

For: State and County Offices

Processing Asparagus Loss Assistance Payment (ALAP) Program Applications

Approved by: Acting Deputy Administrator, Farm Programs



1 Overview

A Background

The Food, Conservation, and Energy Act of 2008 (the Act) requires the Secretary of Agriculture to make payments to producers of the 2007 crop of asparagus for revenue losses that resulted from the importation of asparagus during the 2004 through 2007 crop years. The Act provides that the total quantity of asparagus for payment to a producer shall be equal to the quantity of producer's 2003 production and authorizes the Secretary to make available \$15 million in CCC funds for these payments. The \$15 million are to be allocated by using \$7.5 million for payments to producers for asparagus for the fresh market, and \$7.5 million for payments to producers of asparagus for the processed market, minus a reserve for corrections or claims.

A forthcoming SP notice will provide guidance on ALAP producer eligibility and instructions for completing CCC-895's.

B Purpose

This notice provides instructions to State and County Offices for processing ALAP applications using FSA's Intranet web site.

A forthcoming PS notice will provide instructions for ALAP Payments/Corrections, when available.

Important: ALAP:

- requires **eAuthentication** access; see subparagraph 2 A
- payments will be supported by NPS; see Notice FI-2877.

Disposal Date	Distribution
August 1, 2011 2-7-11	State Offices; State Offices relay to County Offices

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2 Getting Started

A eAuthentication Login

County Offices shall access ALAP functions through the FSA Intranet Home Page at <http://intranet.fsa.usda.gov/fsa> as follows:

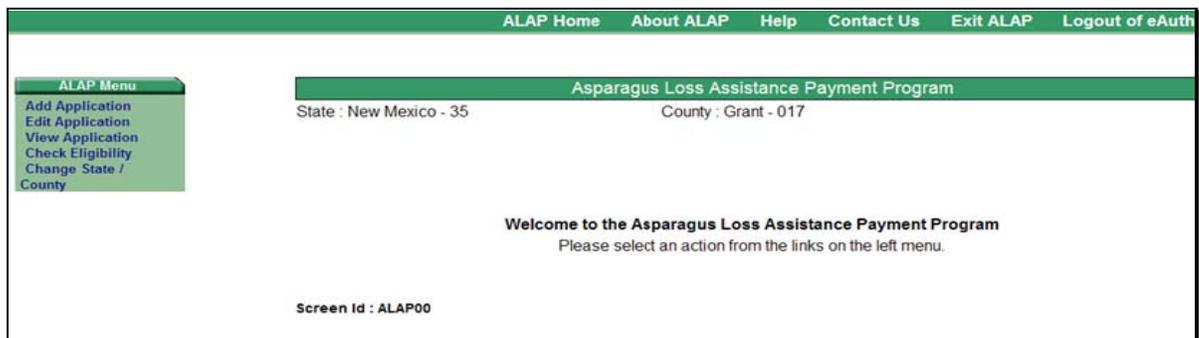
- under Links, CLICK “**FSA Applications**”
- under Price Support, CLICK “**ALAP - Asparagus Loss Assistance Payment**” and the eAuthentication Warning Screen will be displayed
- CLICK “**I Agree**” and the eAuthentication Login Screen will be displayed
- enter user ID and password, CLICK “**Login**”, and the ALAP Home Page will be displayed with the default State and County of the logged in FSA user.

B ALAP Home Page

The ALAP Home Page, under ALAP Menu, allows access to the following:

- Add Application
- Edit Application
- View Application
- Check Eligibility
- Change State / County.

After successful county selection, the following ALAP Home Page will be displayed with the message, “Welcome to the Asparagus Loss Assistance Payment Program”.



3 Processing Applications

A Add Application

To record a new application, under ALAP Menu, CLICK “Add Application”. The following is an example of the Add Application Screen.

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

- operation name (asparagus producer)
- producer information

Producer Name	TaxId/Type	Signed Date MM/DD/YYYY	2003 Fresh Crop Share (lbs)	2003 Processed Crop Share (lbs)	Producer of 2003 and 2007 Crop	Refuse Payment	Contact Producer	Payment Process Appealed	Action
ALAP	*****0860 S	10/07/2010	90,000	69,000	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Delete Producer 1
ALAP1	*****9596 E	10/07/2010	90,000	88,000	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Delete Producer 2

3 Processing Applications (Continued)

A Add Application (Continued)

- production certification
 - application date
 - COC date
 - status, as follows:
 - pending
 - approved
 - disapproved
- remarks.

After all entries have been completed, CLICK “**Submit**”. The Display Application Result For Add Screen will be displayed.

The screenshot shows the 'Add Application' screen in the ALAP system. At the top, there is a green navigation bar with links: ALAP Home, About ALAP, Help, Contact Us, Exit ALAP, and Logout of eAuth. On the left, an 'ALAP Menu' contains links for Add Application, Edit Application, View Application, Check Eligibility, and Change State / County. The main form area is titled 'Add Application' and shows 'State : New Mexico - 35' and 'County : Grant - 017'. The 'Operation Name' is 'Alfafa Plantation JV'. Below this is a table with the following data:

Producer Name	TaxId/Type	Signed Date MM/DD/YYYY	2003 Fresh Crop Share (Lbs)	2003 Processed Crop Share (Lbs)	Producer of 2003 and 2007 Crop	Refuse Payment	Contact Producer	Payment Process Appealed
ALAP	****0 0 S	10/07/2010	90,000	69,000	Y	N	Y	N
ALAP1	****g 6 E	10/07/2010	90,000	88,000	Y	N	N	N

Below the table is a 'Producer Information' button. The 'Production Certification' section includes:

- Application Date (MM/DD/YYYY): 10/07/2010
- COC Date (MM/DD/YYYY): 10/07/2010
- Status: Pending (dropdown menu)
- Remarks: (text area)

 At the bottom of the form are 'Submit' and 'Cancel' buttons. The screen ID is 'ALAP01A'.

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3 Processing Applications (Continued)

A Add Application (Continued)

The following is an example of the Display Application Result For Add Screen.

ALAP Home About ALAP Help Contact Us Exit ALAP Logout of eAuth										
<div style="background-color: #4CAF50; color: white; padding: 2px; text-align: center; font-weight: bold;">ALAP Menu</div> <ul style="list-style-type: none"> <li style="background-color: #4CAF50; color: white; padding: 2px; text-align: center;">Add Application <li style="background-color: #4CAF50; color: white; padding: 2px; text-align: center;">Edit Application <li style="background-color: #4CAF50; color: white; padding: 2px; text-align: center;">View Application <li style="background-color: #4CAF50; color: white; padding: 2px; text-align: center;">Check Eligibility <li style="background-color: #4CAF50; color: white; padding: 2px; text-align: center;">Change State / County 	Display Application Result For Add									
U.S. Department of Agriculture Commodity Credit Corporation					State Code: 35 County Code: 017		Application Date: 10/07/2010		Operation Name: Alfafa Plantation JV	
Asparagus Loss Assistance Payment Program Application					Application Number: 3					
Contact Producer's Name and Address: ALAP SMITH PO BOX SILVER CITY, NM Telephone Number:										
Production Fresh			Production Processed			Total Asparagus				
180,000			157,000			337,000				
Producer Certification										
Full Name	Tax ID	Tax ID Type	Signed Date MM/DD/YYYY	2003 Fresh Crop (lbs)	2003 Processed Crop (lbs)	Producer of Both 2003 And 2007	Refused Payment	Primary Contact	Payment Process Appealed	
ALAP	****0	0	S 10/07/2010	90,000	69,000	Y	N	Y	N	
ALAP1	****6	6	E 10/07/2010	90,000	88,000	Y	N	N	N	
COC signed Date: 10/07/2010										
COC signed Date: 10/07/2010										
Application Status: Pending										
Remarks:										
<div style="border: 1px solid black; display: inline-block; padding: 2px 10px;">Printer Friendly Page</div>										

3 Processing Applications (Continued)

B Edit Application

To edit application, under ALAP Menu, CLICK **“Edit Application”**. The following Search Application For Edit Screen will be displayed.

Select the ALAP application to be edited from the drop-down menu and CLICK **“Submit”**.

The following Edit Application Screen will be displayed. To modify producer information, CLICK **“Producer Information”**.

Producer Name	TaxId/Type	Signed Date MM/DD/YYYY	2003 Fresh Crop Share (Lbs)	2003 Processed Crop Share (Lbs)	Producer of 2003 and 2007 Crop	Refuse Payment	Contact Producer	Payment Process Appealed
ALAP	*****C 0 S	10/07/2010	90,000	69,000	Y	N	Y	N
ALAP1	*****g 6 E	10/07/2010	90,000	88,000	Y	N	N	N

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3 Processing Applications (Continued)

B Edit Application (Continued)

The following are examples of the screen flow to successfully edit an application:

- on the Add/Edit Producer for Application Screen, make changes to the data, as needed, and CLICK “Next”

Note: A remark **must** be entered in the “Remarks” box to continue, if there is a change to the original data.

Producer Name	Taxid/Type	Signed Date MM/DD/YYYY	2003 Fresh Crop Share (lbs)	2003 Processed Crop Share (lbs)	Producer of 2003 and 2007 Crop	Refuse Payment	Contact Producer	Payment Process Appealed	Action
ALAP	*****0 0 S	10/07/2010	90,000	69,000	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Delete Producer 1
ALAP1	***** 6 E	10/07/2010	90,000	88,000	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Delete Producer 2

- the Summary Screen will be displayed.

Production Fresh	Production Processed	Total Asparagus
180,000	157,000	337,000

Full Name	Tax ID	Tax ID Type	Signed Date MM/DD/YYYY	2003 Fresh Crop (lbs)	2003 Processed Crop (lbs)	Producer of Both 2003 And 2007	Refused Payment	Primary Contact	Payment Process Appealed
ALAP	*****0	0 S	10/07/2010	90,000	69,000	Y	N	Y	N
ALAP1	*****9	6 E	10/07/2010	90,000	88,000	Y	N	N	N

COC signed Date: 10/07/2010
 Application Status: Approved
 Remarks: 10/22/2010 - Status changed to Approved.

Note: For definition and description of data elements, CLICK “Help”.

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3 Processing Applications (Continued)

C View Application

To inquire and view an application, under ALAP Menu, CLICK “View Application”. The following Search Applications For View Screen will be displayed with the application numbers and operation names for the selected county. Select the applicable operation and CLICK “Next”. The Display Application Result for View Screen will be displayed.

The following is an example of Display Application Result for View Screen. To print a printer friendly page, CLICK “Printer Friendly Page”.

Production Fresh	Production Processed	Total Asparagus
180,000	157,000	337,000

Full Name	Tax ID	Tax ID Type	Signed Date MM/DD/YYYY	2003 Fresh Crop (lbs)	2003 Processed Crop (lbs)	Producer of Both 2003 And 2007	Refused Payment	Primary Contact	Payment Process Appealed
ALAP	****C	0	10/07/2010	90,000	69,000	Y	N	Y	N
ALAP1	****g	6	10/07/2010	90,000	88,000	Y	N	N	N

3 Processing Applications (Continued)

D Check Eligibility

To check the eligibility of producers in ALAP application, under ALAP Menu, CLICK “Check Eligibility”. The following Search Applications For Check Eligibility Screen will be displayed with operation application numbers and names for the selected county.

Select the applicable ALAP operation and CLICK “Submit”. The Check Eligibility Screen will be displayed.

The following is an example of the Check Eligibility Screen displaying the eligibility of the members of the operation.

Producer / Component Members	Producer of 2003 and 2007 Crop / Appealed	Refuse Payment	Eligible	Fresh Pounds	Fresh Eligible Amount	Processed Pounds	Processed Eligible Amount
ALAP	Y / N	N	Y	90,000	\$95,400	69,000	\$ 74,520
ALAP1	Y / N	N	Y	90,000	\$95,400	88,000	\$ 95,040
JERRY			Y			33.00 %	
ANNALEE F			Y			16.00 %	
EVELYN			Y			51.00 %	

Screen Id : ALAP50

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3 Processing Applications (Continued)

E Change State/County

To change county in a multi-county FSA Service Center, CLICK “**Change State/County**”. The following State and County Selection Screen will be displayed.

ALAP Home About ALAP Help Contact Us Exit ALAP Logout of eAuth

ALAP Menu
Add Application
Edit Application
View Application
Check Eligibility
Change State / County

State and County Selection
State : New Mexico - 35 County : Grant - 017

State:

County:
Select a county
Grant (017)
Luna (029)
Mora (033)
San Miguel (047)

Screen Id : ALAP05