

For: State and County Offices

Authorization to Issue Asparagus Revenue Market Loss Assistance Payments (ALAP's) and Automated Payment/Corrections Processing Instructions

Approved by: Acting Deputy Administrator, Farm Programs



1 Overview

A Background

Notice PS-679 provided instructions to State and County Offices for processing ALAP applications using FSA's Intranet web site. All ALAP applications must have been entered in the ALAP application processing software, as provided by Notice SP-62.

The ALAP system is now enhanced with the payments and corrections functionalities to make payments and correct payments to eligible producers.

B Purpose

This notice provides State and County Offices with the following:

- authorization to issue ALAP Program benefits
- factored payment rates for each marketing category
- instructions for processing ALAP Program payments and corrections using FSA's Intranet web site.

Important: ALAP:

- requires **eAuthentication** access; see subparagraph 2 A
- payments will be supported by NPS; see 1-FI and 63-FI.

Disposal Date	Distribution
October 1, 2011	State Offices; State Offices relay to County Offices

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1 Overview (Continued)

C Authorization

County Offices are authorized to issue ALAP Program payments to approved applicants:

- upon receipt of this notice
- when the Information Bulletin describing ALAP Program payment/correction functionality has been received.

D Alternative Payment Method

The total value of ALAP Program payments claimed at the maximum payment rates exceeds available funding for each marketing category. Therefore, as provided by Notice SP-61, subparagraph 6 E, payments will be issued according to an alternative payment method that requires:

- payments to be capped at \$100,000 per producer per marketing category
- payments to producers with AGI that exceeds \$2.5 million to **not** be paid
- maximum payment rates to be factored.

E Factored Payment Rates

It has been determined that maximum ALAP Program payment rates **must** be factored to pay all eligible requests approved for payment. Payments to eligible producers approved for payment will be made at the factored payment rates according to the following table.

Marketing Category	Maximum Payment Rate	Factored Payment Rate
Fresh-Crop Asparagus	\$1.06	\$0.5332566
Processed-Crop Asparagus	\$1.08	\$0.4416120

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.

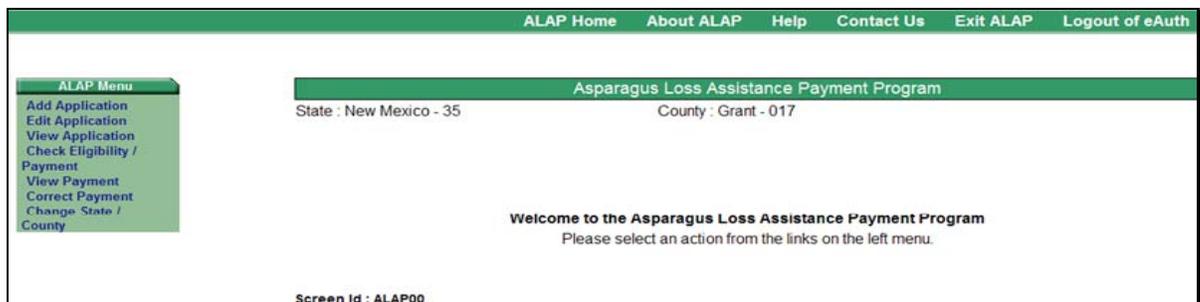
2 Getting Started (Continued)

B ALAP Home Page

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

- “Add Application”
- **Note:** Cannot add new applications after signup phase is over.
- “Edit Application”
- “View Application”
- “Check Eligibility / Payment”
- “View Payment”
- “Correct Payment”
- “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”.



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3 Processing Payments

A Application Selection

To make a payment request for a new applicant, under ALAP Menu, CLICK “Check Eligibility / Payment”. The Application Selection Screen will be displayed.

On the following Application Selection Screen, select the ALAP application to be paid from the drop-down menu and CLICK “Submit”.

B Check Eligibility / Pay Producers

The following Check Eligibility Screen will be displayed. To pay producers, CLICK “Pay Producers”.

Producer / Component Members	Producer of 2003 and 2007 Crop / Appealed	Refused Payment	Eligible	Fresh Crop (lbs)	Fresh Eligible Amount	Processed Crop (lbs)	Processed Eligible Amount
ALAP	Y / N	N	Y	30,000	\$ 27,140.28	50,000	\$ 38,461.54
ALAP1	Y / N	N	Y	50,000	\$ 45,233.80	80,000	\$ 61,538.46
ANNALEE			Y				16.00 %
EVELYN			Y				51.00 %
JERRY			Y				33.00 %

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3 Processing Payments (Continued)

B Check Eligibility / Pay Producers (Continued)

The following Display Payment Results Screen will be displayed.

Note: County Offices are **required** to print the Display Payment Results Screen for the ALAP producer's file. To print the Display Payment Results Screen, CLICK **"Printer Friendly Page"**.

Display Payment Results						
State : New Mexico - 35			County : Grant - 017			
Operation Name : Alfalfa Plantation Group 3				Application Number : 5		
Producer Name	Asparagus Type	Eligible Amount	Payment Request Type	Payment Request Amount	Payment Confirmation Number	Payment Date (mm/dd/yyyy)
ALAP	Fresh	\$ 27,140.28	Payment	\$ 27,140.28	10024525	03/14/2011
	Processed	\$ 38,461.54	Payment	\$ 38,461.54	10024526	03/14/2011
ALAP1	Fresh	\$ 45,233.80	Payment	\$ 45,233.80	10024527	03/14/2011
	Processed	\$ 61,538.46	Payment	\$ 61,538.46	10024528	03/14/2011

Printer Friendly Page

Screen Id : ALAP52PR

C View Payments

To inquire and view payments, under ALAP Menu, CLICK **"View Payment"**. The following Application Selection Screen will be displayed with the application numbers and operation names for the selected county. Select the applicable operation and CLICK **"Submit"**.

ALAP Home About ALAP Help Contact Us Exit ALAP Logout of eAuth	
Application Selection	
State : New Mexico - 35 County : Grant - 017	
Application Number:	Select
Operation Name:	Select
	3
	4
	5
	Submit
Screen Id : ALAP20E	

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3 Processing Payments (Continued)

C View Payments (Continued)

The following Display Payment Results Screen will be displayed.

Display Payment Results						
State : New Mexico - 35			County : Grant - 017			
Operation Name : Alfalfa Plantation Group 3				Application Number : 5		
Producer Name	Asparagus Type	Eligible Amount	Payment Request Type	Payment Request Amount	Payment Confirmation Number	Payment Date (mm/dd/yyyy)
ALAP	Fresh	\$ 27,140.28	Payment	\$ 27,140.28	10024525	03/14/2011
	Processed	\$ 38,461.54	Payment	\$ 38,461.54	10024526	03/14/2011
ALAP1	Fresh	\$ 45,233.80	Payment	\$ 45,233.80	10024527	03/14/2011
	Processed	\$ 61,538.46	Payment	\$ 61,538.46	10024528	03/14/2011

Printer Friendly Page

Screen Id : ALAP50VP

D Payments in NPS

Payments in NPS should be certified and signed. If there are payments in NPS that are currently under further determination, hold these payments in NPS until the proper documentation has been received and the State Office has provided approval to proceed. If there are questions about payments in NPS, contact PSD for guidance before certifying and signing payments.

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3 Processing Payments (Continued)

E Payment Corrections

ALAP payment corrections **must** first be made on the Edit Application Screen, according to Notice PS-679, subparagraph 3 B, for changes to the following:

- production pounds
- producers (add/delete)
- refuse payment.

There is no “Cancel Payment” link on the ALAP Menu. To cancel a payment that is already disbursed, set the “Refuse Payment” option to “Y” on the Edit Application Screen, and then proceed with payment correction.

To process a payment correction because of a change in producer’s eligibility, under the ALAP Menu, **CLICK “Correct Payment”**. The Application Selection Screen will be displayed. Select the applicable operation and **CLICK “Submit”**.

The following Check Eligibility Screen will be displayed. To continue payment correction, **CLICK “Continue Payment Correction”**.

Producer / Component Members	Producer of 2003 and 2007 Crop / Appealed	Refused Payment	Eligible	Fresh Crop (lbs)	Fresh Eligible Amount	Processed Crop (lbs)	Processed Eligible Amount
ALAP	Y / N	N	Y	30,000	\$ 21,336.70	50,000	\$ 54,000.00
ALAP1	Y / N	N	Y	90,000	\$ 64,010.09	20,000	\$ 21,600.00
ANNALEE			Y	16.00 %			
JERRY			Y	33.00 %			
EVELYN			Y	51.00 %			

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3 Processing Payments (Continued)

E Payment Corrections (Continued)

The following Correct Payment Screen will be displayed with the corrected **Amount(s) due**. After verifying the corrected payment amounts due, CLICK **“Correct Payment”** to confirm changes.

Correct Payment						
State : New Mexico - 35			County : Grant - 017			
Operation Name : Alfalfa Plantation Group 3				Application Number : 5		
Producer Name	Asparagus Type	Eligible Amount	Payment Request Type	Payment Request Amount	Payment Confirmation Number	Payment Date (mm/dd/yyyy)
ALAP	Fresh	\$ 21,336.70	Payment	\$ 27,140.28	10024525	03/14/2011
			Amount Due	\$ -5803.58		
ALAP	Processed	\$ 54,000.00	Payment	\$ 38,461.54	10024526	03/14/2011
			Amount Due	\$ 15538.46		
ALAP1	Fresh	\$ 64,010.09	Payment	\$ 45,233.80	10024527	03/14/2011
			Amount Due	\$ 18776.29		
ALAP1	Processed	\$ 21,600.00	Payment	\$ 61,538.46	10024528	03/14/2011
			Amount Due	\$ -39938.46		

Screen Id : ALAP20COPC

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3 Processing Payments (Continued)

E Payment Corrections (Continued)

The following Correct Payment Screen will be redisplayed with the correct payment information. If the payment amounts due are **not** correct, return to the Edit Application Screen to make the necessary edits.

Note: County Offices are **required** to print the Correct Payment Screen for the ALAP producer's file. To print the Correct Payment Screen, CLICK "**Printer Friendly Page**".

Correct Payment							
State : New Mexico - 35			County : Grant - 017				
Operation Name : Alfalfa Plantation Group 3				Application Number : 5			
Producer Name	Asparagus Type	Eligible Amount	Payment Request Type	Payment Request Amount	Payment Confirmation Number	Payment Date (mm/dd/yyyy)	
ALAP	Fresh	\$ 21,336.70	Payment	\$ 27,140.28	10024525	03/14/2011	
			Cancel	\$ 27,140.28	1002452535017	03/14/2011	
			Payment	\$ 21,336.70	10024529	03/14/2011	
			Amount Due	\$ 0.00			
	Processed	\$ 54,000.00	Payment	\$ 38,461.54	10024526	03/14/2011	
			Cancel	\$ 38,461.54	1002452635017	03/14/2011	
			Payment	\$ 54,000.00	10024530	03/14/2011	
			Amount Due	\$ 0.00			
	ALAP1	Fresh	\$ 64,010.09	Payment	\$ 45,233.80	10024527	03/14/2011
				Cancel	\$ 45,233.80	1002452735017	03/14/2011
Payment				\$ 64,010.09	10024531	03/14/2011	
Amount Due				\$ 0.00			
Processed		\$ 21,600.00	Payment	\$ 61,538.46	10024528	03/14/2011	
			Cancel	\$ 61,538.46	1002452835017	03/14/2011	
			Payment	\$ 21,600.00	10024532	03/14/2011	
			Amount Due	\$ 0.00			

Printer Friendly Page

Screen Id : ALAP20COPC