

For: State and County Offices

**Processing Dairy Disaster Assistance Payment (DDAP-III) Program
Web Applications and Payments**

Approved by: Deputy Administrator, Farm Programs



1 Overview

A Background

The DDAP-III program:

- is authorized in Section 9007 of the U.S. Troop Readiness, Veterans' Care, Katrina Recovery, and Iraq Accountability Appropriations Act of 2007
- will provide \$16 million in assistance payments to dairy producers who suffered losses in counties declared a natural disaster during the period of January 1, 2005, through February 28, 2007, by the Secretary, a major disaster or emergency designation by the President, or a determination of FSA Administrator's Physical Loss Notice.

Contiguous counties are included.

B Purpose

This notice provides instructions for processing FSA-747's and payments using the DDAP-III spreadsheet and the FSA Intranet DDAP-III Web application

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

Disposal Date	Distribution
November 1, 2008	Above State Offices; State Office relay to County Offices

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2 Getting Started

A Downloading and Using the DDAP-III Spreadsheet

Download the spreadsheet template "DDAP-III Spreadsheet.XLT" from the shared directory according to this table.

Step	Action
1	In Explorer, navigate to F:\Application Data\DDAP_III\XLT .
2	RIGHT-CLICK "DDAP-III Spreadsheet.XLT".
3	SCROLL to "Send To".
4	SCROLL to and CLICK "Desktop (create shortcut)".

Notes: This will create a shortcut on the desktop for the spreadsheet. **Perform these steps only 1-time.** Use the desktop shortcut when creating a spreadsheet for each FSA-747.

Microsoft Excel 2003 is required for the proper functioning of the spreadsheet. To allow for updates to the spreadsheet template from SMS, do **not** drag or copy template to the desktop.

For each FSA-747:

- complete the unshaded areas of the Excel spreadsheet, as applicable, using the following information from FSA-747:
 - Dairy Operation Name (limited to 50 alpha-numeric characters and shall not be duplicated)
 - State
 - Production
 - Application number (value must be under 10000 and is system-generated)
- Note:** Record the system-generated application number on the spreadsheet.
- Number of Cows and Adjustments for each disaster year (must not exceed 20,000)
 - save the completed spreadsheet as Excel spreadsheet (.XLS) using the following naming convention: State and County Code + Dairy Operation's Name or Producer's Name.

Example: "05131JohnDoeDairy" would represent the Excel spreadsheet for John Doe's Dairy in Sebastian County, Arkansas.

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2 Getting Started (Continued)

A Downloading and Using the DDAP-III Spreadsheet (Continued)

The following is an example of the DDAP-III spreadsheet.

The screenshot shows a Microsoft Excel spreadsheet with the following data:

Dairy Operation Information							
Operation Name							State
John Doe's Dairy							ARKANSAS
Total Program Year Production/Application Number							
2005 Production				Application #			
2006 Production	4,155,600				Application #		
2007 Production				Application #			
2005 Production Adjustment Calculation							
Month	# of Cows on the 1st of the month	# of Cows that represent adjustment	NASS Monthly Milk Produced Per Cow		Calculated Production Adjustment		
Jan		0	1,129		0		
Feb		0	1,129		0		
Mar		0	1,129		0		
Apr		0	1,129		0		
May		0	1,129		0		
Jun		0	1,129		0		
Jul		0	1,129		0		
Aug		0	1,129		0		
Sep		0	1,129		0		
Oct		0	1,129		0		
Nov		0	1,129		0		
Dec		0	1,129		0		
Total Calculated Production Adjustments					0		
2006 Production Adjustment Calculation							
Month	# of Cows on the 1st of the month	# of Cows that represent adjustment	NASS Monthly Milk Produced Per Cow		Calculated Production Adjustment		
Jan	421	0	1,104		0		
Feb	421	0	1,104		0		
Mar	417	0	1,104		0		
Apr	418	0	1,104		0		
May	418	0	1,104		0		
Jun	415	0	1,104		0		
Jul	419	0	1,104		0		
Aug	418	0	1,104		0		
Sep	417	0	1,104		0		
Oct	416	0	1,104		0		
Nov	416	0	1,104		0		
Dec	420	0	1,104		0		
Total Calculated Production Adjustments					0		
2007 Production Adjustment Calculation							
Month	# of Cows on the 1st of the month	# of Cows that represent adjustment	NASS Monthly Milk Produced Per Cow		Calculated Production Adjustment		
Jan		0	1,130		0		
Feb		0	1,130		0		
Total Calculated Production Adjustments					0		
Eligible Loss Calculation							
Year	Avg # of Cows per Year	State NASS Production for Year	Annual Base Production	Actual Production	Production Loss	Total Calculated Adjustments	Total Eligible Loss
2005	0	13,545	0	0	0	0	0
2006	418	13,250	5,538,500	4,155,600	1,382,900	0	1,382,900
2007	0	2,260	0	0	0	0	0
Total Losses							1,382,900

The columns “# of Cows on the 1st of the month” and “# of Cows that represent adjustment” are pre-populated with zeros (0’s) and may be changed. To calculate production adjustment, the “# of Cows on the 1st of the month” shall **not** be blank. Otherwise the cell color will change to red.

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2 Getting Started (Continued)

A Downloading and Using the DDAP-III Spreadsheet (Continued)

Notes: If the "Total Calculated Adjustments" value exceeds the "Production Loss" value in the "Eligible Loss Calculation" section, then the "Total Eligible Loss" field displays a red box whenever a negative number is calculated.

All calculations including negative amounts will be uploaded to the Web application, but since each year is paid individually, the negative loss will not be sent to National Payment Service. It will be recorded in the DDAP-III database as a \$0 payment. Total losses shown on the spreadsheet will not be reflected in the total payment in the Web application.

If there are any negative values in any of the "Total Eligible Loss" fields, then the "Total Losses" amount on the spreadsheet should be disregarded and **will not** affect the payment total in the Web application.

If all the values are positive in the "Total Eligible Loss" fields, then the "Total Losses" amount on the spreadsheet **will be** reflected in the total payment in the Web application.

"Eligible Calculation Loss" section **will not** calculate values from a non-disaster year as part of the total losses.

For further assistance on using the DDAP spreadsheet and Web application, see the User Guide.

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2 Getting Started (Continued)

B Using DDAP-III Web Application

County Offices shall access DDAP-III 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.

The following is an example of the eAuthentication Login Screen.

The screenshot shows the USDA eAuthentication Login page. At the top left is the USDA logo and the text "United States Department of Agriculture USDA eAuthentication". Below this is a banner image with "login:" and "password:" labels. A navigation bar contains links for "Home", "About eAuthentication", "Help", "Contact Us", and "Service Centers". The main content area has a green header "eAuthentication Login". Below this are two input fields: "User ID:" and "Password:", followed by a "Login" button. To the left is a "Quick Links" sidebar with options like "What is an account?", "Create an account", and "Update your account". To the right is an "I Want To..." sidebar with options like "Change My Password", "Reset My Forgotten Password", and "Retrieve My Forgotten User ID". Below the login fields is a "What's New" section with an "Important! Employees and Contractors:" notice. The footer contains links for "eAuthentication Home", "USDA.gov", "Site Map", "Accessibility Statement", "Privacy Policy", "Non-Discrimination Statement", and "www.FirstGov.gov".

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

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2 Getting Started (Continued)

C DDAP-III State and County Selection Screen

The following is an example of the DDAP-III State and County Selection Screen.



The DDAP-III State and County Selection Screen “County” drop-down box list all counties in the State. Select a County Office and CLICK “**Submit**”. The DDAP-III Home Page will be displayed.

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

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2 Getting Started (Continued)

D DDAP-III Home Page

The Dairy Disaster Assistance Payment Program Home Page allows access to update and process the following options:

- “Add Operation”
- “Edit Operation”
- “View Operation”
- “Change County”.

The following is an example of the Dairy Disaster Assistance Payment Program Home Page.

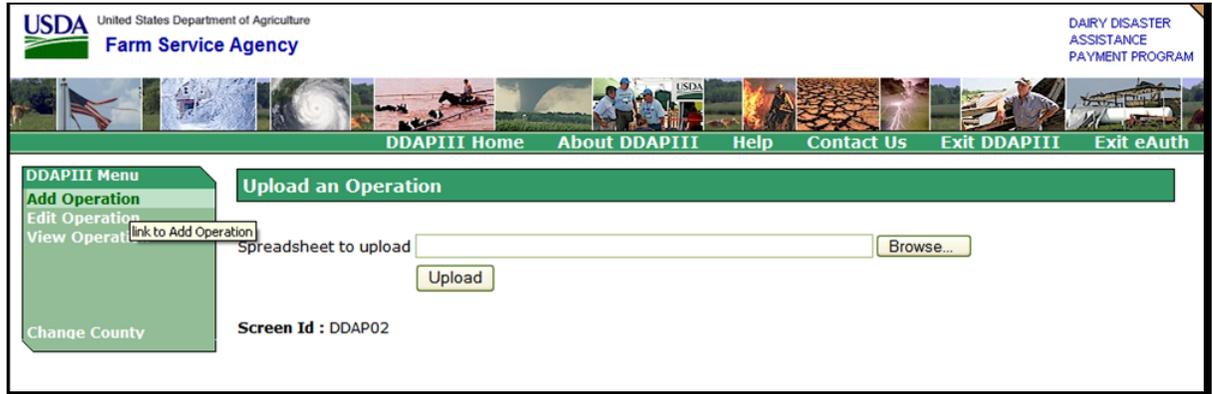


After successfully selecting the county, the message, “Welcome to the Dairy Disaster Assistance Payment Program. Please select an action from the links on the left menu”, will be displayed.

3 Processing a Web Application

A Uploading an Operation

To add an operation, under DDAPIII Menu, CLICK “**Add Operation**”. The following is an example of the Upload an Operation Screen that will be displayed.



CLICK “**Browse**” to view and select the applicable spreadsheet for the operation. The complete spreadsheet path to upload may also be typed. After selecting the spreadsheet, CLICK “**Upload**” to upload the spreadsheet into DDAP-III software.

The Add Operation Screen will be displayed.

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3 Processing a Web Application (Continued)

B Adding Operations

This following is an example of the Add Operation Screen with the information on the uploaded spreadsheet displayed.

Notes: "Operation" refers to the operation name. Only 1 application per operation is allowed for each disaster year for a maximum of 3 for DAPP-III.

If the "Producer Certification" section is displayed with the message, "No Producer Entered for this app", then no producer information has been entered. An operation must have a minimum of 1 producer.

United States Department of Agriculture
Farm Service Agency

DAIRY DISASTER ASSISTANCE PAYMENT PROGRAM

DDAPIII Home
About DDAPIII
Help
Contact Us
Exit DDAPIII
Exit eAuth

DDAPIII Menu

Add Operation

Edit Operation

View Operation

Change County

Add Operation

State: Arkansas **County:** Sebastian

Operation Name : M and R Dairy

Production Totals					
Year	Average # of Dairy Cows per Year	Annual Base Production	Actual Production	Total Calculated Adjustments	Producer Info
2005	402	5445090	4852000	0	Producer Information
2006	418	5538500	5255600	0	Producer Information

Producer Certification

Year 2005

Producer Name	TaxId	Date Signed	Share Percent	Refuse Payment
No Producers Entered for this app				

Year 2006

Producer Name	TaxId	Date Signed	Share Percent	Refuse Payment
No Producers Entered for this app				

To add a producer to the operation, CLICK “**Producer Information**” in the row corresponding to the applicable year. The Add/Edit Producer for Application Screen will be displayed.

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3 Processing a Web Application (Continued)

C Adding Producers to Web Application

The following is an example of Add/Edit Producer for Application Screen. The applicable program year will be populated with the corresponding producer information selected.

The screenshot shows the 'Add/Edit Producer for Application' screen. At the top left is the USDA logo and 'United States Department of Agriculture Farm Service Agency'. At the top right is the 'DAIRY DISASTER ASSISTANCE PAYMENT PROGRAM' logo. Below the logos is a navigation bar with links: 'DDAPIII Home', 'About DDAPIII', 'Help', 'Contact Us', 'Exit DDAPIII', and 'Exit eAuth'. On the left is a 'DDAPIII Menu' with links: 'Add Operation', 'Edit Operation', 'View Operation', and 'Change County'. The main content area has a green header 'Add/Edit Producer for Application'. Below the header, it shows 'State: Arkansas' and 'County: Sebastian'. There is a 'Program Year: 2005' field. At the bottom of the main area are 'Add Producer' and 'Next' buttons, and a 'Screen Id : DDAP10' label.

To add producer information, CLICK “**Add Producer**”. The Service Center Information Management (SCIMS) Customer Search Page will be displayed. Search for and click the producer to add the producer to the application. Repeat this process to add multiple producers for any year.

The following is an example of SCIMS Customer Search Page.

The screenshot shows the 'USDA Service Center Information Management System Customer Search Page'. At the top is the USDA logo and the system name. Below the header are two dropdown menus: 'Location State: FLORIDA' and 'Service Center: MADISON SERVICE CENTER'. There is a 'National Search: ' checkbox and a 'Service Center Details' button. Below these are four search criteria sections: 'Type' with radio buttons for 'Individual', 'Business', and 'Both', and a checked 'Active' checkbox; 'Name' with radio buttons for 'Starts With' and 'Exact Match', and input fields for 'Last or Business: s' and 'First:'; 'Tax ID' with an 'ID:' input field, an 'ID Type: Select One' dropdown, and a checked 'Whole ID' radio button; and 'Other' with input fields for 'Common Name:', 'Zip Code:', and 'Phone No:'. At the bottom are 'Search' and 'Reset' buttons.

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3 Processing a Web Application (Continued)

C Adding Producers to Web Application (Continued)

After adding producer, CLICK “Next” and the producer information will be displayed.

The following is an example of Add/Edit Producer for Application Screen with the selected producer information displayed.

USDA United States Department of Agriculture
Farm Service Agency

DAIRY DISASTER ASSISTANCE PAYMENT PROGRAM

DDAPIII Home About DDAPIII Help Contact Us Exit DDAPIII Exit eAuth

DDAPIII Menu
Add Operation
Edit Operation
View Operation
Change County

Add/Edit Producer for Application

State: Arkansas County: Sebastian

Program Year: 2005

Producer Name	TaxId/Type	Date of Signature mm-dd-yyyy	Share %	Refuse Payment	Contact Producer	Action
	S	09-20-2007 <input type="button" value="Calendar"/>	100	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input checked="" type="radio"/> Yes	Delete

Screen Id : DDAP10
Click here to start adding producers or view producers for the application

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3 Processing a Web Application (Continued)

C Adding Producers to Web Application (Continued)

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

- date of signature (mm-dd-yyyy)

Note: This signature **cannot** be:

- greater than the current date
- after the COC signed date
- before start of open application period (date to be decided)
- after application close date (date to be decided).

- percentage of shares

Note: Must total 100 percent.

- "yes" or "no" to reflect if producer refused payment

Note: This field defaults to “No”.

- contact producer

Note: First producer listed defaults to “Yes” and all subsequent producers to “No”.

- COC determination status can only be 1 of the following:

- pending
- approved
- disapproved.

Note: The initial status defaults to "Pending". Any change to status requires a COC date and remarks. The COC date **cannot** be less than the producer signed date.

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 the Add Operation Screen.

3 Processing a Web Application (Continued)

C Adding Producers to Web Application (Continued)

The following is an example of the Add Operation Screen with producer information added to the “Producer Certification” section.

On the Add Operation Screen, enter the following information, as applicable:

- additional producer information
- COC date
- status
- remarks.

Note: Remarks **must** be entered if the "Status" field is changed.

After all entries have been completed, CLICK “**Submit**”. The Add Operation Results Screen will be displayed.

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3 Processing a Web Application (Continued)

C Adding Producers to Web Application (Continued)

This is an example of the Add Operation Results Screen.

Application Date: 10-24-2007		COC Signed Date: 10/09/2007				
Contact Producer Information						
Year 2005						
Year 2006						
Producer Certification						
Year 2005 - Application Number 6						
Producer Name	TaxId	Date Signed	Share Percent			
		9/20/07	100 %			
			N			
Year 2006 - Application Number 6						
Producer Name	TaxId	Date Signed	Share Percent			
		9/20/07	100 %			
			N			
Production Totals						
Year	Average # of Dairy Cows per Year	Annual Base Production	Actual Production	Production Loss	Total Calculated Adjustments	Total Eligible Loss
2005	402	5445090	4852000	593090	0	593090
2006	418	5538500	5255600	282900	0	282900
Remarks						
The total percentage loss for 2005 was 10.9%						
The total percentage loss for 2006 was 5.1%						
10/24/2007 01:30:33 PM CDT - Approved - All documents are on file						
Screen Id : DDAP40				Back to Top^		

4 Editing Web Application

A Editing Operations

To edit a DDAP-III operation, CLICK “**Edit Operation**”. The following is an example of the Edit Operation Selection Screen that will be displayed.

On the Edit Operation Selection Screen, select the applicable search criteria from the following:

- Upload Spreadsheet Data; this option is used to upload an edited spreadsheet to change any of the following:
 - operation name
 - number of cows
 - production
 - adjustments
- Note:** These changes **must** be made to the spreadsheet and then **uploaded** into the DDAP-III software.
- Edit Operation Data; this allows the user to change any of the following:
 - producers
 - COC date
 - status
 - remarks.

Note: In this example the Edit Operation Data is selected.

After selecting an edit option, CLICK “**Next**”. The Edit Operation Selection Screen will be displayed.

4 Editing Web Application (Continued)

B Uploading Spreadsheet Data

Important: Changes to the operation name, number of cows, production, and adjustments **must** be made on the spreadsheet before uploading to the DDAP-III system.

Select "Upload Spreadsheet Data" to apply the spreadsheet changes to the operation. The following is an example of the Upload and Operation Screen that will be displayed.



CLICK **“Browse”** to view and select the applicable (edited) spreadsheet for the operation. The complete spreadsheet path to upload may also be typed. After selecting the spreadsheet, CLICK **“Upload”** to upload the spreadsheet into DDAP-III software.

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



Select the operation name from the “Search Criteria” drop-down list and CLICK **“Submit”**. The Edit Operation Screen will be displayed.

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4 Editing Web Application (Continued)

C Editing Operation Data

On the Edit Operation Selection Screen, CLICK "Edit Operation Data", and CLICK "Next". The following is an example of the Edit Operation Screen that will be displayed.

Year	Average # of Dairy Cows per Year	Annual Base Production	Actual Production	Total Calculated Adjustments	Producer Info
2005	402	5445090	4852000	0	Producer Information
2006	418	5538500	5255600	0	Producer Information

Producer Name	TaxId	Date Signed	Share Percent	Refuse Payment
		Sep 20, 2007	100 %	N

Producer Name	TaxId	Date Signed	Share Percent	Refuse Payment
		Sep 20, 2007	100 %	N

COC Date: MM-DD-YYYY

On the Edit Operation Screen edit the following information, as applicable:

- producer information (add or delete producer information)
- COC determination:
 - COC Date
 - Status
 - Remarks.

Note: Remarks **must** be entered if the "Status" is changed.

After all editing has been completed, CLICK "Submit". The Edit Operation Results Screen will be displayed.

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4 Editing Web Application (Continued)

C Editing Operation Data (Continued)

The following is an example of the Edit Operation Results Screen.

DDAPIII Menu
Add Operation
Edit Operation
View Operation
Change County

Edit Operation Results

Dairy Disaster Assistance Payment Program (DDAP-III) Application

State: Arkansas County: Sebastian
Application status: Approved
Application Date: 10-24-2007 COC Signed Date: 10-09-2007

Contact Producer Information

Year 2005

Producer Certification

Year 2005 - Application Number 6

Producer Name	TaxId	Date Signed	Share Percent	Refuse Payment
		9/20/07	50 %	N
		9/20/07	50 %	N

Year 2006 - Application Number 6

Producer Name	TaxId	Date Signed	Share Percent	Refuse Payment
		9/20/07	50 %	N
		9/20/07	50 %	N

Production Totals

Year	Average # of Dairy Cows per Year	Annual Base Production	Actual Production	Production Loss	Total Calculated Adjustments	Total Eligible Loss
2005	402	5445090	4852000	593090	0	593090

5 Viewing Operations and Changing Counties

A Viewing Operations

To view an operation, CLICK “**View Operation**”. This is an example of the Search for an Operation to View Screen that will be displayed.

USDA United States Department of Agriculture
Farm Service Agency

DDAPIII Home About DDAPIII Help Contact Us Exit DDAPIII Exit eAuth

Search for an Operation to View

State: Arkansas County: Sebastian

operation Search Criteria: Select Operation

Submit

Screen Id : DDAP20

DDAPIII Menu
Add Operation
Edit Operation
View Operation
Change County

DAIRY DISASTER ASSISTANCE PAYMENT PROGRAM

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5 Viewing Operations and Changing Counties (Continued)

A Viewing Operations (Continued)

Select the operation to view and CLICK **“Submit”**. The View Operation Results Screen will be displayed. The following is an example of View Operation Result Screen.

DDAPIII Menu		View Operation Results				
Add Operation		Dairy Disaster Assistance Payment Program (DDAP-III) Application				
Edit Operation		State: Arkansas	County: Sebastian		Application status: Approved	
View Operation		Application Date: 10-24-2007	COC Signed Date: 10-09-2007			
Change County		Contact Producer Information				
		Year 2005				
		Year 2006				
		Producer Certification				
		Year 2005 - Application Number 6				
		Producer Name	TaxId	Date Signed	Share Percent	Refuse Payment
				9/20/07	50 %	N
				9/20/07	50 %	N
		Year 2006 - Application Number 6				
		Producer Name	TaxId	Date Signed	Share Percent	Refuse Payment
				9/20/07	50 %	N
				9/20/07	50 %	N
		Production Totals				
Year	Average # of Dairy Cows per Year	Annual Base Production	Actual Production	Production Loss	Total Calculated Adjustments	Total Eligible Loss
2005	402	5445090	4852000	593090	0	593090

B Changing to a Different County

To change to another county, CLICK **“Change County”**. The following is an example of the State and County Selection Screen that will be displayed.

DDAPIII Menu		State and County Selection				
		Please Select the Required State and County or Log Off from the left menu				
		State: Arkansas	County: Sebastian			
		<input type="button" value="Submit"/>				

Select the county from the “County” drop-down and CLICK **“Submit”**. The DDAP-III Home Page will be displayed.