maintenance Screen provides the ability to add, edit, and delete normal grazing periods by pasture type by county.

B LFP County Grazing Dates Maintenance Screen

Following is an example of the LFP County Grazing Dates Maintenance Screen before year, State, and county selection.

USDA United States Department of Agriculture
Farm Service Agency Livestock Forage Program (LFP)

LFP Home About FSA Help Contact Us Exit LFP Logout of eAuth

LFP Menu
Role: State Admin

LFP County Grazing Dates Maintenance

Go Back To the Admin Menu

Program Year:

State:

County:

Pasture Type	Start Date	End Date
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Save Cancel Go Back To the Admin Menu

Screen ID: LTPLT120
Last Modified: 07/23/2009 2:17:25 PM Back to Top ^

LFP Home Page | Admin Menu | FSA Internet | FSA Intranet | USDA.gov
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5 LFP County Grazing Dates Maintenance (Continued)

B LFP County Grazing Dates Maintenance Screen (Continued)

Following is an example of the LFP County Grazing Dates Maintenance Screen after year, State, and county selection.

United States Department of Agriculture
Farm Service Agency

Livestock Forage Program (LFP)



[LFP Home](#) | [About FSA](#) | [Help](#) | [Contact Us](#) | [Exit LFP](#) | [Logout of eAuth](#)

LFP Menu
Alphonse Taylor
Role: State Admin

LFP County Grazing Dates Maintenance

[Go Back To the Admin Menu](#)

Program Year:

State:

County:

Pasture Type	Start Date	End Date
Rangeland	None	None
Improved	None	None
Native	None	None
Sorghum Forage	None	None
Small Grains	None	None

[Save](#) | [Go Back To the Admin Menu](#)

Screen ID: LTPLT120
Last Modified: 08/12/2009 5:17:22 PM [Back to Top ^](#)

[LFP Home Page](#) | [Admin Menu](#) | [FSA Internet](#) | [FSA Intranet](#) | [USDA.gov](#)
[FOIA](#) | [Accessibility Statement](#) | [Privacy Policy](#) | [Non-Discrimination Statement](#) | [Information Quality](#) | [FirstGov](#) | [White House](#)

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5 LFP County Grazing Dates Maintenance (Continued)

C Field Descriptions and Actions

The following table provides field descriptions and actions to be taken on the LFP County Grazing Dates Maintenance Screen.

Field	Description/Action
Program Year	Select the program year to be updated.
State	Once a program year is selected, the State to which the user is assigned will be displayed for selection. Select the State to be updated.
County	Once a State is selected, the counties in that State will be displayed for selection. Users can select either: <ul style="list-style-type: none"> • a single county to be updated • the “Select Many” option to complete grazing dates maintenance on more than 1 county in the State at the same time. See subparagraph D for additional information on updating grazing dates to more than 1 county at the same time.
Pasture Type	Lists the pasture types to which grazing dates can be established.
Start Date/End Date	<p>If no grazing dates have been established, the word “None” will be in these columns. Click on “None” to display date entry. The user can use either of the following:</p> <ul style="list-style-type: none"> • drop-down boxes to enter the start date • calendar option to select the start date. <p>If grazing dates have already been established, the start and end date will be displayed.</p> <p>To edit the existing start and end dates, click on the date. The date drop-down boxes and calendar option will be displayed. Make applicable changes.</p> <p>To delete the existing start and end dates, click on “Reset”. The start and end dates will be deleted and the work “None” will be displayed.</p>
Save	Press "Save" after adding, editing, or removing grazing dates.
Cancel	Press "Cancel" to cancel any changes that were made.
Go Back to the Admin Menu	The Administrator Menu will be displayed.

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5 LFP County Grazing Dates Maintenance (Continued)

D Multiple County Selection

Following is an example of the LFP County Grazing Dates Maintenance Screen when entering grazing dates for multiple counties at the same time.

USDA United States Department of Agriculture
Farm Service Agency Livestock Forage Program (LFP)

LFP Home About FSA Help Contact Us Exit LFP Logout of eAuth

LFP Menu
Alphonse Taylor
Role: State Admin

LFP County Grazing Dates Maintenance

Go Back To the Admin Menu

Program Year: 2009
State: Mississippi
County: Select Many

Pasture Type	Start Date	End Date
Rangeland	None	None
Improved	None	None
Native	None	None
Sorghum Forage	None	None
Small Grains	None	None

Save Go Back To the Admin Menu

Apply change to Multiple Counties Select All

Adams Alcorn Amite Attala
 Benton Bolivar Calhoun Carroll
 Chickasaw Choctaw Claiborne Clarke

Screen ID: LTPLT120
Last Modified: 08/12/2009 5:17:22 PM Back to Top ^

LFP Home Page | Admin Menu | FSA Internet | FSA Intranet | USDA.gov
FOIA | Accessibility Statement | Privacy Policy | Non-Discrimination Statement | Information Quality | FirstGov | White House

To update grazing dates to more than 1 county at the same time, enter the start and end dates and then do either of the following:

- enter a check mark in the checkbox next to “Select All” to update the grazing dates for all counties within the State
- enter a check mark in the checkbox next to the county names to update the grazing dates for individual counties within the State.

PRESS “Save” to update the grazing dates.

Notice LDAP-11

6 State Office Administrative Action

A Requesting Access

If State Office administrative access has not already been requested for users within a State Office, requests shall be made according to the following:

- provide the National Office with all State employees who are to have access, and include the following:
 - State name
 - employee's legal first and last name
 - employee's USDA eAuthentication user ID
- FAX information to 202-720-0051, Attn: Neeru Gulati

Note: Include on the FAX that the request is for LFP State Office administrative access.

- contact PECD, Common Provisions Branch at 202-720-3464 with any questions or concerns.

Note: Additional employees can be added at any time by requesting access according to this subparagraph.