

For: AL, FL, GA, LA, MS, NC, and SC State and County Offices

**Processing Web-Based Dairy Disaster Assistance Payments (eDDAP) Program**

Approved by: Deputy Administrator, Farm Programs



**1 Overview**

**A Background**

The 2004 Dairy Disaster Assistance Payment Program was authorized by the Military Construction Appropriations and Emergency Hurricane Supplemental Appropriations Act of 2005. The proposed program will provide up to \$10 million in assistance for producers in counties declared a disaster by the President in 2004 because of hurricanes. This action is designed to provide immediate financial assistance to producers who have recently suffered dairy production and milk spoilage losses because of hurricanes in 2004.

**B Purpose**

This notice provides instructions for processing eDDAP applications and payments using the FSA Intranet.

**Important:** Payments cannot be issued until a rate has been calculated and until County Offices are authorized to process payments by notice.

See:

- paragraphs 1 through 5 for application instructions
- paragraph 6 for payment instructions.

|                      |   |
|----------------------|---|
| <b>Disposal Date</b> | <b>Distribution</b>                                       |
| June 1, 2006         | Above State Offices; State Office relay to County Offices |

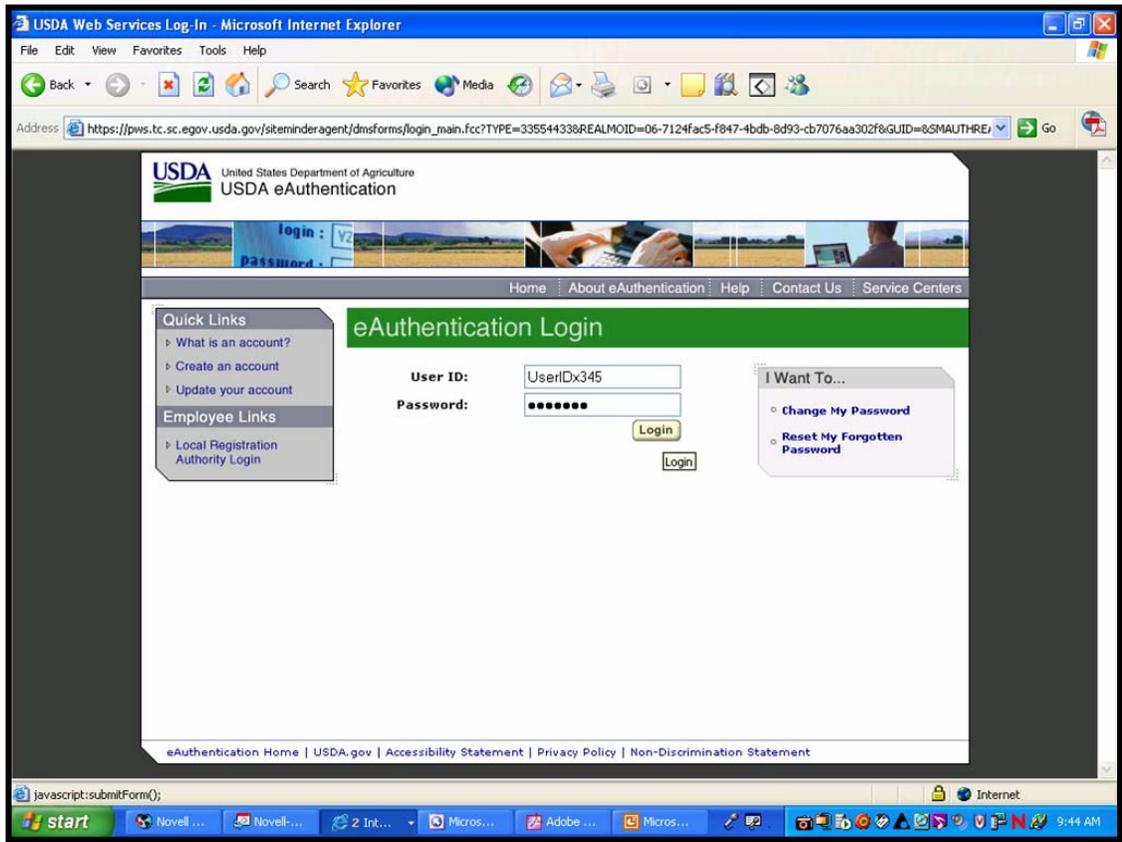
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### 2 Getting Started

#### A eAuthentication Login

County Offices shall access eDDAP functions from the FSA Intranet Home Page at <http://intranet.fsa.usda.gov/fsa/>. Under “Programs”, click “Dairy Disaster Assistance Payment”. The eAuthentication Warning Screen will be displayed. Click “**Continue**” and the eAuthentication Login Screen will be displayed to enter the appropriate credentials. Follow the guidelines outlined in **Notice IRM-355**.

The following is an example of the eAuthentication Login Screen.



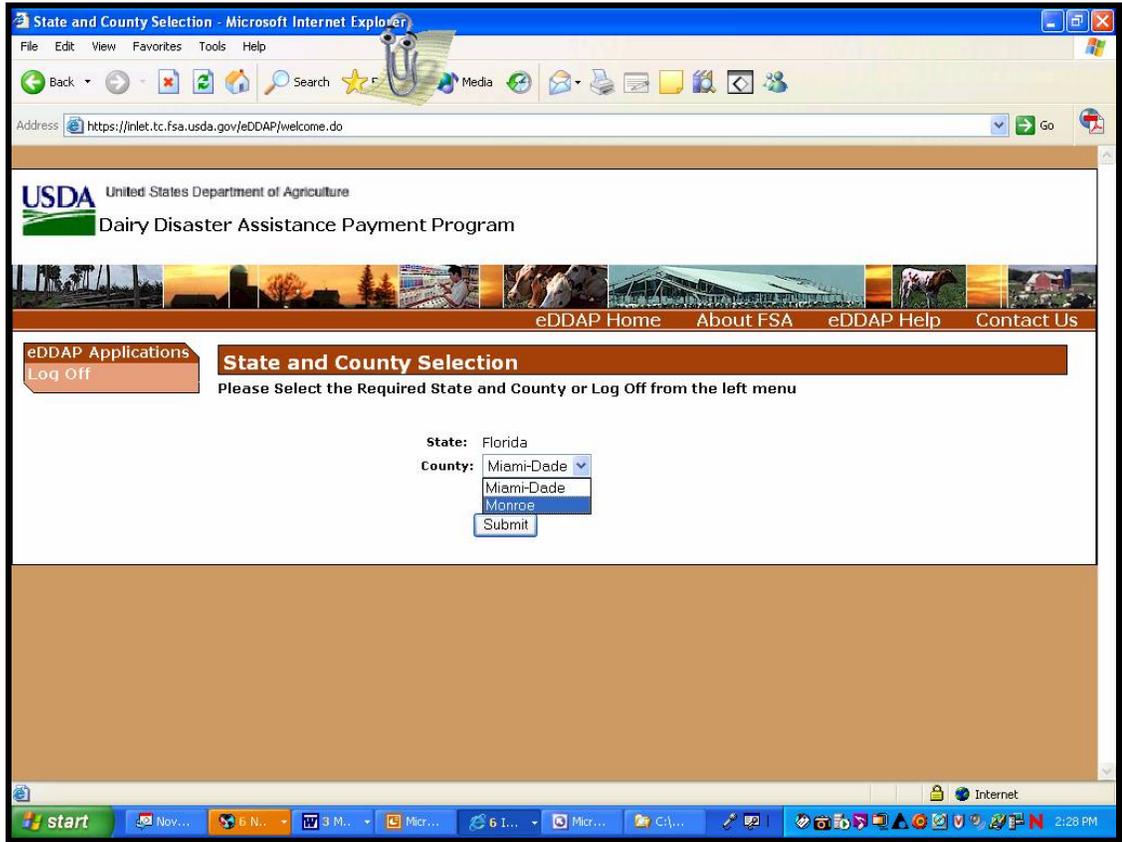
Enter the appropriate user ID, password, and click “**Login**”. After successful access, the eDDAP State and County Selection Screen will be displayed.

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### 2 Getting Started (Continued)

#### B eDDAP State and County Selection Screen

The following is an example of the eDDAP State and County Selection Screen in a multi-county Service Center for selecting the County Office.



The eDDAP State and County Selection Screen will list all counties serviced by the FSA Service Center. After selecting a County Office, click “**Submit**”. The eDDAP Home Page will be displayed.

**Note:** A detailed help file can be accessed by clicking “eDDAP Help”.

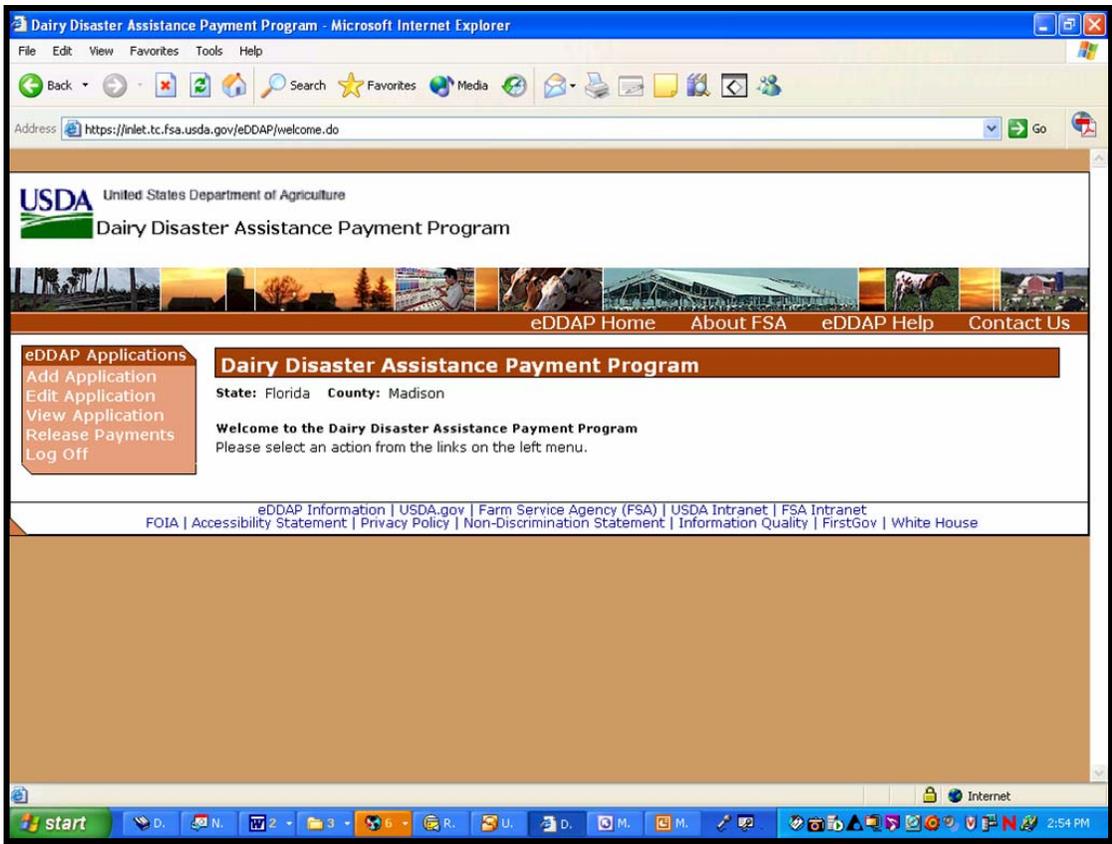
2 Getting Started (Continued)

C eDDAP Home Page

The eDDAP Home Page allows access to options to update and process the following:

- “Add Application”
- “Edit Application”
- “View Application”
- “Release Payments”
- “Change County”.

The following is an example of the eDDAP Home Page.

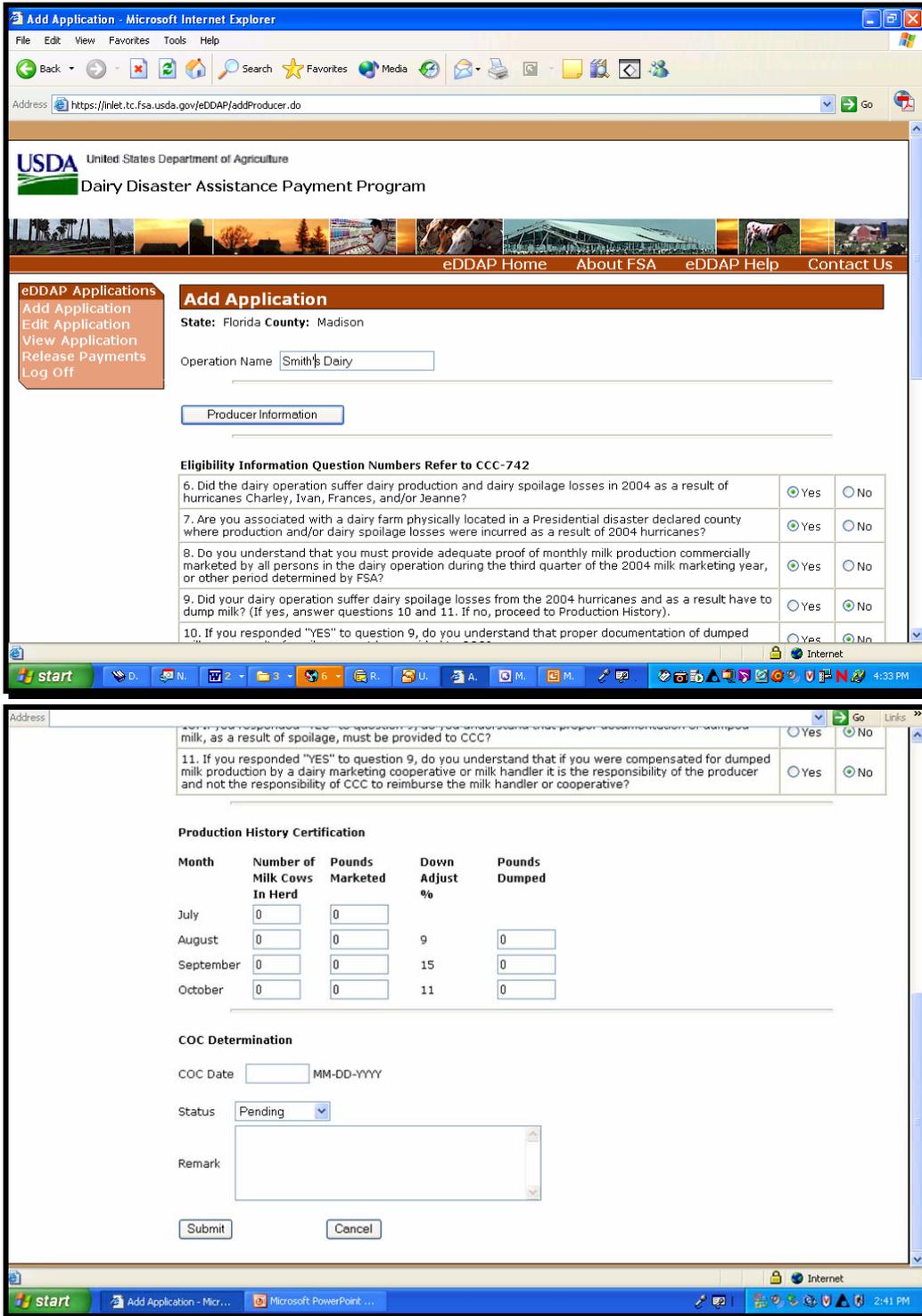


After the successful county selection, the message, “Welcome to the Dairy Disaster Assistance Payment Program. Please select an action from the links on the left menu”, will be displayed.

3 Adding an Application

A eDDAP Add Application Screen

Record a new application by clicking on the link “Add Application”. The following is an example of the eDDAP Add Application Screen.



**3 Adding an Application (Continued)**

**A eDAP Add Application Screen (Continued)**

On the eDDAP Add Application Screen, enter the following information:

- operation name
- producer information
- eligibility information
- production history certification
- COC determination.

If cows were added to, or reduced from the herd, enter production history that has been calculated according to:

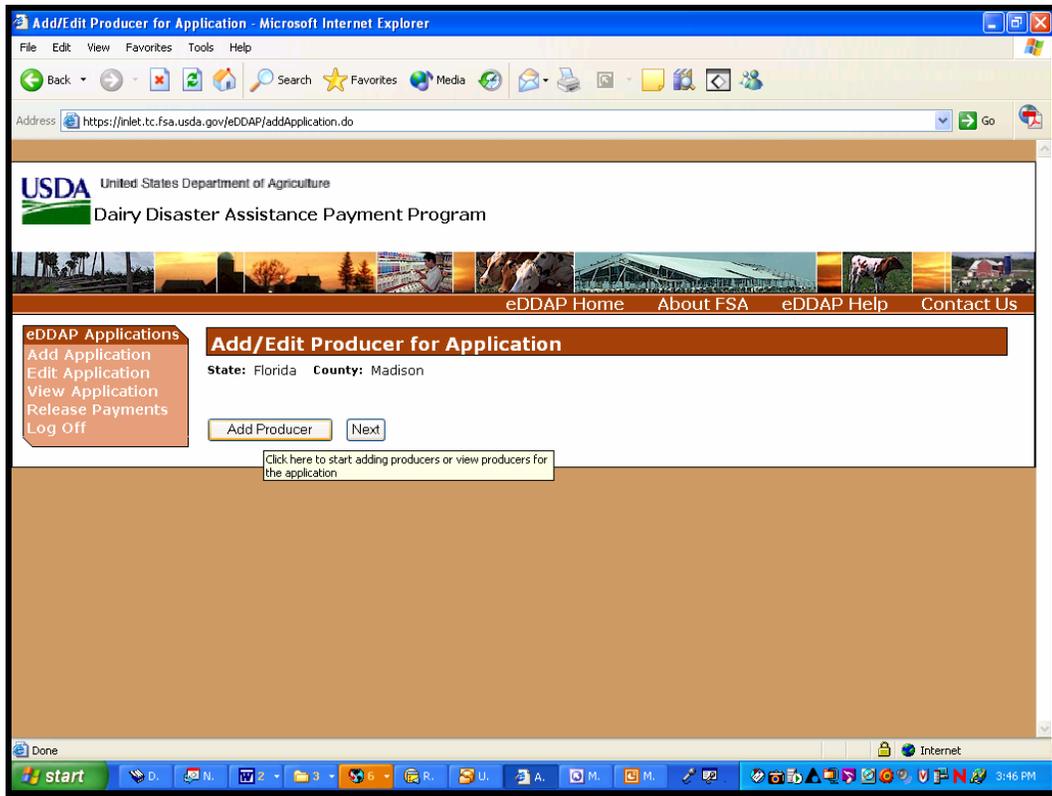
- instructions for the worksheet for cows added or reduced
- the worksheet example in paragraph 8.

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### 3 Adding an Application (Continued)

#### B eDDAP Add/Edit Producer for Application Screen

The following is an example of the eDDAP Add/Edit Producer for Application Screen.



Add producer information by clicking on “Add Producer”. The SCIMS Customer Search Page will be displayed. Search and click on the producer to add the producer to the application.

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### 3 Adding an Application (Continued)

#### C SCIMS Customer Search and Search Result Screens

The following are examples of SCIMS Customer Search and Search Result Screens.

1.

USDA Service Center Information Management System  
Customer Search Page

Location State: FLORIDA Service Center: MADISON SERVICE CENTER

National Search:  Service Center Details:

Type:  Individual  Business  Both  
 Active  Active and Inactive

Tax ID: ID:  ID Type:   Whole ID

Name:  Starts With  Exact Match  
 Last or Business:  is  
 First:

Other: Common Name:   
 Zip Code:   
 Phone No.:

2.

USDA Service Center Information Management System  
Search Results  
Based on selected Servicing Site MADISON SERVICE CENTER

Select a customer:

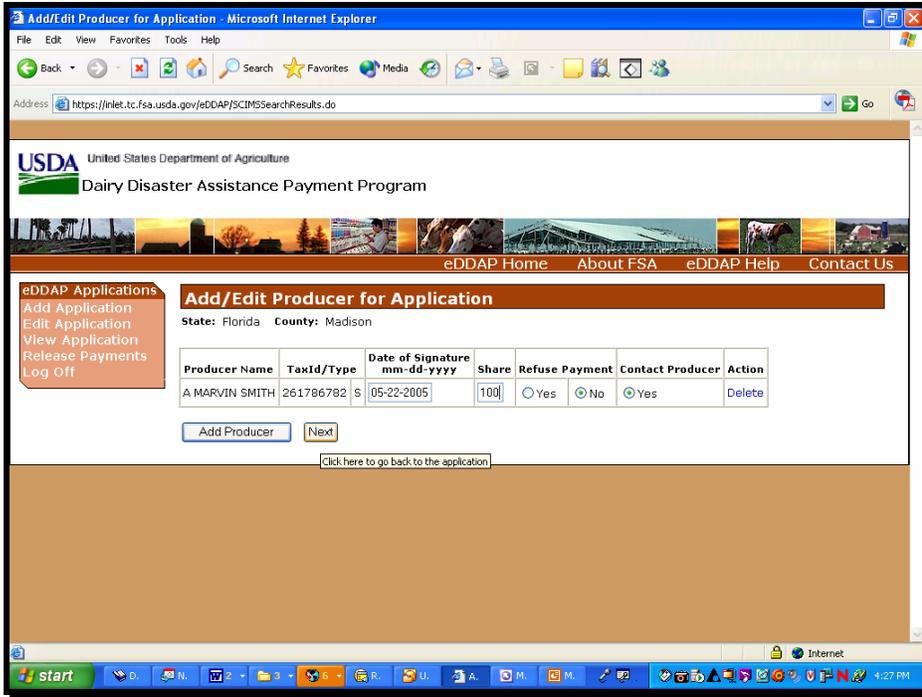
| Active | Potential Duplicate | Common Name          | Tax ID    | Tax ID Type     | Delivery Address Line                           | City, State ZIP Code        | Phone No       | Legacy State | Legacy County |
|--------|---------------------|----------------------|-----------|-----------------|---|-----------------------------|----------------|--------------|---------------|
| Active | No                  | A. MARVIN SMITH      | ***6782   | Social Security | RR 3 BOX 1542<br>LAKE BUTLER, FL 32054-9512     | LAKE BUTLER, FL 32054-9512  | (386) 752-6710 | FLORIDA      | ALACHUA       |
| Active | No                  | A. MARVIN SMITH      | ***6782   | Social Security | RR 3 BOX 1542<br>LAKE BUTLER, FL 32054-9512     | LAKE BUTLER, FL 32054-9512  | (386) 752-6710 | FLORIDA      | COLUMBIA      |
| Active | No                  | A. MARVIN SMITH      | ***6782   | Social Security | RR 3 BOX 1542<br>LAKE BUTLER, FL 32054-9512     | LAKE BUTLER, FL 32054-9512  | (386) 752-6710 | FLORIDA      | MADISON       |
| Active | No                  | A. MARVIN SMITH      | ***6782   | Social Security | RR 3 BOX 1542<br>LAKE BUTLER, FL 32054-9512     | LAKE BUTLER, FL 32054-9512  | (386) 752-6710 | FLORIDA      | UNION         |
| Active | No                  | A. R. SCOTT          | ***0619   | Social Security | PO BOX 245<br>GREENVILLE, FL 32331-0245         | JACKSONVILLE, FL 32254-2401 | (386) 935-1690 | FLORIDA      | MADISON       |
| Active | No                  | A. T. STARLING       | ***4953   | Social Security | 281 SE DEVONSHIRE RD<br>BRANFORD, FL 32008-0050 | JACKSONVILLE, FL 32254-2401 | (386) 935-1690 | FLORIDA      | LAFAYETTE     |
| Active | No                  | A. W. SHACKLEFORD JR | No Tax ID | No Tax ID       | 1128 DETROIT ST<br>JACKSONVILLE, FL 32254-2401  | JACKSONVILLE, FL 32254-2401 |                | FLORIDA      | MADISON       |
| Active | No                  | ADOLPHUS             | ***0242   | Social Security | 334<br>PLAINFIELD, NJ 07054-3400                | PLAINFIELD, NJ 07054-3400   |                | FLORIDA      | MADISON       |

3 Adding an Application (Continued)

D eDDAP Producer Information Added to eDDAP Add/Edit Producer for Application Screen

The producer information will be displayed on the eDDAP Add/Edit Producer for Application Screen.

The following is an example of the producer information added to the application.



On the eDDAP Add/Edit Producer for Application Screen, enter the following:

- date of signature
- share
- refuse payment (defaults to “No”)
- contact producer (first producer listed defaults to “Yes” and all subsequent producers, to “No”).

Repeat the “Add Producer” process until all producers’ information has been added. Shares must total 100 percent for all producers. After all producers have been added, click “Next” to return to eDDAP Add/Edit Producer for Application Screen.

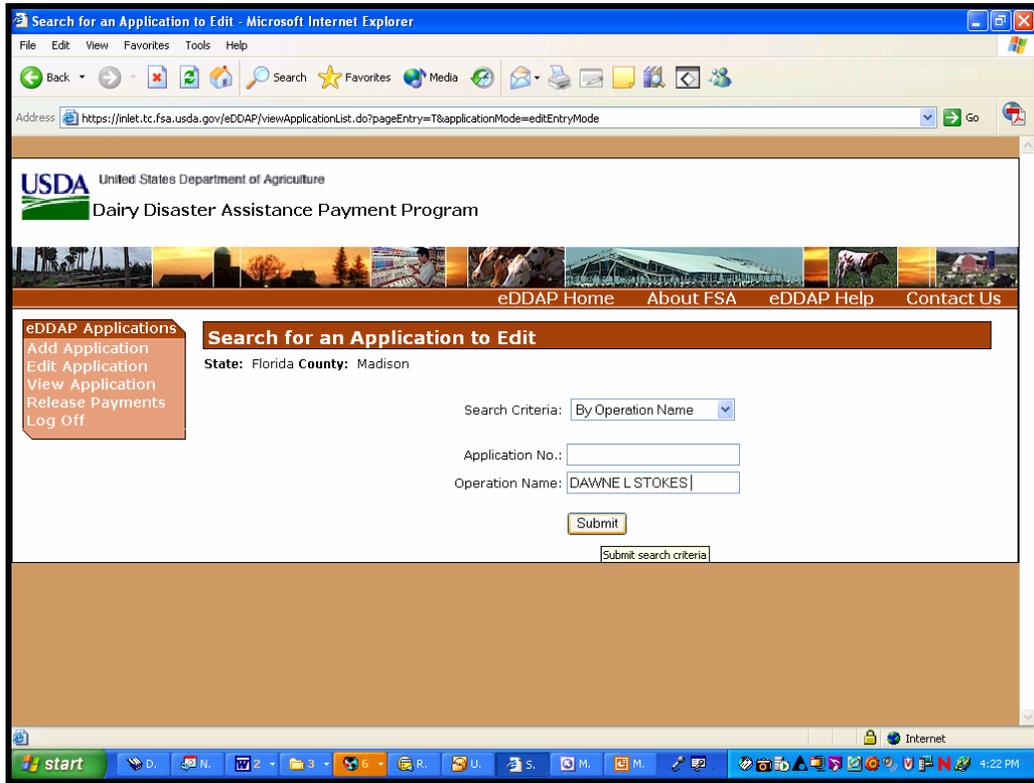
After all entries have been completed on the eDDAP Add/Edit Producer for Application Screen, click “Submit”. The eDDAP View Application – Results Screen will be displayed. See subparagraph 5 C.

## 4 Editing an Application

### A eDDAP Search for an Application to Edit Screen

To modify an application, click “Edit Application”. The eDDAP Search for an Application to Edit Screen will be displayed.

The following is an example of the eDDAP Search for an Application to Edit Screen.



On the eDDAP Search for an Application to Edit Screen, select the mode of search. The following “Search Criteria” is available:

- “Show All Applications”
- “By Application Number”
- “By Operation Name”.

Enter the applicable information and click “Submit”. The eDDAP Select an Application to Edit Screen will be displayed listing all applications that matches the search criteria.

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### 4 Editing an Application (Continued)

#### B eDDAP Select an Application to Edit Screen

The following is an example of the eDDAP Select an Application to Edit Screen.

| Application Number | Operation Name              | Contact Producer               | Application Status |
|--------------------|-----------------------------|--------------------------------|--------------------|
| 1                  | ABC Dairy                   | ASHLEY FRALEIGH                | Approved           |
| 2                  | JW's Dairy II##             | AUDREY EDMONDSON               | Approved           |
| 3                  | Individual                  | AGNES SCHIERKOLK               | Approved           |
| 4                  | First Dairy After SQL Error | FANNIE H SMITH REV TRUST       | Pending            |
| 5                  | Waldo Farms                 | THE BLACK FARM                 | Pending            |
| 6                  | Orange Dairy                | NICK BAJALIA TRUST             | Approved           |
| 7                  | Seaside Farms               | PLUM VALLEY INVESTMENT INC     | Approved           |
| 8                  | MoneyMaker Dairy            | SOSA PROPERTIES                | Approved           |
| 9                  | Madison Dairy               | PALMLAND DAIRY                 | Approved           |
| 10                 | Julian Farms                | LEWIS B & ELOISE G STEWART LIV | Approved           |
| 11                 | Robert's Dairy              | B W DEESE ESTATE               | Approved           |
| 12                 | Orlando Farms               | JOHN DELKAMP                   | Approved           |
| 13                 | Sweet Cows                  | A D GLASS SR ESTATE            | Approved           |
| 14                 | Johnson Dairies             | CHACO LTD                      | Approved           |
| 15                 | Renquist Farms              | RICHARD ANDERSON               | Approved           |
| 16                 | Yum Yum Dairies             | JENNIFER ARGENBRIGHT-CONTRERAS | Approved           |

Select the Operation Name or Application Number from the list.

The original application information will be displayed to allow changes to be made to any of the data elements before payment is made.

After all editing has been completed, click **“Submit”**. The eDDAP View Application – Results Screen will be displayed. See paragraph 5.

**Note:** Print the application by clicking on **“Printer Friendly Page”**.

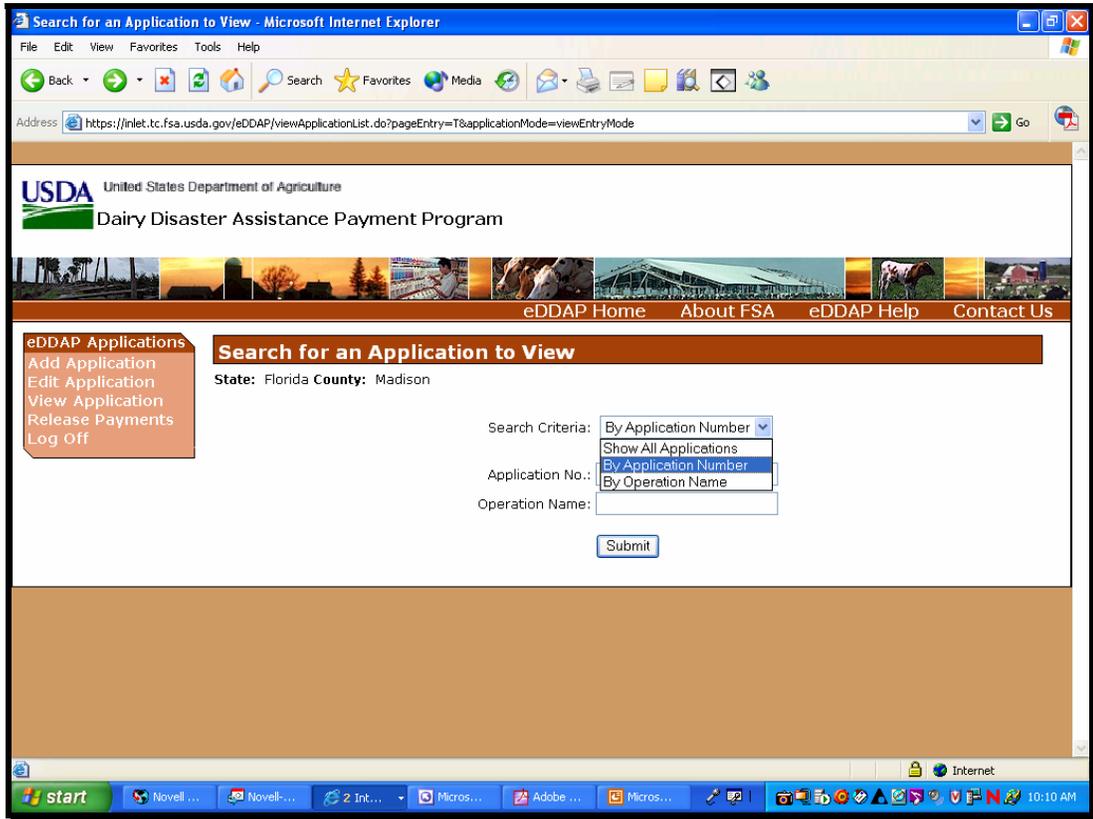
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### 5 Viewing an Application

#### A eDDAP Search for an Application to View Screen

To view an application, click “**View Application**”. The eDDAP Search for an Application to View Screen will be displayed.

The following is an example of the eDDAP Search for an Application to View Screen.



On the eDDAP Search for an Application to View Screen, select the mode of search. The search criteria are as follows:

- “Show All Applications”
- “By Application Number”
- “By Operation Name”.

Enter the applicable information and click “Submit”. The eDDAP Select an Application to View Screen will be displayed listing all applications that match the search criteria.

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### 5 Viewing an Application (Continued)

#### B eDDAPP Select an Application to View Screen

The following is an example of eDDAPP Select an Application to View Screen.

| Application Number | Operation Name                    | Contact Producer               | Application Status |
|--------------------|-----------------------------------|--------------------------------|--------------------|
| 1                  | 6eDDAP                            | ANTHONY H LAVARGNA             | Approved           |
| 2                  | 7eDDAP                            | ALEXANDER LIEBHERR PEARLMAN    | Approved           |
| 3                  | 8eDDAP                            | ANGEL PENA                     | Approved           |
| 4                  | Miami-Dade Co Dairy               | ANGELA DELLI-VENERI            | Approved           |
| 5                  | GPM Associates                    | GPM ASSOCIATES                 | Cancelled          |
| 6                  | Ellenby Family Partnership        | ELLENBY FAMILY PARTNERSHIP/W20 | Approved           |
| 9                  | Add Application Test Case         | E LEGUM                        | Disapproved        |
| 10                 | JV Hobbs & Son Nursery            | HOBBS AND SON NURSERY          | Pending            |
| 11                 | Entity Code 00 Test Case Eligible | RAMON SR RUIZ                  | Pending            |
| 12                 | EC00 Ineligible Producer          | OFELIA YONY                    | Pending            |
| 13                 | Entity Code 02 Eligible           | MARC J ELLENBY ET AL           | Approved           |
| 14                 | Gen Partnership Ineligible        | GULF STATES TREE SUPPLIERS     | Approved           |
| 15                 | Days Greater Than Month           | AUBERT PARTNERS                | Pending            |
| 16                 | 32 Days Greater Than Month.....   | GULF STATES TREE SUPPLIERS     | Pending            |

Select and click on the Operation Name or the Application Number from the displayed list. The eDDAPP View Application – Results Screen will be displayed.

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## 5 Viewing an Application (Continued)

### C eDDAPP View Application – Results Screen

The following screens are examples of eDDAPP View Application – Results Screen.

**eDDAPP Applications**  
 Add Application  
 Edit Application  
 View Application  
 Release Payments  
 Log Off

**View Application - Results**

CCC-742      **U.S. Department of Agriculture  
 Commodity Credit Corporation**  
**2004 Dairy Disaster Assistance Payment  
 Program Application**

1. State Code: 12    2. County Code: 079  
 3. Application Date:  
 Jun 2, 2005  
 4. Application Number: 57

**Part A - Producer Information**

5A. Name of Dairy Operation: Smith's Dairy  
 5B. Contact Producer's Name and Address: A MARVIN SMITH, RR 3 BOX 1542, LAKE BUTLER, FL 32054-9512  
 5C. Email Address:  
 5D. Telephone Number: (386)365-4678

**Part B - Eligibility Determinations**

6. Did the dairy operation suffer dairy production and dairy spoilage losses in 2004 as a result of hurricanes Charley, Ivan, Frances, and/or Jeanne? Yes  
 7. Are you associated with a dairy farm physically located in a Presidential disaster declared county where production and/or dairy spoilage losses were incurred as a result of 2004 hurricanes? Yes  
 8. Do you understand that you must provide adequate proof of monthly milk production commercially marketed by all persons in the dairy operation during the third quarter of the 2004 milk marketing year, or other period determined by FSA? Yes  
 9. Did your dairy operation suffer dairy spoilage losses from the 2004 hurricanes and as a result have to dump milk? (If yes, answer questions 10 and 11. If no, proceed to Production History). No  
 10. If you responded "YES" to question 9, do you understand that proper documentation of dumped milk, as a result of spoilage, must be provided to CCC? No

9. Did your dairy operation suffer dairy spoilage losses from the 2004 hurricanes and as a result have to dump milk? (If yes, answer questions 10 and 11. If no, proceed to Production History). No  
 10. If you responded "YES" to question 9, do you understand that proper documentation of dumped milk, as a result of spoilage, must be provided to CCC? No  
 11. If you responded "YES" to question 9, do you understand that if you were compensated for dumped milk production by a dairy marketing cooperative or milk handler it is the responsibility of the producer and not the responsibility of CCC to reimburse the milk handler or cooperative? No

**Part C - 2004 Production History**

| Month     | 12A. Milk Cows | 12B. Pounds Marketed | 12C. Pounds Dumped | 12D. Total Marketed and Dumped Production |
|-----------|----------------|----------------------|--------------------|---|
| July      | 300            | 1,000,000 lbs.       |                    | 1,000,000 lbs.                            |
| August    | 250            | 930,000 lbs.         | 0 lbs.             | 930,000 lbs.                              |
| September | 200            | 450,000 lbs.         | 0 lbs.             | 450,000 lbs.                              |
| October   | 270            | 600,000 lbs.         | 0 lbs.             | 600,000 lbs.                              |

**Part D - Dairy Production And Spoilage Losses Calculation**

13. Use Items A through F to calculate the production and spoilage losses for the dairy operation:

| 13A. Base Month (July) Marketed Production   | 13B. Downward Adjusted Percentage | 13C. Seasonal Reduction for Month | 13D. New Base Production | 13E. Monthly Production | 13F. Calculated Production Losses |
|--|-----------------------------------|-----------------------------------|--------------------------|-------------------------|-----------------------------------|
| 1000000 lbs.   | August                            | 9%                                | 90,000                   | 910,000                 | 0                                 |
|  | September                         | 15%                               | 150,000                  | 850,000                 | 400,000                           |
|  | October                           | 11%                               | 110,000                  | 890,000                 | 290,000                           |
| 14. Total Calculated Production Losses for the dairy operation as a result of the 2004 hurricanes: |                                   |                                   |                          |                         | 690,000 lbs.                      |

**Part E - Loss Totals**

15. Enter the total cumulative pounds of dumped production from Item 12C: 0 lbs.  
 16. Enter the total pounds of production loss from Item 14: 690,000 lbs.  
 17. Total production and spoilage losses for the dairy operation as a result of the 2004

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### 5 Viewing an Application (Continued)

#### C eDDAPP View Application – Results Screen (Continued)

**Part F - Producer Certification**

I certify that all the information entered on this application is true and correct and all persons in this operation have submitted adequate production evidence to verify losses suffered by the dairy operation as a result of hurricanes Charley, Ivan, Frances, and/or Jeanne in 2004. I understand that I can be denied payments based on any inaccuracy in this certification and application. I understand that payments are subject to conditions and limits imposed by regulation and Commodity Credit Corporation (CCC) and that this is an application only. Providing a false certification to the Government is punishable by imprisonment, fines, or other penalties. All information provided herein is subject to verification by CCC. The provision of criminal and civil fraud statutes that apply to this certification, includes 15 USC 714m, 18 USC 286, 297, 371, 641, 651, 1001 and 1014; and 31 USC 3729.

| Full Name          | Tax ID    | Tax ID Type | Share Percent | Refused Payment | Primary Contact | Application Signed Date |
|--------------------|-----------|-------------|---------------|-----------------|-----------------|-------------------------|
| A MARVIN SMITH     | 261786782 | S           | 25            | N               | Y               | May 22, 2005            |
| ABRAHAM EDWARDS    | 264788497 | S           | 25            | N               | N               | May 22, 2005            |
| ALPHONAS ALEXANDER | 264884714 | S           | 25            | N               | N               | May 22, 2005            |
| ANDREW E NORRIS    | 424945600 | S           | 25            | N               | N               | May 22, 2005            |

**Part G - COC Determination**

23A. Name of COC Designee

23B. Title of COC Designee

23C. Signature of COC Designee

23D. Date signed: Jun 2, 2005

24. Application Status: Approved

25A. County FSA Office Name and Address

MADISON COUNTY FARM SERVICE AGENCY  
1714 E BASE STREET, STE. A  
MADISON, FL 32340-3010

25B. County FSA Office Telephone Number

(850)973-2205

26. Remarks

The total percentage loss of this Dairy Operation was: 26%

'06/02/2005 03:41:29 PM CDT' - Pending - Needs eligibility information  
'06/03/2005 09:32:24 AM CDT' - Approved - none

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23C. Signature of COC Designee

23D. Date signed: Jun 2, 2005

24. Application Status: Approved

25A. County FSA Office Name and Address

MADISON COUNTY FARM SERVICE AGENCY  
1714 E BASE STREET, STE. A  
MADISON, FL 32340-3010

25B. County FSA Office Telephone Number

(850)973-2205

26. Remarks

The total percentage loss of this Dairy Operation was: 26%

'06/02/2005 03:41:29 PM CDT' - Pending - Needs eligibility information  
'06/03/2005 09:32:24 AM CDT' - Approved - none

**NOTE:** The following statement is made in accordance with the Privacy Act of 1974 (5 USC 552a) and the Paperwork Reduction Act of 1995, as amended. The authority for requesting the following information is authorized by the Military Construction Appropriations and Emergency Hurricane Supplemental Appropriations Act of 2005, Pub. L. 108-324, 118 Stat. 1220. The information will be used to establish eligibility and determine payment amounts for dairy operations located in Presidential declared disaster counties due to 2004 hurricanes Charley, Ivan, Frances, and Jeanne requesting benefits under the Dairy Disaster Assistance Payment Program benefits. This information may be provided to other agencies, IRS, Department of Justice, or other State and Federal Law enforcement agencies, and in response to a court magistrate or administrative tribunal or to other request for information. The provisions of criminal and civil fraud statutes, including 18 USC 286, 287, 371, 641, 651, 1001, 1004, and 31 USC 3729, may be applicable to the information provided.

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0560-XXXX. The time required to complete this information collection is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. RETURN THIS COMPLETED FORM TO YOUR COUNTY FSA OFFICE.

Printer Friendly Page

Open a printer friendly version of the application

After reviewing the application, click “Printer Friendly Page” to print the application.

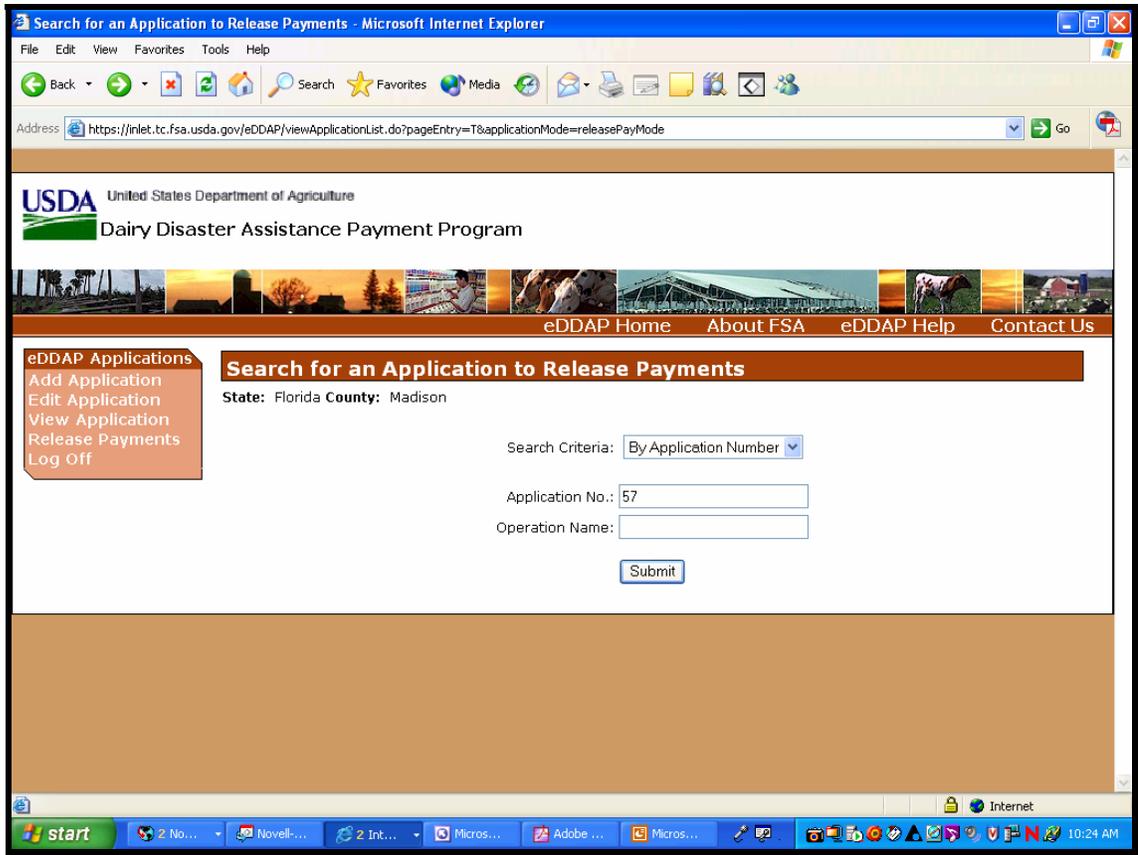
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### 6 Releasing Payments

#### A eDDAPP Search for An Application to Release Payments Screen

To release payments, click “Release Payments”. The eDDAPP Search for An Application to Release Payments Screen will be displayed.

The following is an example of the eDDAP Search for An Application to Release Payments Screen.



Enter all applicable information and click “**Submit**”. The eDDAP Select an Application to Release Payment Screen will be displayed listing all pending or approved applications that meet the search criteria with the following information:

- “Application Number”
- “Operation Name”
- “Contact Producer”.

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### 6 Releasing Payments (Continued)

#### B eDDAPP Select an Application to Release Payments Screen

The following is an example of the eDDAP Select an Application to Release Payments Screen.

**Select an Application to Release Payment**

State: Florida County: Miami-Dade

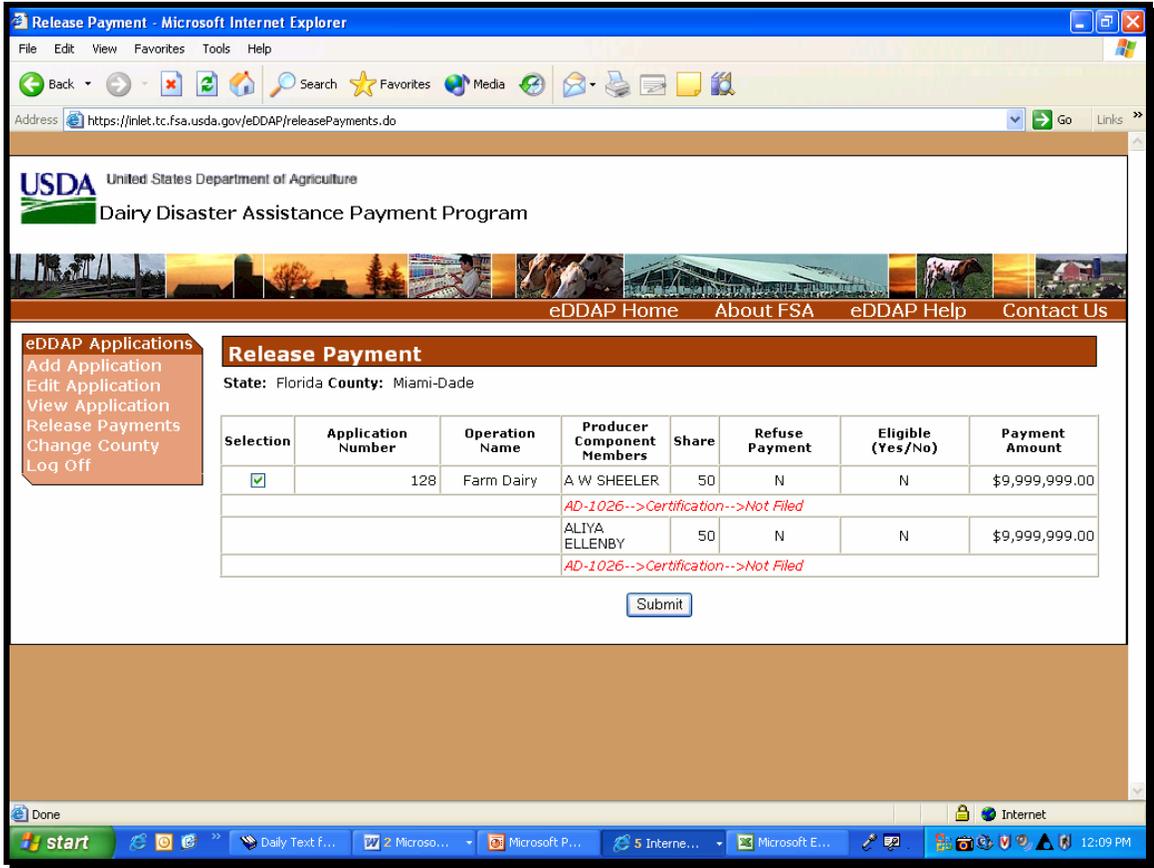
| Selection                | Application Number | Operation Name                         | Contact Producer               |
|--------------------------|--------------------|--|--------------------------------|
| <input type="checkbox"/> | 1                  | 6eDDAP                                 | ANTHONY H LAVARGNA             |
| <input type="checkbox"/> | 2                  | 7eDDAP                                 | ALEXANDER LIEBHERR PEARLMAN    |
| <input type="checkbox"/> | 3                  | 8eDDAP                                 | ANGEL PENNA                    |
| <input type="checkbox"/> | 4                  | Miami-Dade Co Dairy                    | ANGELA DELLI-VENERI            |
| <input type="checkbox"/> | 6                  | Ellenby Family Partnership             | ELLENBY FAMILY PARTNERSHIP/W20 |
| <input type="checkbox"/> | 13                 | Entity Code 02 Eligible                | MARC J ELLENBY ET AL           |
| <input type="checkbox"/> | 14                 | Gen Partnership Ineligible             | GULF STATES TREE SUPPLIERS     |
| <input type="checkbox"/> | 18                 | 2ndAttemptFirstNameInvalidErrorMessage | GARMIZO NURSERY & LANDSCAPING  |
| <input type="checkbox"/> | 19                 | COCDeterminationInvalidDate            | D AND D TREE FARMS INC         |
| <input type="checkbox"/> | 21                 | Retest CQ3067 Date                     | GULF STATES TREE SUPPLIERS     |
| <input type="checkbox"/> | 22                 | Wright's Grove JV                      | WRIGHT'S GROVE                 |
| <input type="checkbox"/> | 23                 | Retest CQ3079                          | 3-G'S FARM INC                 |

Select the dairy operation(s) to release payments to the National Payment Service (NPS) and click “**Submit**”. The eDDAPP Release Payment Screen will be displayed.

6 Releasing Payments (Continued)

C eDDAPP Release Payment Screen

The following is an example of the eDDAPP Release Payment Screen.



Select the producers in dairy operation(s) eligible to receive payments and click “Submit” to release payments to NPS.

**Note:** Producers in a dairy operation who refused payment will **not** have a “Selection” box by their names.

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7 Changing a County

A Changing a County

See subparagraph 2 B to change a county in a multi-county USDA Service Center.

8 Worksheet for Cows Being Added or Reduced

A Accessing the Worksheet for Cows Added or Reduced

The worksheet for cows added or reduced can be found on the PSD web site at <http://www.fsa.usda.gov/dafp/psd/>.

The following is an example of the Worksheet for Cows Added or Reduced.

| 2004 DAIRY DISASTER ASSISTANCE PAYMENT PROGRAM<br>Worksheet for Cows Added or Reduced from July through October 2005                           |      |        |           |         |                        |                          |                             |                           |     |  |  |  |  |
|--|------|--------|-----------|---------|------------------------|--------------------------|-----------------------------|---------------------------|-----|--|--|--|--|
| Instructions<br>Enter data in unshaded cells<br>Enter data from item H to item 12A on CCC-742<br>Enter data from item N to item 12B on CCC-742 |      |        |           |         |                        |                          |                             |                           |     |  |  |  |  |
| A. Enter Name of Dairy Operation   |      |        |           |         |                        |                          |                             |                           |     |  |  |  |  |
| B. Enter Application Number  |      |        |           |         |                        |                          |                             |                           |     |  |  |  |  |
| C. Enter   |      |        |           |         |                        |                          |                             |                           |     |  |  |  |  |
| Pseudo Market  |      |        |           |         |                        |                          |                             |                           |     |  |  |  |  |
| D. Enter Number of Milk Cows on July 1, 2005   |      |        |           |         |                        |                          |                             |                           |     |  |  |  |  |
| E. Enter the Number of New Cows Added or Reduced each Day  |      |        |           |         |                        |                          |                             |                           |     |  |  |  |  |
|  |      |        |           |         | Number of Cows by Day  |                          |                             |                           |     |  |  |  |  |
| Day  | July | August | September | October | Per cows added in July | Per cows added in August | Per cows added in September | Per cows added in October |     |  |  |  |  |
| 1  |      |        |           |         |                        |                          |                             |                           |     |  |  |  |  |
| 2  |      |        |           |         |                        |                          |                             |                           |     |  |  |  |  |
| 3  |      |        |           |         |                        |                          |                             |                           |     |  |  |  |  |
| 4  |      |        |           |         |                        |                          |                             |                           |     |  |  |  |  |
| 5  |      |        |           |         |                        |                          |                             |                           |     |  |  |  |  |
| 6  |      |        |           |         |                        |                          |                             |                           |     |  |  |  |  |
| 7  |      |        |           |         |                        |                          |                             |                           |     |  |  |  |  |
| 8  |      |        |           |         |                        |                          |                             |                           |     |  |  |  |  |
| 9  |      |        |           |         |                        |                          |                             |                           |     |  |  |  |  |
| 10   |      |        |           |         |                        |                          |                             |                           |     |  |  |  |  |
| 11   |      |        |           |         |                        |                          |                             |                           |     |  |  |  |  |
| 12   |      |        |           |         |                        |                          |                             |                           |     |  |  |  |  |
| 13   |      |        |           |         |                        |                          |                             |                           |     |  |  |  |  |
| 14   |      |        |           |         |                        |                          |                             |                           |     |  |  |  |  |
| 15   |      |        |           |         |                        |                          |                             |                           |     |  |  |  |  |
| 16   |      |        |           |         |                        |                          |                             |                           |     |  |  |  |  |
| 17   |      |        |           |         |                        |                          |                             |                           |     |  |  |  |  |
| 18   |      |        |           |         |                        |                          |                             |                           |     |  |  |  |  |
| 19   |      |        |           |         |                        |                          |                             |                           |     |  |  |  |  |
| 20   |      |        |           |         |                        |                          |                             |                           |     |  |  |  |  |
| 21   |      |        |           |         |                        |                          |                             |                           |     |  |  |  |  |
| 22   |      |        |           |         |                        |                          |                             |                           |     |  |  |  |  |
| 23   |      |        |           |         |                        |                          |                             |                           |     |  |  |  |  |
| 24   |      |        |           |         |                        |                          |                             |                           |     |  |  |  |  |
| 25   |      |        |           |         |                        |                          |                             |                           |     |  |  |  |  |
| 26   |      |        |           |         |                        |                          |                             |                           |     |  |  |  |  |
| 27   |      |        |           |         |                        |                          |                             |                           |     |  |  |  |  |
| 28   |      |        |           |         |                        |                          |                             |                           |     |  |  |  |  |
| 29   |      |        |           |         |                        |                          |                             |                           |     |  |  |  |  |
| 30   |      |        |           |         |                        |                          |                             |                           |     |  |  |  |  |
| 31   |      |        |           |         |                        |                          |                             |                           |     |  |  |  |  |
| 32   |      |        |           |         |                        |                          |                             |                           |     |  |  |  |  |
| 33   |      |        |           |         |                        |                          |                             |                           |     |  |  |  |  |
| 34   |      |        |           |         |                        |                          |                             |                           |     |  |  |  |  |
| 35   |      |        |           |         |                        |                          |                             |                           |     |  |  |  |  |
| 36   |      |        |           |         |                        |                          |                             |                           |     |  |  |  |  |
| 37   |      |        |           |         |                        |                          |                             |                           |     |  |  |  |  |
| 38   |      |        |           |         |                        |                          |                             |                           |     |  |  |  |  |
| 39   |      |        |           |         |                        |                          |                             |                           |     |  |  |  |  |
| 40   |      |        |           |         |                        |                          |                             |                           |     |  |  |  |  |
| 41   |      |        |           |         |                        |                          |                             |                           |     |  |  |  |  |
| 42   |      |        |           |         |                        |                          |                             |                           |     |  |  |  |  |
| 43   |      |        |           |         |                        |                          |                             |                           |     |  |  |  |  |
| 44   |      |        |           |         |                        |                          |                             |                           |     |  |  |  |  |
| 45   |      |        |           |         |                        |                          |                             |                           |     |  |  |  |  |
| 46   |      |        |           |         |                        |                          |                             |                           |     |  |  |  |  |
| 47   |      |        |           |         |                        |                          |                             |                           |     |  |  |  |  |
| 48   |      |        |           |         |                        |                          |                             |                           |     |  |  |  |  |
| 49   |      |        |           |         |                        |                          |                             |                           |     |  |  |  |  |
| 50   |      |        |           |         |                        |                          |                             |                           |     |  |  |  |  |
| 51   |      |        |           |         |                        |                          |                             |                           |     |  |  |  |  |
| 52   |      |        |           |         |                        |                          |                             |                           |     |  |  |  |  |
| 53   |      |        |           |         |                        |                          |                             |                           |     |  |  |  |  |
| 54   |      |        |           |         |                        |                          |                             |                           |     |  |  |  |  |
| F. Actual Number of Milk Cows beginning of month   |      |        |           |         |                        |                          |                             |                           |     |  |  |  |  |
| G. Actual Number of Milk Cows at end of month  |      |        |           |         |                        |                          |                             |                           |     |  |  |  |  |
| H. Average Number of Milk Cows in Herd   |      |        |           |         |                        |                          |                             |                           |     |  |  |  |  |
| I. Average change in milk cows from July   |      |        |           |         |                        |                          |                             |                           |     |  |  |  |  |
| J. Actual Pounds Marketed  |      |        |           |         |                        |                          |                             |                           |     |  |  |  |  |
| K. Downward Adjustment %   |      |        |           |         |                        |                          |                             |                           |     |  |  |  |  |
| L. Monthly Output Per Cow; July is actual (J/H); Aug-Oct is expected (July/Oct)  |      |        |           |         |                        |                          |                             |                           |     |  |  |  |  |
| M. Total Production Credit (1 timer L)   |      |        |           |         |                        |                          |                             |                           |     |  |  |  |  |
| N. Pounds Marketed, adjusted by change in cow numbers (J minus M)  |      |        |           |         |                        |                          |                             |                           |     |  |  |  |  |
| Month  |      |        |           |         |                        |                          |                             |                           |     |  |  |  |  |
| July   |      |        |           |         |                        |                          |                             |                           |     |  |  |  |  |
| August   |      |        |           |         |                        |                          |                             |                           | 9%  |  |  |  |  |
| September  |      |        |           |         |                        |                          |                             |                           | 15% |  |  |  |  |
| October  |      |        |           |         |                        |                          |                             |                           | 11% |  |  |  |  |
| Total  |      |        |           |         |                        |                          |                             |                           |     |  |  |  |  |
| Average  |      |        |           |         |                        |                          |                             |                           |     |  |  |  |  |
| Computed from calendar   |      |        |           |         |                        |                          |                             |                           |     |  |  |  |  |
| Ready  |      |        |           |         |                        |                          |                             |                           |     |  |  |  |  |

**Notice PS-520**

**8 Worksheet for Cows Added or Reduced (Continued)**

**B Worksheet Instructions for Cows Added or Reduced**

In the worksheet for cows being added or reduced, enter the following required data in the unshaded fields:

- name of dairy operation
- application number
- pounds marketed during the months of July through October
- number of milk cows on July 1, 2004
- number of new cows added or reduced each day during the applicable month.

After entries in the unshaded data fields have been entered, the worksheet will automatically compute the following for the months of July through October:

- average number of milk cows at the end of each month (item H in the worksheet)
- pounds marketed adjusted by any increase or decrease in cow numbers during each applicable month (item N in the worksheet).

For each corresponding month, enter the values computed by the worksheet in the Production History Certification from the Add Application Screen as provided in subparagraph 2 A, according to the following.

| <b>The calculated values for...</b>  | <b>Must be entered in eDDAP in the data entry field for...</b> |
|--|--|
| the average number of milk cows in the herd (item H of the worksheet)            | the number of milk cows in the herd.                           |
| the pounds marketed, adjusted by change in cow numbers (item N of the worksheet) | pounds marketed.   |