

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.
- obsoletes Notice PS-520.

Disposal Date June 1, 2006	Distribution 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 in **Notice IRM-355**.

The following is an example of the eAuthentication Login Screen.

The screenshot shows the USDA eAuthentication Login interface. At the top left is the USDA logo and text: "United States Department of Agriculture USDA eAuthentication". Below this is a banner image with "login:" and "password:" labels. A navigation bar contains links: Home, About eAuthentication, Help, Contact Us, Service Centers. On the left, there are two boxes: "Quick Links" with links for "What is an account?", "Create an account", and "Update your account"; and "Employee Links" with links for "Local Registration" and "Authority Login". The main area is titled "eAuthentication Login" and contains a "User ID:" field with the value "UserDx345", a "Password:" field with masked characters, and two "Login" buttons. To the right, a "I Want To..." box contains radio buttons for "Change My Password" and "Reset My Forgotten Password". The footer contains the text: "eAuthentication Home | USDA.gov | Accessibility Statement | Privacy Policy | Non-Discrimination Statement".

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

Notice PS-522

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.

USDA United States Department of Agriculture
Dairy Disaster Assistance Payment Program

eDDAP Home About FSA eDDAP Help Contact Us

eDDAP Applications
Log Off

State and County Selection
Please Select the Required State and County or Log Off from the left menu

State: Florida
County: Miami-Dade
Miami-Dade
Monroe
Submit

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”.

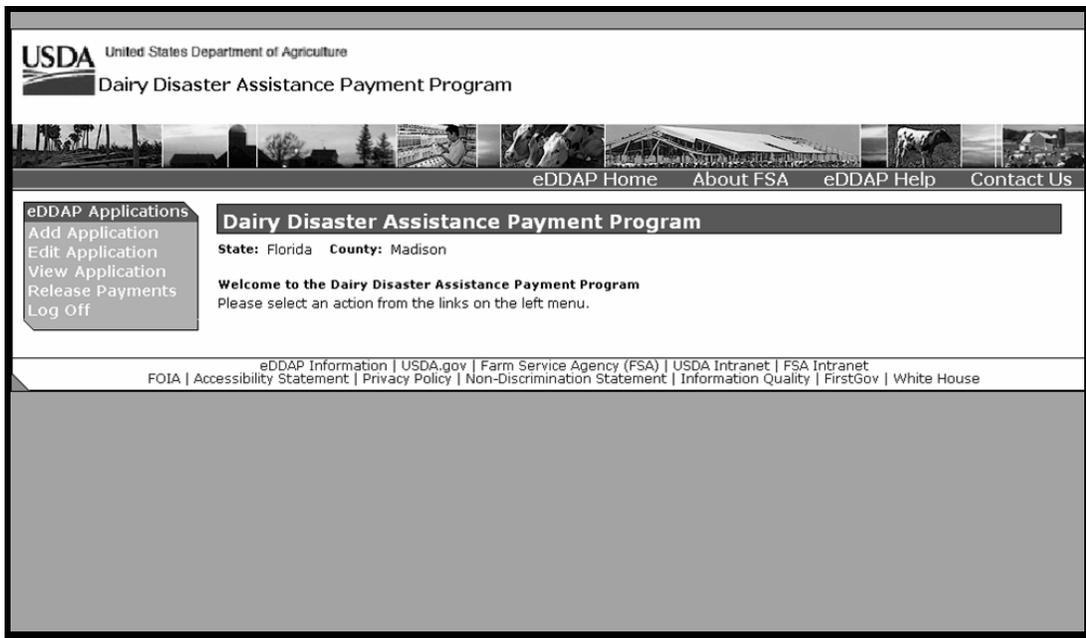
2 Getting Started (Continued)

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.

Notice PS-522

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.



United States Department of Agriculture
Dairy Disaster Assistance Payment Program









[eDDAP Home](#)
[About FSA](#)
[eDDAP Help](#)
[Contact Us](#)

eDDAP Applications
[Add Application](#)
[Edit Application](#)
[View Application](#)
[Release Payments](#)
[Log Off](#)

Add Application

State: Florida **County:** Madison

Operation Name

Producer Information

Eligibility Information Question Numbers Refer to CCC-742

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?	<input type="radio"/> Yes	<input type="radio"/> No
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?	<input type="radio"/> Yes	<input type="radio"/> No
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?	<input type="radio"/> Yes	<input type="radio"/> 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).	<input type="radio"/> Yes	<input checked="" type="radio"/> No
10. If you responded "YES" to question 9, do you understand that proper documentation of dumped	<input type="radio"/> Yes	<input type="radio"/> 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?	<input type="radio"/> Yes	<input checked="" type="radio"/> No

Production History Certification

Month	Number of Milk Cows In Herd	Pounds Marketed	Down Adjust %	Pounds Dumped
July	<input type="text" value="0"/>	<input type="text" value="0"/>		<input type="text" value="0"/>
August	<input type="text" value="0"/>	<input type="text" value="0"/>	9	<input type="text" value="0"/>
September	<input type="text" value="0"/>	<input type="text" value="0"/>	15	<input type="text" value="0"/>
October	<input type="text" value="0"/>	<input type="text" value="0"/>	11	<input type="text" value="0"/>

COC Determination

COC Date MM-DD-YYYY

Status

Remark

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.

Notice PS-522

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.

Notice PS-522

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

Name
 Start With Exact Match
 Last or Business: s
 First:

Tax ID
 ID:
 ID Type: Select One
 Whole ID

Other
 Common Name:
 Zip Code:
 Phone No:

2.

Search Results
Based on selected Servicing Site MADISON SERVICE CENTER

Select a customer:

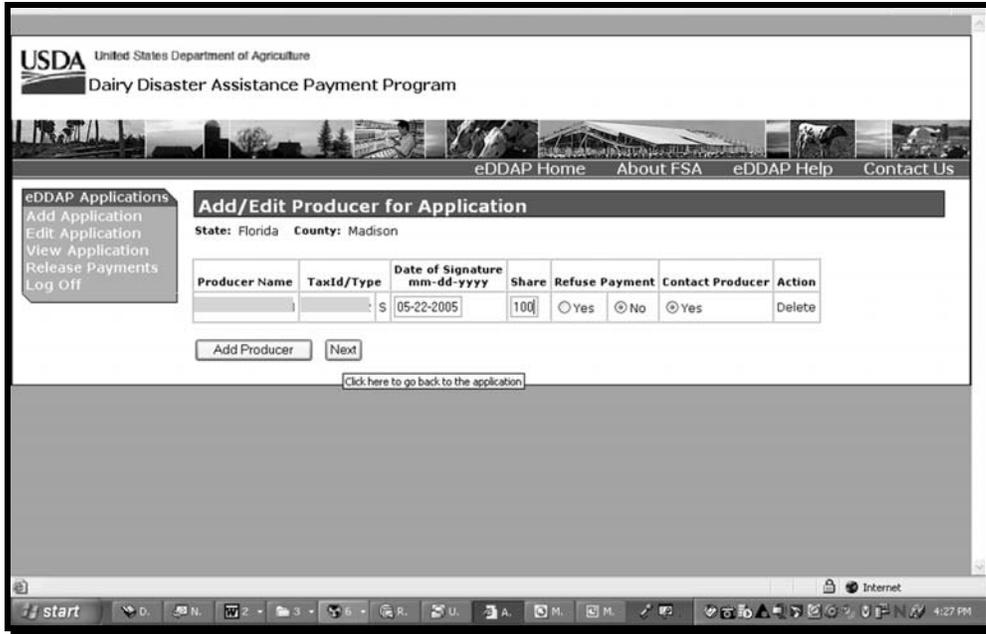
Active	Potential Duplicate	Common Name	Tax Id	Tax Id Type	Delivery Address Line	City, State ZIP Code	Phone No	Legacy State	Legacy County
Active	No		** 2	Social Security	RR 3 BOX 1542	LAKE BUTLER, FL 32054-9512	(386) 752-6710	FLORIDA	ALACHUA
					RR 3 BOX 1542	LAKE BUTLER, FL 32054-9512		FLORIDA	COLUMBIA
					RR 3 BOX 1542	LAKE BUTLER, FL 32054-9512		FLORIDA	MADISON
					RR 3 BOX 1542	LAKE BUTLER, FL 32054-9512		FLORIDA	UNION
Active	No		** 3	Social Security	PO BOX 245	GREENVILLE, FL 32331-0245		FLORIDA	MADISON
Active	No		** 3	Social Security	281 SE DEVONSHIRE RD	BRANFORD, FL 32008-9056	(386) 935-1900	FLORIDA	LAFAYETTE
Active	No		1	No Tax Id	1128 DETROIT ST	JACKSONVILLE, FL 32254-2401		FLORIDA	MADISON
Active	No		** 2	Social Security	334	PLAINFIELD, NJ 07060-2334		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.

The screenshot shows the eDDAP Search for an Application to Edit Screen. The page header includes the USDA logo and "United States Department of Agriculture Dairy Disaster Assistance Payment Program". A navigation bar contains links for "eDDAP Home", "About FSA", "eDDAP Help", and "Contact Us". A sidebar menu lists "eDDAP Applications", "Add Application", "Edit Application", "View Application", "Release Payments", and "Log Off". The main content area is titled "Search for an Application to Edit" and shows "State: Florida County: Madison". Search criteria are set to "By Operation Name". There are input fields for "Application No." and "Operation Name", and "Submit" and "Submit search criteria" buttons.

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

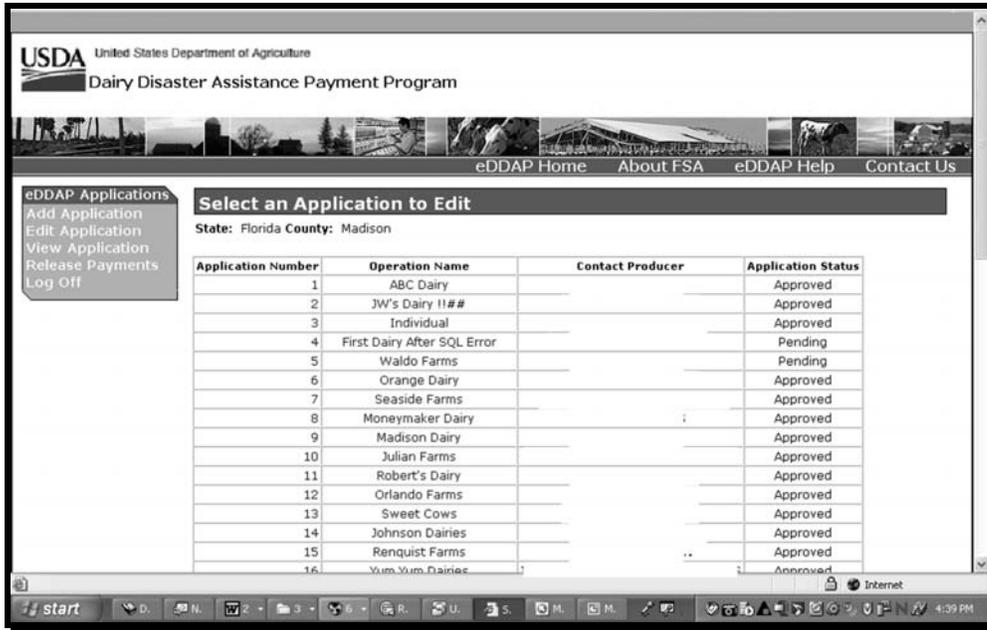
- “Show All Applications”
- “By Application Number”
- “By Operation Name”.

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.

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.



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**”.

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.

The screenshot displays the eDDAP Search for an Application to View screen. At the top, the USDA logo and 'United States Department of Agriculture Dairy Disaster Assistance Payment Program' are visible. Below this is a navigation bar with links for 'eDDAP Home', 'About FSA', 'eDDAP Help', and 'Contact Us'. On the left, a sidebar menu lists 'eDDAP Applications', 'Add Application', 'Edit Application', 'View Application', 'Release Payments', and 'Log Off'. The main content area is titled 'Search for an Application to View' and shows 'State: Florida County: Madison'. Search criteria are set to 'By Application Number', with a dropdown menu showing 'Show All Applications', 'By Application Number', and 'By Operation Name'. There are input fields for 'Application No.' and 'Operation Name', and a 'Submit' button.

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”.

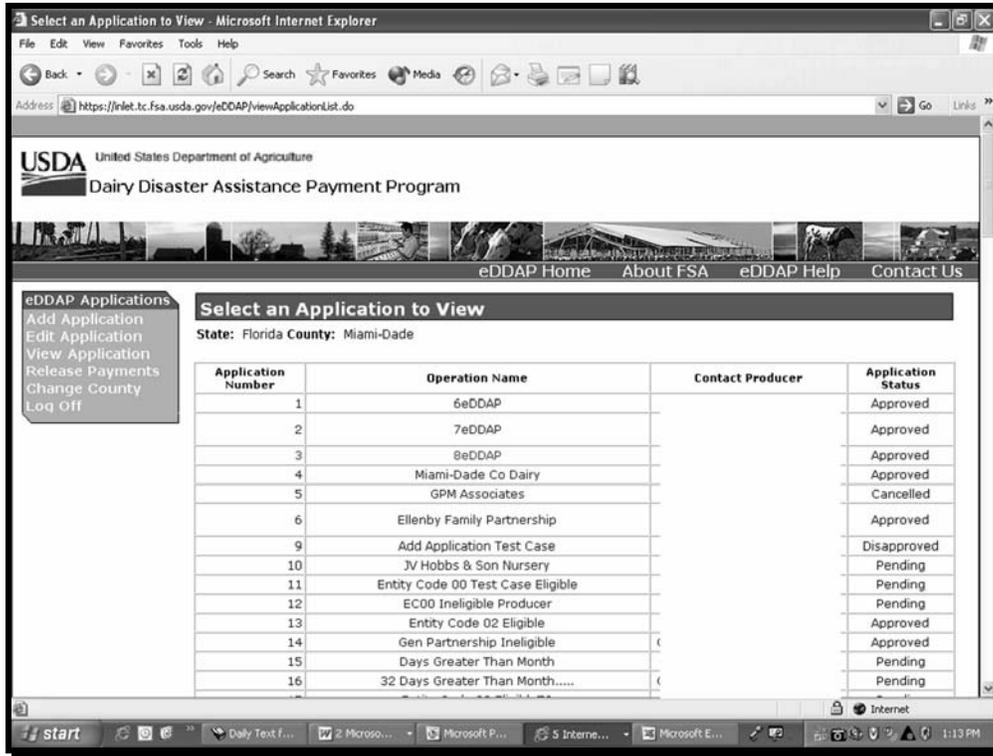
Enter the applicable information and click “Submit”. The eDDAP Select an Application to View Screen will be displayed listing all applications that match the search criteria.

Notice PS-522

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.



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

Notice PS-522

5 Viewing an Application (Continued)

C eDDAPP View Application – Results Screen

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

United States Department of Agriculture

Dairy Disaster Assistance Payment Program

eDDAP Home
About FSA
eDDAP Help
Contact Us

eDDAP Applications
 Add Application
 Edit Application
 View Application
 Release Payments
 Change County
 Log Off

View Application - Results

CCC-742	U.S. Department of Agriculture Commodity Credit Corporation	1. State Code: 12	2. County Code: 025
2004 Dairy Disaster Assistance Payment Program Application		3. Application Date: Jul 7, 2005	
4. Application Number: 128			

Part A - Producer Information

5A. Name of Dairy Operation Farm Dairy	5B. Contact Producer's Name and Address J E P
5C. Email Address:	5D. Telephone Number:

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
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	930,000
	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	

Notice PS-522

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
[REDACTED]	[REDACTED]	S	25	N	Y	May 22, 2005
[REDACTED] S	[REDACTED]	S	25	N	N	May 22, 2005
[REDACTED]	[REDACTED]	S	25	N	N	May 22, 2005
[REDACTED]	[REDACTED]	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

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

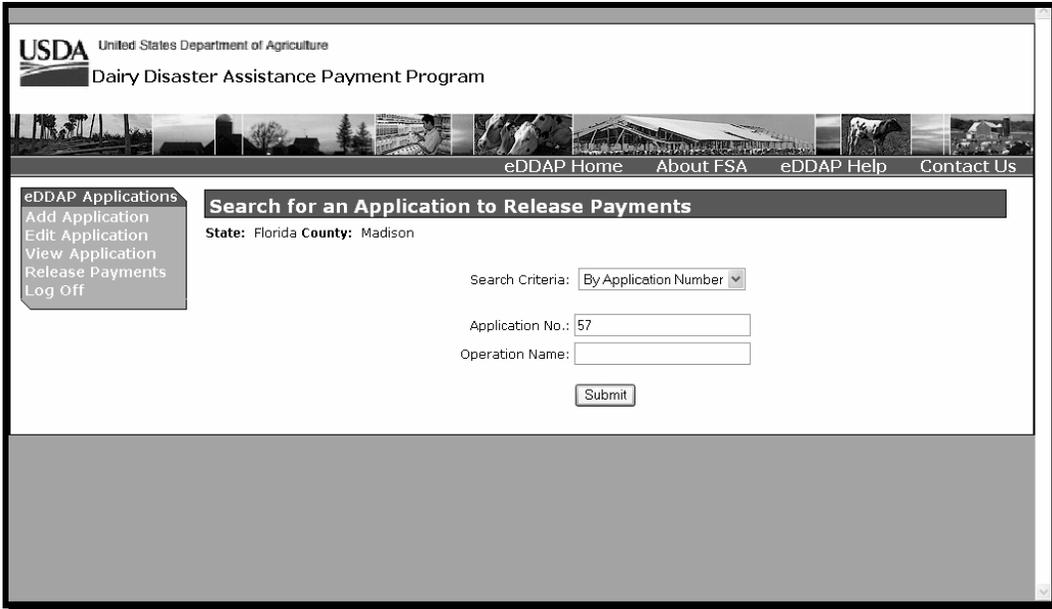
After reviewing the application, click “Printer Friendly Page” to print the application.

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.



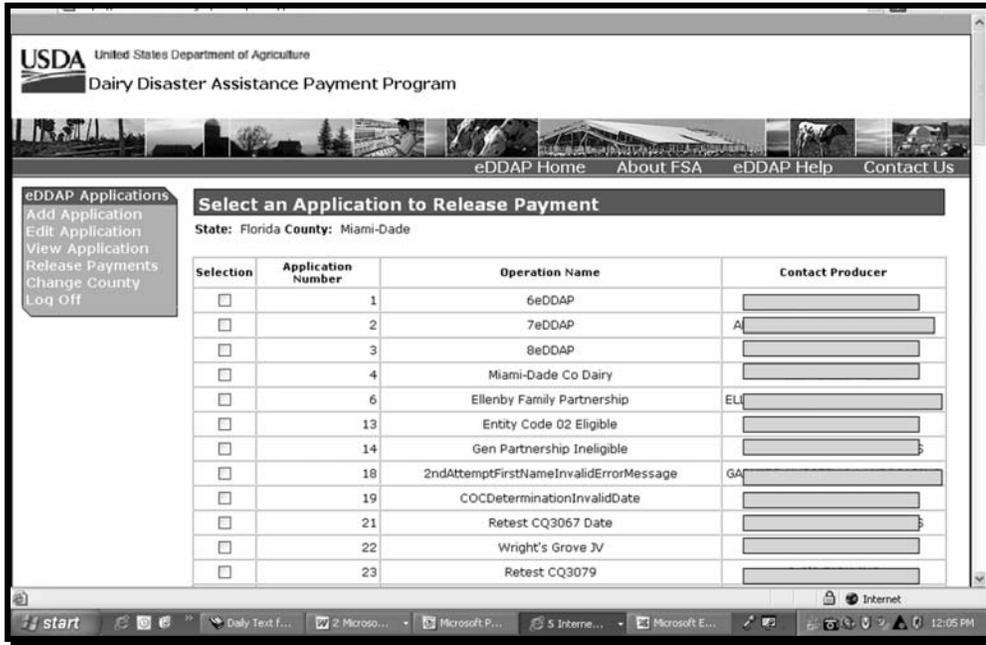
Enter all applicable information and click “**Submit**”. The eDDAP Select an Application to Release Payment Screen will be displayed listing all pending or approved applications that meet the search criteria with the following information:

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

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.

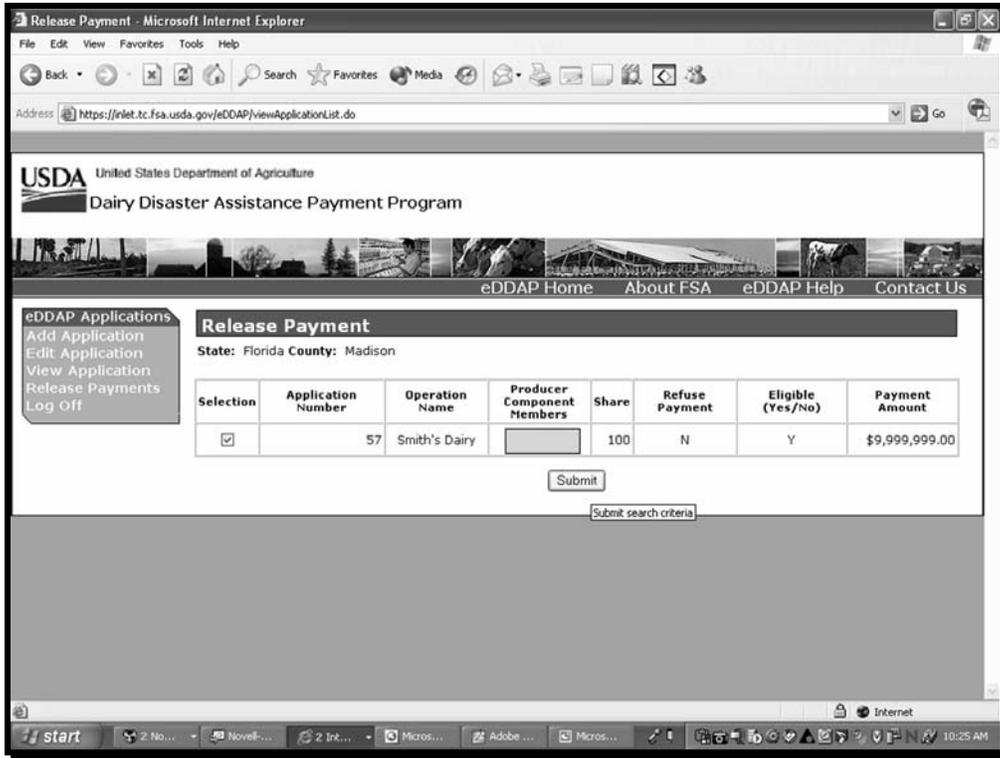


Select the dairy operation(s) to release payments to the National Payment Service (NPS) and click “Submit”. The eDDAPP Release Payment Screen will be displayed.

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.

Notice PS-522

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 Worksheet for Cows Added or Reduced from July through October 2005													
Instructions Enter data in unshaded cells Enter data from item H to item 12A on CCC-742 Enter data from item N to item 12B on CCC-742													
A. Enter Name of Dairy Operation													
B. Enter Application Number													
C. Enter Periods													
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													
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44													
45													
46													
47													
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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%				
Enter three numbers on CCC-742													
Enter three numbers on CCC-742													
Added cows example													

Notice PS-522

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.

THE calculated values for the...	MUST be entered in eDDAP in the data entry field for...
average number of milk cows in the herd (item H of the worksheet)	the number of milk cows in the herd.
pounds marketed, adjusted by change in cow numbers (item N of the worksheet)	pounds marketed.