

For: State and County Offices

**Processing Dairy Disaster Assistance Payment (DDAP-III) Program
Spreadsheet and Web Application**

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 December 31, 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 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 a National Office notice.

A forthcoming notice will provide instructions for processing payments.

- obsoletes Notice PS-616.

Disposal Date	Distribution
November 1, 2008 3-24-08	State Offices; State Office relay to County Offices

Notice PS-620

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 the following.

Step	Action
1	In Explorer, navigate to F:\Data\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.

Contact the OCIO/ITS Service Desk at 1-800-255-2434 through your State IT specialist for assistance in downloading the spreadsheet.

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) (item 5A)
 - production (items 6B and 7C)
 - application number is system-generated (item 4)
- Note:** Record the system-generated application number on the spreadsheet.
- number of cows and adjustments for each disaster year (must not exceed 20,000) (item 6A, 7B, and 8)
 - save the completed spreadsheet as Excel spreadsheet (.XLS) using the following naming convention: State and county code and dairy operation’s name or producer’s name.

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

Notice PS-620

2 Getting Started (Continued)

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

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

	A	B	C	D
2	DDAP-III Calculator (version3)			
3	Two Years Prior to Disaster Year (Base Period)			
4		Average Cows in the Dairy Herd during the		
5	Year	Year	Total Annual Production	
6	2003	0	0	
7	2004	0	0	
8	Average Cows Milked per Month		0	
9	Average Annual Production (lbs.)		0	
10	Average Annual Production Per Cow		#DIV/0!	
11	Disaster Year Data			
12	Operation Name			
13		Average Cows in the Dairy Herd during the		
14	YEAR	Year	Total Actual Production	Application #
15	2005	0	0	
16	2006	0	0	
17	2007	0	0	
18	Loss Calculation			
19	YEAR	BASE PRODUCTION	ACTUAL PRODUCTION	LOSS
20	2005	#DIV/0!	0	#DIV/0!
21	2006	#DIV/0!	0	#DIV/0!
22	2007	#DIV/0!	0	#DIV/0!
23	COC Adjustments			
24	YEAR	Increase Production Loss (lbs.)	Decrease Production Loss (lbs.)	Total COC Adjustment
25	2005	0	0	0
26	2006	0	0	0
27	2007	0	0	0
28	Eligible Loss			
29	YEAR	Loss Calculation	COC Adjustments	Total Eligible Loss
30	2005	#DIV/0!	0	#DIV/0!
31	2006	#DIV/0!	0	#DIV/0!
32	2007	#DIV/0!	0	#DIV/0!

Note: 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 NPS. The negative loss 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.

Notice PS-620

2 Getting Started (Continued)

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

The **DDAP-III Calculator (version3)**:

- user entries are represented by the white cells of the spreadsheet

Note: The “shaded” auto-calculated cells are protected and **cannot** be changed.

- entries must be numeric and a whole number greater than or equal to zero
- consists of the following 5 sections.

- **Base Period Information**

The base period for each disaster year 2005 through 2007 will be the average annual marketed production of calendar years 2003 and 2004. To determine base period production, dairy operations must provide the following information to FSA for each year of the base period to establish the average annual production per cow:

- total annual marketed production
- average number of cows in the dairy herd during the year.

- **Disaster Year Data**

For each applicable **year**, the user should enter the average cows milked per month during the year and total actual production values for 2005, 2006, and 2007. Users will record the application number on the spreadsheet after an operation is successfully added and saved in the web application.

- **Loss Calculation**

The loss calculation auto-calculates for each applicable year dependant on values entered into the Base Period and the Disaster Year Data section.

- Base Production (Average Cows in the Dairy Herd during the Year times Average Annual Production Per Cow from the Base Period section)
- Actual Production (Value entered by the user from the Disaster Year Data Total Actual Production)
- Loss (Base Production minus Actual Production equals Loss)
- The numbers in this section **cannot** be edited.

Notice PS-620

2 Getting Started (Continued)

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

- **COC Adjustments**

Users will enter the 2005, 2006, and 2007 COC adjustments, as applicable.

- For each year applicable, user should enter pounds to Increase Production Loss (lbs.) for disaster related losses. Pounds entered will be added to the Total Eligible Loss.
- Decrease Production Loss (lbs.) should be entered for each applicable year for losses not related to disaster; such as a barn fire.
 - Pounds entered will be deducted from the Total Eligible Loss.
 - Total COC Adjustment will display a negative or positive adjustment number if data is entered in either column for the applicable disaster year.
- Combination of Increase and Decrease for Same Disaster Year (Loss Calculation plus COC Adjustments.)
- **Eligible Loss**
 - From the Loss Calculation section, the Loss amount is carried to the Loss Calculation field for the applicable year.
 - The COC Adjustments amount is carried from the Total COC Adjustments which can be either positive or negative.
 - The Total Eligible Loss amount is derived from adding or subtracting the COC Adjustments from the Loss Calculation amount.
 - The numbers in this section **cannot** be edited.
 - If the COC Adjustments value exceeds the Loss Calculation value in the Eligible Loss section, then the Total Eligible Loss fields will display a negative number.
 - Each disaster year is independently evaluated.
 - 2005 DDAP-II payments will be deducted from 2005 applicable payment from the application.

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

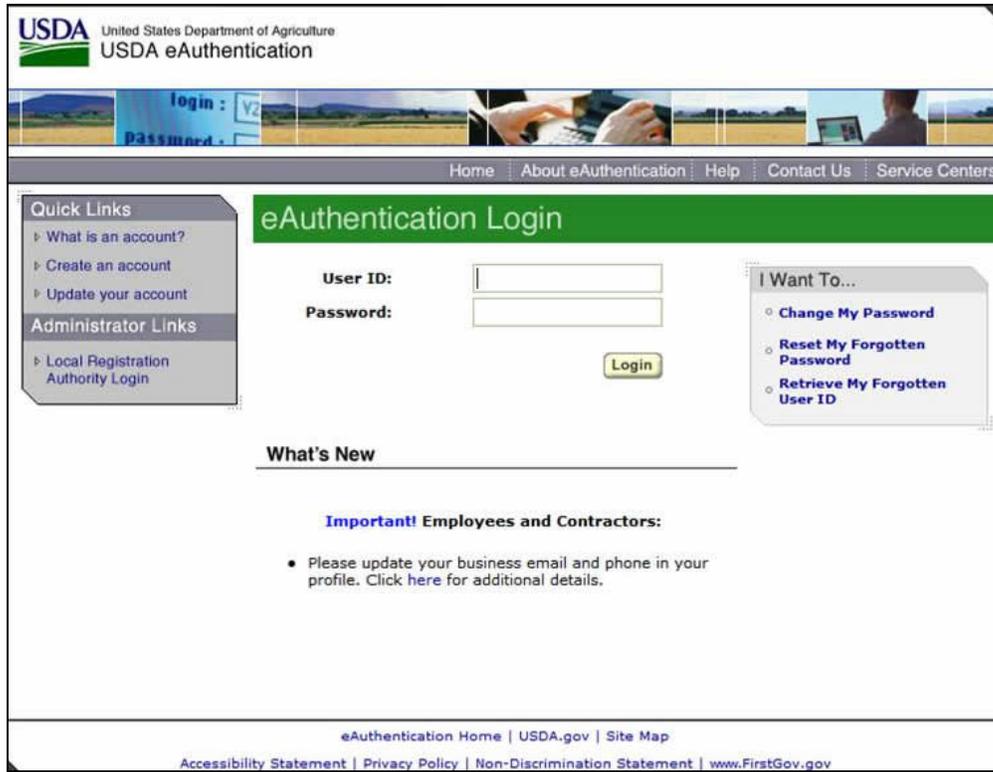
Notice PS-620

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.

The following is an example of the eAuthentication Login Screen.



The screenshot shows the USDA eAuthentication Login screen. At the top left is the USDA logo and the text "United States Department of Agriculture" and "USDA eAuthentication". Below this is a navigation bar with links: Home, About eAuthentication, Help, Contact Us, and Service Centers. The main content area is titled "eAuthentication Login" in a green header. It features a "User ID:" field, a "Password:" field, and a "Login" button. To the left of the login fields is a "Quick Links" sidebar with options: "What is an account?", "Create an account", "Update your account", and "Administrator Links" (with a sub-link for "Local Registration Authority Login"). To the right is an "I Want To..." sidebar with options: "Change My Password", "Reset My Forgotten Password", and "Retrieve My Forgotten User ID". Below the login fields is a "What's New" section with a heading "Important! Employees and Contractors:" and a bullet point: "Please update your business email and phone in your profile. Click here for additional details." At the bottom of the page are 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.

Notice PS-620

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.

USDA Unit of State Department of Agriculture
Farm Service Agency

DAIRY DISASTER ASSISTANCE PAYMENT PROGRAM

DDAPIII Home About DDAPIII Help User Guide Contact Us Exit DDAPIII Logout of eAuth

DDAPIII Menu

State and County Selection
Please Select the Required State and County

State: Arkansas
County: Sebastian

Submit

Screen Id : DDAP05

[Click here to submit the selection](#)

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”.

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”
- “Check Eligibility”
- “Change County”.

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

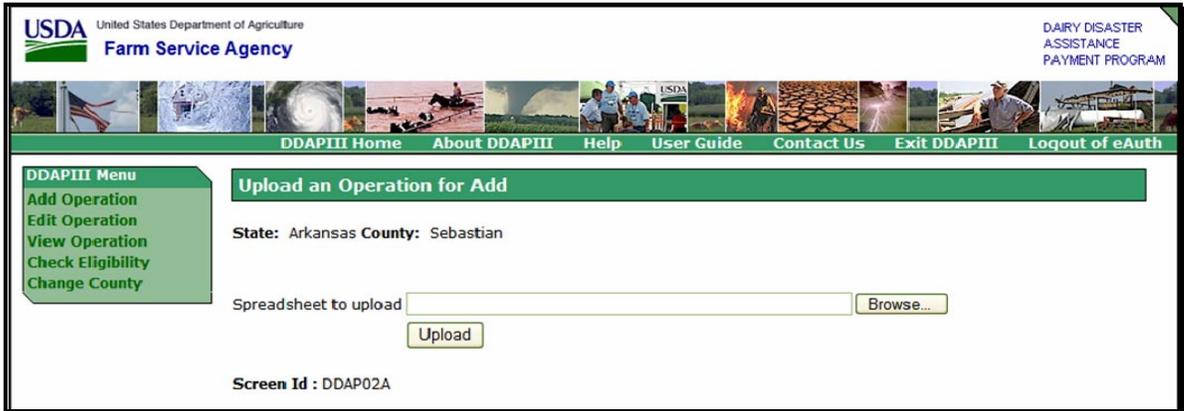


After successfully selecting the county, the message, “Welcome to the Dairy Disaster Assistance Payment Program. Please select an action from the links on the left menu”, will be displayed.

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.

Note: County Offices shall ensure that evidence of commercial milk marketing is reviewed against data entered in the DDAP-III worksheet for accuracy before uploading into the software.

The Add Operation Screen will be displayed.

Notice PS-620

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 DDAP-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.

Production Totals

Year	Average # of Dairy Cows per Year	Annual Base Production	Actual Production	Total Calculated Adjustments	Producer Info
2005	90	1002600	789000	22000	Producer Information
2006	84	935760	633800	-12000	Producer Information
2007	90	1002600	800000	2300	Producer Information

Producer Certification

Year 2005

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

Year 2006

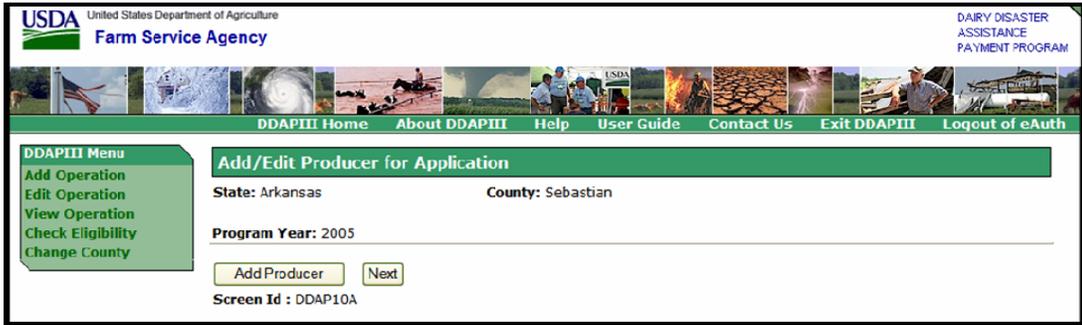
Producer Name	TaxId	Date Signed	Share Percent	Refuse Payment
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To add a producer to the operation, CLICK “**Producer Information**” in the row corresponding to the applicable year. The Add/Edit Producer for Application Screen will be displayed.

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.



To add producer information, CLICK “Add Producer”. The USDA Service Center Information Management 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.

Note: County Offices shall ensure that the following information is accurately recorded in SCIMS according to 1-PL and 3-PL:

- citizenship country
- originating country
- resident alien data.

The following is an example of USDA Service Center Information Management Customer Search Page.



Notice PS-620

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

DDAPIII Home About DDAPIII Help User Guide Contact Us Exit DDAPIII Logout of eAuth

DDAPIII Menu
Add Operation
Edit Operation
View Operation
Check Eligibility
Change County

Add/Edit Producer for Application

State: Arkansas County: Sebastian

Program Year: 2005

Producer Name	TaxId / Type	Date Signed (mm/dd/yyyy)	Share %	Refuse Payment	Contact Producer	Action
	S	02/12/2008 <input type="button" value="Calendar"/>	<input type="text" value="75"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input checked="" type="radio"/> Yes	Delete
	S	02/12/2008 <input type="button" value="Calendar"/>	<input type="text" value="25"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes	Delete

Screen

DARY DISASTER ASSISTANCE PAYMENT PROGRAM

Notice PS-620

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.

DDAPIII Menu
 Add Operation
 Edit Operation
 View Operation
 Check Eligibility
 Change County

Add Operation
 State: Arkansas County: Sebastian
 Operation Name : ABC Dairy

Production Totals					
Year	Average # of Dairy Cows per Year	Annual Base Production	Actual Production	Total Calculated Adjustments	Producer Info
2005	90	1002600	789000	22000	Producer Information
2006	84	935760	633800	-12000	Producer Information
2007	90	1002600	800000	2300	Producer Information

Producer Certification					
Year 2005					
Producer Name	TaxId	Date Signed	Share Percent	Refuse Payment	
		02/12/2008	75 %	N	
		02/12/2008	25 %	N	
Year 2006					

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.

Notice PS-620

3 Processing a Web Application (Continued)

C Adding Producers to Web Application (Continued)

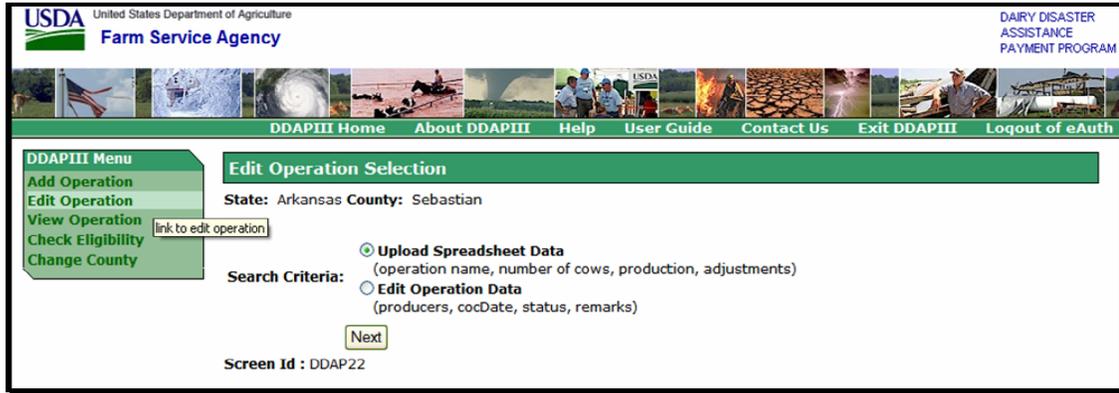
The following is an example of the Add Operation Results Screen.

Producer Certification						
Year 2005 - Application Number: 1						
Producer Name	TaxId	Date Signed	Share Percent	Refuse Payment		
		02/12/2008	75 %	N		
		02/12/2008	25 %	N		
Year 2006 - Application Number: 1						
Producer Name	TaxId	Date Signed	Share Percent	Refuse Payment		
		02/12/2008	100 %	N		
Year 2007 - Application Number: 1						
Producer Name	TaxId	Date Signed	Share Percent	Refuse Payment		
		02/12/2008	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	90	1002600	789000	213600	22000	235600
2006	84	935760	633800	301960	-12000	289960
2007	90	1002600	800000	202600	2300	204900
Remarks						
The total percentage loss for 2005 was 23.5%						
The total percentage loss for 2006 was 31%						
The total percentage loss for 2007 was 20.4%						
02/28/2008 11:36:19 AM CST - Pending - All documents are on file						
Screen Id : DDAP40A				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” 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” to change any of the following:
 - producers
 - COC date
 - status
 - remarks.

Note: In this example, “Edit Operation Data” has been 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.

CLICK “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.

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.

Production Totals					
Year	Average # of Dairy Cows per Year	Annual Base Production	Actual Production	Total Calculated Adjustments	Producer Info
2005	90	1002600	789000	22000	Producer Information
2006	84	935760	633800	-12000	Producer Information
2007	90	1002600	800000	2300	Producer Information

Producer Certification					
Year 2005 - Application Number: 1					
Producer Name	TaxId	Date Signed	Share Percent	Refuse Payment	
		02/12/2008	75 %	N	
		02/12/2008	25 %	N	
Year 2006 - Application Number: 1					
Producer Name	TaxId	Date Signed	Share Percent	Refuse Payment	
		02/12/2008	100 %	N	
Year 2007 - Application Number: 1					
Producer Name	TaxId	Date Signed	Share Percent	Refuse Payment	

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.

Notice PS-620

4 Editing Web Application (Continued)

C Editing Operation Data (Continued)

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

Year 2007						
Producer Certification						
Year 2005 - Application Number: 1						
Producer Name	TaxId	Date Signed	Share Percent	Refuse Payment		
		02/12/2008	75 %	N		
		02/12/2008	25 %	N		
Year 2006 - Application Number: 1						
Producer Name	TaxId	Date Signed	Share Percent	Refuse Payment		
		02/12/2008	100 %	N		
Year 2007 - Application Number: 1						
Producer Name	TaxId	Date Signed	Share Percent	Refuse Payment		
		02/12/2008	75 %	N		
		02/12/2008	25 %	N		
Production Totals						
Year	Average # of Dairy Cows per Year	Annual Base Production	Actual Production	Production Loss	Total Calculated Adjustments	Total Eligible Loss
2005	90	1002600	789000	213600	22000	235600
2006	84	935760	633800	301960	-12000	289960
2007	90	1002600	800000	202600	2300	204900
Remarks						
The total percentage loss for 2005 was 23.5%						
The total percentage loss for 2006 was 31%						

5 Viewing Operations, Check Eligibility, and Changing Counties

A Viewing Operations

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

United States Department of Agriculture
Farm Service Agency

DAIRY DISASTER ASSISTANCE PAYMENT PROGRAM

[DDAPIII Home](#)

[About DDAPIII](#)

[Help](#)

[User Guide](#)

[Contact Us](#)

[Exit DDAPIII](#)

[Logout of eAuth](#)

DDAPIII Menu
[Add Operation](#)
[Edit Operation](#)
[View Operation](#)
[Check Eligibility](#)
[Change County](#) link to view operation

Search for an Operation to View

State: Arkansas County: Sebastian

Search Criteria: Select Operation

Screen Id : DDAP20V

Notice PS-620

5 Viewing Operations, Check Eligibility 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.

USDA United States Department of Agriculture
Farm Service Agency

DDAPIII Home About DDAPIII Help User Guide Contact Us Exit DDAPIII Logout of eAuth

DDAPIII Menu
 Add Operation
 Edit Operation
 View Operation
 Check Eligibility
 Change County

View Operation Results

Dairy Disaster Assistance Payment Program (DDAPIII) Application

County FSA Office Name and Address SEBASTIAN COUNTY FARM SERVICE AGENCY 3913 BROOKEN HILL DRIVE FT. SMITH, AR 72908-9289 State: Arkansas	County FSA Office Telephone Number (479)646-8300 County: Sebastian Application status: Pending COC Signed Date: 02/28/2008
--	--

Contact Producer Information

Year 2005

Year 2006

Year 2007

Producer Certification

Year 2005 - Application Number: 1				
Producer Name	TaxId	Date Signed	Share Percent	Refuse Payment
		02/12/2008	75 %	N
		02/12/2008	25 %	N

Year 2006 - Application Number: 1				
Producer Name	TaxId	Date Signed	Share Percent	Refuse Payment
		02/12/2008	100 %	N

Year 2007 - Application Number: 1				
Producer Name	TaxId	Date Signed	Share Percent	Refuse Payment
		02/12/2008	75 %	N
		02/12/2008	25 %	N

Production Totals

Year	Average # of Dairy Cows per Year	Annual Base Production	Production		Total Calculated Adjustments	Total Eligible Loss
			Actual Production	Production Loss		
2005	90	1002600	789000	213600	22000	235600
2006	84	935760	633800	301960	-12000	289960
2007	90	1002600	800000	202600	2300	204900

Remarks
 The total percentage loss for 2005 was 23.5%
 The total percentage loss for 2006 was 31%
 The total percentage loss for 2007 was 20.4%
 02/28/2008 11:36:19 AM CST - Pending - All documents are on file
 02/28/2008 11:48:20 AM CST - Pending - Added Producer to 2007

Notice PS-620

5 Viewing Operations, Check Eligibility and Changing Counties (Continued)

B Checking Dairy Operation's Members Eligibility

To check members eligibility of a Dairy Operation, CLICK “**Check Eligibility**”. The following is an example of the State and County Selection Screen that will be displayed.

Select the operation to check and CLICK “**Submit**”. The Eligibility Check Results will be displayed showing the eligibility status of the producers for each year.

The following is an example of the Eligibility Check Results Screen.

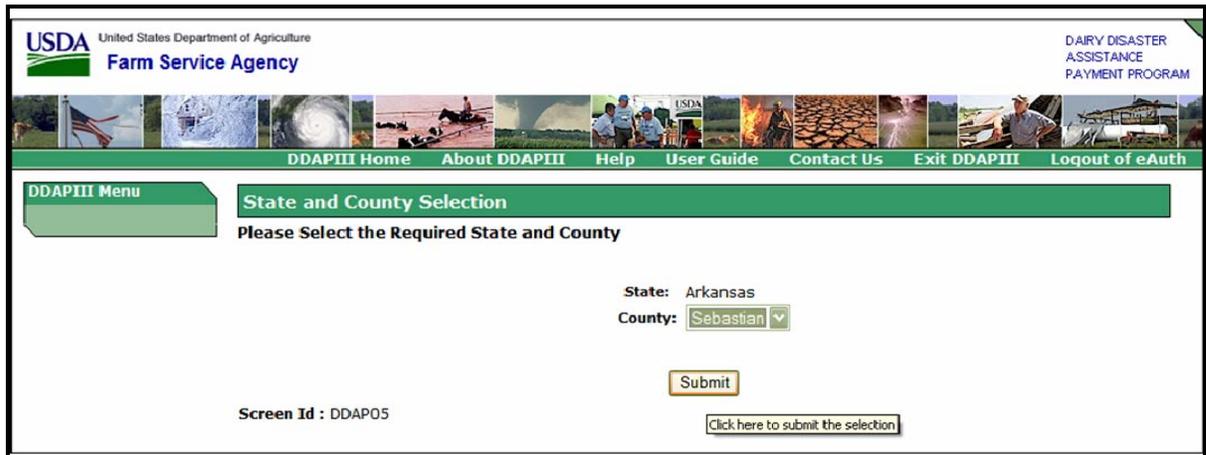
Producer / Component Members	Share Percent	Refuse Payment	Eligible Indicator	Original Share Amount	Eligible Amount	Offset Amount	Payment Amount
Year: 2005, Application number: 1							
[Redacted]	75	No	No	\$19,567.36	\$0.00	\$0.00	\$0.00
[Redacted]	25	No	No	\$6,522.45	\$0.00	\$0.00	\$0.00
Year: 2006, Application number: 1							
[Redacted]	100	No	No	\$36,821.32	\$0.00	\$0.00	\$0.00
Year: 2007, Application number: 1							
[Redacted]	75	No	No	\$18,467.93	\$0.00	\$0.00	\$0.00
[Redacted]	25	No	No	\$6,155.98	\$0.00	\$0.00	\$0.00
Grand Total Payment Amounts:							\$0.00

Notice PS-620

5 Viewing Operations, Check Eligibility and Changing Counties (Continued)

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.



The screenshot shows the USDA Farm Service Agency interface for the Dairy Disaster Assistance Payment Program. The header includes the USDA logo and navigation links: DDAP-III Home, About DDAP-III, Help, User Guide, Contact Us, Exit DDAP-III, and Logout of eAuth. The main content area is titled "State and County Selection" and contains the instruction "Please Select the Required State and County". The "State" is set to "Arkansas" and the "County" is set to "Sebastian" in a drop-down menu. A "Submit" button is located below the county selection. At the bottom left, the screen ID is "DDAP05", and at the bottom right, there is a link that says "Click here to submit the selection".

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