

**FSA**  
**HANDBOOK**

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**Livestock Programs**

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To access the transmittal page click on the short reference

**For State and County Offices**

SHORT REFERENCE

**4-DAP**  
**(Revision 1)**

UNITED STATES DEPARTMENT OF AGRICULTURE  
Farm Service Agency  
Washington, DC 20250



**UNITED STATES DEPARTMENT OF AGRICULTURE**

Farm Service Agency  
Washington, DC 20250

<b>Livestock Programs 4-DAP (Revision 1)</b>	<b>Amendment 25</b>
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**Approved by:** Deputy Administrator, Farm Programs



**Amendment Transmittal**

**A Reason for Amendment**

Paragraph 608.5 has been added to provide instructions for submitting payment authorization requests for FIP and LIP after the automated software is disabled.

<b>Page Control Chart</b>		
<b>TC</b>	<b>Text</b>	<b>Exhibit</b>
5, 6	11-22.5, 11-22.6 (add)	1, pages 1, 2



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**Part 1 Basic Information****1 Handbook Purpose and Coverage****A Handbook Purpose**

This handbook has been issued to provide procedure for livestock programs implemented by DAFP, through PECD.

**B Related Handbooks**

Handbooks related to the programs provided in this handbook include the following:

- 1-APP for appeals
- 1-CM for signatures, power-of-attorney, and name and address files
- 6-CP for conservation compliance
- 7-CP for finality rule provisions
- 1-FI for direct deposits
- 3-FI for deleting incorrect program codes on automated CCC-257's
- 58-FI for claims and withholdings
- 61-FI for prompt payment information
- 63-FI for assignments and joint payments
- 64-FI for establishing and reporting claims in the Automated Claims System
- 67-FI for establishing and reporting debts in CRS
- \*--2-INFO for providing information to the public--\*
- 1-PL for "person" and AGI provision determinations
- 2-PL for updating subsidiary information in the System 36
- 3-PL for updating subsidiary information in the web-based system.

**C Sources of Authority**

This handbook provides procedure for multiple livestock programs. The programs are separated by part in this handbook. See the applicable part for the source of authority and regulations for a specific program.

**2-10 (Reserved)**



## Part 2 2003 and 2004 Livestock Assistance Program

## 11 General LAP Information

## A Authority

The Military Construction Appropriations and Emergency Supplemental Appropriations for Hurricane Disasters Assistance Act of 2005 authorizes the Secretary to use CCC funds for LAP to provide assistance to eligible livestock owners who suffered qualifying calendar year 2003 or 2004 grazing losses because of natural disaster conditions.

Regulations for 2003 and 2004 LAP are provided in 7 CFR Part 1439.

The Military Construction Appropriations and Emergency Supplemental Appropriations for Hurricane Disasters Assistance Act of 2005 mandates the Secretary to use the criteria established to administer 1999 LAP to administer 2003 and 2004 LAP with this exception.

Mitigation - In determining the eligibility for or amount of payments for LAP, a livestock producer shall not be penalized for actions that reduced the average number of livestock the producer owned for grazing in an eligible county during the production year for which assistance is being provided.

In addition to the requirements of the Military Construction Appropriations and Emergency Supplemental Appropriations for Hurricane Disasters Assistance Act of 2005, the Agriculture, Rural Development, Food and Drug Administration, and Related Agencies Appropriations Act of 2005 mandates the Secretary to include elk, bison, and reindeer as eligible livestock under 2003 and 2004 LAP.

**Notes:** If a Florida producer received benefits for hurricane disaster(s) under the Florida Citrus Disaster Program, the Florida Nursery Crop Disaster Program, or the Florida Vegetable, Fruit, and Tropical Fruit Disaster Program, which were funded under Section 32 of the Agricultural Adjustment Act of August 24, 1935, that producer is **not** eligible to receive benefits under LAP.

A producer may refund Section 32 assistance received under the 2004 Florida  
\*--Disaster Programs to gain eligibility for LAP.--\*

## 11 General LAP Information (Continued)

### B Determining County Eligibility

To be eligible for 2003 or 2004 LAP, a county must meet both of the following:

- be a primary county included in the geographic area covered by a qualifying Secretarial or Presidential disaster declaration made on or after January 1, 2003, or a county that is requested to receive a Presidential or Secretarial disaster designation for losses occurring through December 31, 2004, and subsequently approved as a primary county

**Important:** Contiguous counties are **not** eligible for LAP.

- suffered a 40 percent or greater grazing loss for the entire county, or part of a county, for at least 3 consecutive months as a result of drought, hot weather, disease, insect infestation, flood, fire, hurricane, earthquake, severe storm, or other natural disaster during calendar year 2003 or 2004, as approved on CCC-654.

### C Signup Period

\*--Sign up for 2003 and 2004 LAP began March 14, 2005, and ended September 9, 2005.

**Important:** There are no late-filed provisions for 2003 or 2004 LAP.--\*

### D Submitting CCC-654 to STC

For 2003 and 2004 LAP, COC's for counties named as a primary disaster area according to subparagraph B shall:

- complete CCC-654 for both the 2003 and 2004 calendar years according to paragraph 18
- submit both CCC-654's to STC.

**Important:** Applicable COC's must submit CCC-654 to STC for both 2003 and 2004 calendar years regardless of whether approval for LAP is requested for both years, 1 of the years, or not at all.

### E Funding

Because 2003 and 2004 LAP is fully funded, national factor is not applicable. Payments will be issued only after regulations are published in 7 CFR.

**11 General LAP Information (Continued)**

**F Corn Rate**

The 5-year national average market price for corn is:

- \$2.07 for 2003
- \$1.93 for 2004.

**G Additional References**

For 2003 and 2004 LAP, County Offices shall:

- \*--accept assignments according to 63-FI using code "05LAP"--\*
- apply offsets according to 58-FI
- require a producer to file the following for the year for which LAP benefits are requested, if not already on file:
  - AD-1026 according to 6-CP
  - CCC-502 according to 1-PL
  - FSA-578 for 2003 and 2004.



## 12 Eligibility

### A County Eligibility

To be eligible for LAP, a county must meet all of the following requirements:

- named as a primary county under a Presidential disaster declaration or Secretarial disaster designation, according to subparagraph 11 B

**Note:** Contiguous counties are **not** eligible for benefits under LAP.

- suffered a 40 percent or greater grazing loss for at least 3 consecutive months as a result of damage because of drought, hot weather, disease, insect infestation, flood, fire, hurricane, earthquake, severe storm, or other disasters during the applicable calendar year
- received STC approval of applicable year CCC-654.

### B Producer Eligibility

To be eligible for LAP assistance, an eligible livestock producer must meet all of the following requirements for the applicable year:

- owned or leased grazing land in a county or part of a county approved for LAP
- ~~\*-suffered a 40 percent or greater grazing loss for 3 consecutive months during the 2003 or 2004 calendar year, as applicable--\*~~
- meet either of the following:
  - possess a beneficial interest in eligible livestock, have a financial risk in the eligible livestock, and is a citizen of, or legal resident alien in, the United States

**Note:** An owner who pledges livestock as security for a loan shall be considered as the person eligible to apply for benefits, if all other requirements are met. Livestock leased under a contractual agreement that has been in effect at least 3 months and establishes an interest for the lessee in this livestock shall be considered as being owned by the lessee.

- is a farm cooperative, private domestic corporation, partnership, or joint operation in which a majority interest is held by members, stockholders, or partners who are citizens of, or legal resident aliens in, the United States, if this cooperative, corporation, partnership, or joint operation owns or jointly owns livestock.

## 12 Eligibility (Continued)

**B Producer Eligibility (Continued)**

An eligible livestock producer for LAP purposes may also include any of the following entities engaged in livestock production:

- Indian tribe of the Indian Self-Determination and Education Assistance Act
- Indian organization or entity chartered under the Indian Reorganization Act
- economic enterprise under the Indian Financing Act of 1974.

\*--The following are ineligible for LAP assistance:

- State and local governments, and subdivisions thereof, as determined according to 1-PL
- any individual or entity who:
  - is a foreign person, as determined according to 1-PL
  - did not own or lease eligible livestock for at least 3 months during the applicable LAP payment period
  - did not suffer a 40 percent or greater grazing loss for 3 consecutive months during the applicable year.

**Example:** In 2004, Jane Smith owned 200 eligible beef cows since 2002. Mrs. Smith entered into a lease agreement with Bob Jones that required Mr. Jones to provide all inputs and services, including adequate grass, supplement, corn, salt, mineral, water, vaccinations, veterinary services, and tags. Mrs. Smith owned no land and was only responsible for transportation of the cattle.

In exchange for his inputs and services, Mr. Jones received ownership of two thirds of the calf crop from the 200 beef cows.

Mr. Jones never owned or leased the 200 beef cows. Accordingly, he is not eligible for LAP assistance. Mr. Jones was responsible for providing all inputs, including adequate pasture, supplement, and corn for the beef cows. Accordingly, Mrs. Smith did not suffer any grazing loss and is not eligible for LAP assistance.--\*



## 12 Eligibility (Continued)

**C Producer Certification of Grazing Losses and Eligible Livestock**

Producers with eligible livestock in a county or part of a county approved for LAP must certify all of the following on CCC-740:

- percent of grazing losses for each type of grazing
- number of eligible livestock by livestock type and weight class
- acquisition date of livestock if livestock are acquired less than 3 months before the beginning of the payment period, or disposed of before the end of the payment period

**Note:** If a livestock producer reduced the average number of livestock owned because of grazing losses during 2003 or 2004, the producer shall certify the number of eligible livestock by livestock type and weight class owned or cash-leased on January 1, 2003, or January 1, 2004, as applicable, according to subparagraph F.

- number of grazing acres for each type of grazing that support eligible livestock, as certified on FSA-578.

**Note:** For 2003 and 2004 LAP, the livestock producer shall certify all grazing acres on FSA-578. Grazing acres entered on CCC-740 shall be obtained from FSA-578.

**D Deceased Producers and Dissolved Entities**

Authority to sign contracts on behalf of deceased producers may vary according to State law. If an eligible producer is now deceased or is a dissolved entity, an authorized representative of the deceased eligible producer or dissolved entity may sign CCC-740 provided that the authorized representative has authority to enter into a contract for the eligible deceased producer or dissolved entity.

**Important:** Proof of authority to sign for the eligible deceased producer or dissolved entity must be on file in the County Office before the representative is allowed to sign CCC-740 for the producer. Proof of authority may include 1 of the following:

- court order
- letter from Secretary of State
- document approved by OGC Regional Attorney.

**12 Eligibility (Continued)****D Deceased Producers and Dissolved Entities (Continued)**

FSA-325 is:

- only used in situations where a program application was filed by an individual who dies, is declared incompetent, or is missing before payment was issued
- not applicable for determining who may file a program application for a deceased individual.

State Offices shall consult with OGC Regional Attorney on the following types of cases:

- documentation submitted does not clearly establish authority to enter into a contract on behalf of the deceased individual, closed estate, or dissolved entity
- application from and request for issuing payments to heirs of a deceased individual without documentation provided that establishes authority to enter into a contract on behalf of the deceased individual.

**Note:** See paragraph 13 for making payments to deceased individuals, closed estates, and dissolved entities.

**E Eligible Livestock**

To be eligible for LAP, livestock must have been owned or leased both:

- during the applicable LAP payment period
- for at least 3 months.

**Examples:** The LAP payment period is March 15 through October 31. Livestock are purchased April 1. The livestock purchased April 1 may be eligible for payment July 1 through October 31, if all other eligibility requirements are met.

Eligible payment days will be limited to the number of days during the payment period the livestock met the 3-month ownership or lease requirements.

## 12 Eligibility (Continued)

## E Eligible Livestock (Continued)

\*--Livestock eligible for LAP are only the following animals produced specifically and primarily for food and human consumption, or used directly and primarily for the production of food for human consumption or for the production of fiber:--\*

- beef cattle

**Note:** For LAP purposes, a beef cow is a bovine animal that is:

- kept for breeding
- pregnant or lactating, including a first calf heifer.

- dairy cattle

**Note:** For LAP purposes, a dairy cow is a bovine animal that is:

- owned or leased for the purpose of producing milk for commercial marketing
- pregnant or lactating, including a first calf heifer.

- beefalo when maintained on the same basis as beef cattle

- sheep

- goats

- swine

- equine animals used commercially for human food or kept for the production of food or fiber on the owner's farm, such as draft horses, cow ponies, and breeding horses

**Note:** Eligible equine animals shall be limited to the number needed to produce food or fiber on the owner's farm or breeding stock used to raise animals that will be used for human consumption or to produce food or fiber on the owner's farm.

- reindeer

- elk

- bison.

**Note:** Reindeer, elk, bison, and beefalo are eligible livestock for 2003 and 2004 LAP when maintained on the same basis as beef cattle.

**12 Eligibility (Continued)****F Livestock Sold During the LAP Crop Year Because of Natural Disaster Conditions**

For LAP, mitigated livestock means livestock:

- sold between the start of the year LAP assistance is requested and the end of the LAP payment period for the county
- sold because of a natural disaster condition
- that would not have been sold at that time under normal business practice of the operation
- that met the eligibility criteria in subparagraph E at the time of the sale.

Mitigated livestock shall be considered eligible for LAP payment from the LAP beginning payment period date up to the earlier of the following:

- ending payment period date
- date the livestock would have been sold under normal business practice of the operation.

**Example 1:** The payment period for Smith County is March 15 through September 30. Producer A normally sells his 500-pound bull calves in October. Because of the drought conditions and lack of pasture, Producer A sold 50 of his 500-pound bull calves on August 4. The 50 bull calves shall be eligible livestock for LAP for the entire payment period, if all other eligibility requirements are met.

The 50 bull calves are eligible livestock for the entire payment period (March 15 through September 30) because the sale would not have occurred on August 4 as part of the normal business practice for Producer A's operation. The bull calves were sold early because of the natural disaster conditions.

## 12 Eligibility (Continued)

**F Livestock Sold During the LAP Crop Year Because of Natural Disaster Conditions (Continued)**

**Example 2:** The payment period for Smith County is March 15 through September 30. Producer B normally sells the older beef cows in his operation in June after that year's calves have been weaned. Producer B sold 40 older beef cows (800-1,099 lbs.) on June 17. The 40 beef cows shall be eligible for LAP for \*-the payment period of March 15 through June 16.--\*

The 40 beef cows sold are not eligible livestock for the entire payment period (March 15 through September 30) because the sale on June 17 was part of the normal business practice for Producer B's operation.

**Example 3:** The payment period for Smith County is March 15 through September 30. Producer C normally sells the older dairy cows (1,500 lbs. +) in his operation in July. Producer C sold 20 older dairy cows (1,500 lbs. +) on May 17. The 20 dairy cows (1,500 lbs. +) shall be eligible for LAP for the payment period of March 15 through July 31.

The 20 dairy cows (1,500 lbs. +) sold are not eligible livestock for the entire payment period (March 15 through September 30) because the normal business practice for Producer C's operation is to sell this livestock in July.

To be considered mitigated livestock eligible for LAP payment, the producer shall certify, in writing, that the livestock:

- were sold between the start of the year LAP assistance is requested and the end of the LAP payment period for the county
- were sold because of a natural disaster condition
- would not have been sold at that time under the normal business practice of the operation.

COC shall:

- review all producer certifications and associated CCC-740 to determine:
  - whether livestock meets the definition of mitigated livestock, according to this subparagraph
  - applicable payment period for mitigated livestock

12 Eligibility (Continued)

**F Livestock Sold During the LAP Crop Year Because of Natural Disaster Conditions (Continued)**

•\*--document review of producer certifications and associated CCC-740 in the COC minutes.

**Important:** COC shall include all of the following in the COC minutes:

- producer’s name
- number, type, and weight of mitigated livestock
- documentation used to determine whether livestock met the definition of mitigated livestock
- approval or disapproval of CCC-740.

**G Entering Mitigated Livestock Number on CCC-740**

Livestock that meets the definition of mitigated livestock shall be entered on CCC-740 as a separate entry from the date they were sold to the earlier of the following, as approved by COC according to subparagraph F:

- entire payment period for that year
- date the livestock would have been sold under normal business practice of the operation.

**Note:** Mitigated livestock shall be entered on CCC-740, item 9B, by kind, type, and weight range.

The following is an example of how to complete CCC-740, item 9, for mitigated livestock using the scenario provided in example 3 in subparagraph F, and assuming the producer in the example initially had 100 head of dairy cows (1,500 lbs. +).

9A Beginning and Ending Dates and Changes in Numbers of Eligible Livestock and Mitigated Livestock Check Box for Mitigated Livestock. Enter eligible livestock by kind/type from list provided below.													
9B KIND/TYP	WEIGHT/RANGE (LBS.)												
(1) DAIRY CATTLE		DATE		DATE		DATE		DATE		DATE		DATE	
Dairy Cow	1500 lbs +	BEG.	ENDING	BEG.	ENDING	BEG.	ENDING	BEG.	ENDING	BEG.	ENDING	BEG.	ENDING
		3-15	5-16	5-17	7-31	5-17	9-30						
		NO. OF HEAD		NO. OF HEAD		NO. OF HEAD		NO. OF HEAD		NO. OF HEAD		NO. OF HEAD	
		100		20		X 80							

--\*

12 Eligibility (Continued)

**H Ineligible Livestock**

Ineligible livestock includes, but is not limited to, all of the following:

- livestock grazed on a basis of weight gain
- nursing:
  - calves under 400 pounds
  - lambs
  - kids
- livestock running wild or uncontrolled on the open range
- poultry
- yaks
- \*--llamas--\*
- livestock maintained for slaughter purposes, other than human consumption
- equine animals used as race horses, pack animals, rodeo stock, or other recreational purposes
- livestock kept for recreation or for use in recreational activities or recreational businesses even though they are also maintained for use in a controlled breeding program.

**I Grazing Types**

Different types or varieties of pasture and grazing crops for a county shall be grouped into 1 of the following 3 categories:

- improved grasses (nonirrigated)
- native grasses (nonirrigated)
- forage sorghum (nonirrigated).

**12 Eligibility (Continued)****J Eligible Grazing Land**

The following are eligible grazing lands:

- State and Federal lands, if either of the following apply:
  - land leased on a long-term basis that COC determines requires the lessee contribution, including but not limited to wells, fences, or other maintenance and upkeep inputs
  - pasture or grazing land leased for cash or fixed amount for an established grazing period
- previously irrigated grazing land that was not irrigated in 2003 or 2004, because of lack of water for reasons beyond the applicant's control.

**K Acreage Reports**

For 2003 and 2004 LAP, County Offices shall require livestock producers to file FSA-578 for the year for which LAP benefits are requested, if not already on file.

**\*--Important:** The "Intended Use" reported on FSA-578 already on file shall not be changed, manually or otherwise, for LAP purposes.--\*

**L Late-Filed Reports**

Late-filed acreage reports for 2003 and 2004 LAP purposes:

- may only be accepted for the grazing acres on CCC-740
- must be signed no later than the established application deadline.

**Note:** For LAP purposes, late-filed fees are not applicable.

**M Late-Filed Procedure**

Late acreage reports for LAP purposes shall be filed in the automated System 36 according to 2-CP.



## 12 Eligibility (Continued)

### N Ineligible Grazing Land

The following are ineligible types of grazing:

- acreage enrolled in CRP
- irrigated pastures or crops
- seeded small grain forage crops

**Note:** Seeded small grain forage crops include:

- barley
  - oats
  - rye
  - wheat
  - triticale
  - \*--millet.--\*
- grazing land that is leased under any of the following conditions:
    - basis of weight gain
    - cost per head, per day or month

**Example:** Owner A has an agreement with Producer B under which Owner A pays \$.30 per day for 100 yearlings grazed on Producer B's pasture. Owner A pays only for the number of days the 100 yearlings graze. Because Owner A pays only for the actual days grazed, Owner A suffers no grazing loss, and is ineligible for LAP.

- on an AUM-only basis, when the lessee incurs no additional expense for pasture maintenance, wells, fences, etc.

**13 Providing Benefits**

**A Payment**

Eligible producers shall receive LAP payments according to the following:

- payment limitation is \$40,000 per person according to subparagraph B
- funding is not limited for 2003 and 2004 LAP. Therefore, payments for the most beneficial LAP year shall be issued as soon as all of the following apply:
  - producer has met all requirements
  - COC approves the producer's CCC-740
  - program regulations are published.

**Note:** If the livestock owner is eligible for LAP and AILFP, the livestock owner may elect to receive payment only for the same year for both programs, either 2003 or 2004. Payments for both programs cannot be issued for different years to the same producer.

**B Payment Limitation**

A \$40,000 payment limitation applies to each "person" for benefits received under LAP. Determine "persons" according to 1-PL.

**Note:** Actively engaged and cash-rent tenant provisions do not apply.

\* \* \*

13 Providing Benefits (Continued)

**C Gross Revenue Limit**

\*--A “person” who had gross revenue, as determined according to subparagraph D, in excess of \$2.5 million for the:

- 2002 tax year, shall not be eligible for 2003 benefits under LAP
- 2003 tax year, shall not be eligible for 2004 benefits under LAP.

The gross revenue certification on CCC-740 is for the “person” as determined by COC, according to 1-PL.

**Note:** “Person” determinations shall:

- be made according to 7 CFR Part 1400, subpart B, and 1-PL, Parts 2 and 4
- include all entities in which the individual or entity has an interest, whether or not those entities are engaged in farming.

**Important: “Person” determinations for general partnerships and joint ventures are made at the member level. Accordingly, each member of general partnerships and joint ventures shall sign CCC-740 to certify to the gross revenue limitation based on their “person” determination.--\***

**D Annual Gross Revenue**

The following provides guidance in determining a “person’s” gross revenue.

<b>IF the total gross revenue received by the “person” is...</b>	<b>THEN the annual gross revenue for the “person” is the total gross revenue received from...</b>
more than 50 percent from farming, ranching, and forestry operations	farming, ranching, and forestry operations in the applicable tax year.
50 percent or less from farming, ranching, and forestry operations	all sources in the applicable tax year.

\*--**Note:** See Exhibit 4 for:

- examples of determining gross revenue
- how to complete CCC-740.--\*

## 13 Providing Benefits (Continued)

### E Treatment of Certain Types of Income

Income received from the sale of real estate or any other property is:

- included in the total gross receipts in the determination of gross revenue
- **not** included as income from farming, ranching, or forestry operations, even if the land has been used for farming, ranching, or forestry.

Payment received by a producer for contract work or custom work performed off the farm, or for using the producer's property or machine, will be considered income from farming, ranching, and forestry operations.

### F COC Review of Gross Revenue

In questionable cases, COC shall:

- review County Office records and use personal knowledge of the "person's" interest to determine whether the "person" is not likely to have exceeded the \$2.5 million gross income threshold
- identify those "persons" for whom COC has insufficient information to determine whether the qualifying gross revenue limitation has been exceeded

**Notes:** Notify these "persons" that evidence of eligibility must be provided.

Evidence may be whatever is required for the reviewing authority to establish eligibility.

The reviewing authority may accept documentation from a certified public accountant, if the documentation provides sufficient evidence for COC to determine that the "person's" gross income does not exceed \$2.5 million.

- document in the COC minutes the cases reviewed, determinations made, and basis for determinations.

**Note:** COC's shall not require income tax returns. However, COC must be satisfied that the "person" has not exceeded the \$2.5 million qualifying gross revenue limitation. The producer may provide whatever documentation is needed to establish eligibility.

COC shall ensure that no payment is issued to any producer who has not satisfactorily established eligibility for payment.

**Note:** County Offices shall ensure that "persons" are loaded into the eligibility file according to 2-PL.

**13 Providing Benefits (Continued)****G Total Income inclusions**

Total income and total gross receipts, before any reductions, shall be used to determine gross revenue. The amount shall not be adjusted, amended, discounted, netted, or modified for any reason. No deductions for costs or expenses are allowed.

**H Using IRS Records**

COC's are not authorized to request IRS tax records. However, a "person" may voluntarily provide tax information to COC. If a "person" voluntarily provides IRS tax records to COC, COC may use the information to determine eligibility.

**Note:** If a "person" voluntarily provides IRS tax records, a copy of these records shall be made, date-stamped when received, and placed in the "person's" eligibility file.

IRS documents may not contain all necessary information from which to make an appropriate determination of eligibility. Therefore, additional documents may be required to make eligibility determinations.

**Note:** The definitions of "qualifying gross revenue" and "gross income" are not the same as IRS definitions of "gross income". In many instances, a person's taxable gross income is smaller than qualifying gross revenue. Ensure that all the provisions of this paragraph are applied when determining qualifying gross revenue for disaster payment eligibility purposes.

**\*--I Gross Income for Tribal Ventures and Indians Represented by BIA**

For tribal venture operations or Indians represented by BIA, when the authorized representative of the tribal council or an authorized BIA official, as applicable, can:

- attest that no individual member of the tribal venture, or Indian represented by BIA, as applicable, exceeded the \$2.5 million gross revenue limit for the applicable year, the authorized representative of the tribal council or an authorized BIA official may execute CCC-740:
  - for tribal ventures:
    - enter the tribal venture name and identification number in items 1A and 1B
    - ENTER "B" in item 11

## 13 Providing Benefits (Continued)

**\*--I Gross Income for Tribal Ventures and Indians Represented by BIA (Continued)**

- annotate the following statement immediately above the sentence corresponding to the letter “B” in item 11:

“For each person who is a member (including the person’s spouse and minor children) of the tribal venture in item 1, ...”

- for Indians represented by BIA:
  - enter the name and identification number provided by the BIA official in items 1A and 1B

**Note:** If no identification number is provided, leave item 1B blank.

**Important:** Do not enter:

- “BIA” as the producer in item 1A
- BIA tax ID number (521176810) in item 1B
- a temporary ID number assigned by System 36.
- ENTER “B” in item 11
- annotate the following statement immediately above the sentence corresponding to the letter “B” in item 11:

“For each person (including the person’s spouse and minor children) who is represented by BIA, ...”

- **not** attest that no individual member of the tribal venture, or individual Indian represented by BIA, as applicable, (including the person’s spouse and minor children) exceeded the \$2.5 million gross revenue limit for the applicable year, the State Office shall contact PECDC for guidance.

**J Multiple Benefits for Grazing Loss**

A producer may receive payments under LAP and benefits under any other program administered by the Secretary for the same grazing loss, such as NAP, if all eligibility requirements for the applicable programs are met.

A producer may receive payment under LAP and AILFP for the same grazing loss. The livestock producer may receive payments under both programs only for the same year, either 2003 or 2004.

**Note:** See subparagraph 12 N for ineligible types of grazing land.

13 Providing Benefits (Continued)

**K Issuing Payments to Deceased Individuals, Closed Estate, and Dissolved Entities**

LAP payments for applications involving deceased individuals, closed estates, or dissolved entities shall be made according to the following table, if all other eligibility requirements are met.

<b>IF the applicant is...</b>	<b>AND CCC-740 is signed by an authorized representative of the...</b>	<b>THEN payments shall be issued...</b>
An individual who died before CCC-740 was filed	deceased according to subparagraph 12 D	to any of the following, as applicable, using the ID number of the applicant: <ul style="list-style-type: none"> <li>• the deceased individual</li> <li>• the individual's estate</li> <li>• name of the heirs, based on OGC determination, according to 1-CM, Part 26.</li> </ul>
an estate that closed before CCC-740 was filed	estate according to subparagraph 12 D	
a dissolved entity	dissolved entity according to subparagraph 12 D	using the ID number of the applicant.
an individual who dies, is declared incompetent, or is missing after filing CCC-740		to eligible payees executing FSA-325 according to 1-CM, paragraph 779.

**Note:** FSA-325 is only used in situations where a program application was filed by an individual who died, is declared incompetent, or is missing before payments are issued. Heirs cannot succeed to a loss or file their own application.





14 Natural Disaster and Production Loss Criteria

A Occurrence

Grazing losses must have occurred in calendar year 2003 or 2004.

B Type and Criteria

The following are the recognized types of natural disasters and criteria for LAP.

Type	Disaster Criteria for County Eligibility
Drought	<p>An average of 40 percent or greater loss of normal precipitation for 4 consecutive months during the LAP normal grazing period, or no earlier than 2 months before the LAP normal grazing period.</p> <p><b>Note:</b> If the precipitation does not meet the 40 percent or greater loss criteria, explain extenuating circumstances in narrative summary.</p> <p><b>Examples:</b> Dates and amount of heavy rainfall, timeliness of rainfall in growing period, or other conditions that affected growth of pasture.</p>
Excessive Moisture	<p>An average of 140 percent or greater increase in normal precipitation during 4 consecutive months.</p>
Livestock Feed Emergency	<p>Counties not meeting criteria for drought or excessive moisture may determine that a livestock feed emergency exists because a documented natural disaster in calendar year 2003 or 2004 caused a severe grazing loss.</p>

If a county does not meet the 40 percent or greater loss of normal precipitation criteria because of unusual circumstances in 1 of the 4 consecutive months, the county may skip that month and select the month immediately preceding or subsequent to the 4 months originally selected.

**Example:** COC selects March, April, May, and June for losses because of drought, but only March, May, and June meet the eligibility criteria. However, the county experienced flash flooding because of 12 inches of rain received in April. COC may skip the month of April and select either February or July if those months meet the eligibility criteria.

**Note:** Annotate that a substitute month was used on CCC-654, item 8.

If COC substitutes a month to meet the 40 percent or greater loss criteria, document in detail the type and extent of unusual circumstance in COC minutes.

14 Natural Disaster and Production Loss Criteria (Continued)

C Production Loss Criteria

The following are the 2003 and 2004 natural disaster production loss criteria.

Type	Production Loss Criteria for a County
Drought and Excessive Moisture	The value of the disaster year grazing loss of pasture shall be 40 percent or more than the value of the normal year grazing production.
Livestock Feed Emergency	The value of the disaster year grazing loss shall be 40 percent or more than the value of the normal year grazing production.

D Excessive Moisture Criteria

If a county **does meet** the average of 140 percent or greater increase in normal precipitation during the 4 consecutive months COC shall submit:

- documentation on the unusual circumstances as to the condition of the grazing acres which suffered a 40 percent or greater grazing loss for 3 consecutive months
- CCC-654 and all documentation to STC.

STC shall:

- review CCC-654's
- review all documentation and unusual circumstances of all COC requests for excessive moisture criteria
- submit CCC-654's and justification about why STC concurred with these requests to DAFP for approvals
- not enter the county data until approval by DAFP.

## 15 COC Responsibilities and Action

### A COC Responsibilities

COC shall:

- establish the LAP normal grazing period according to paragraph 16
- establish the LAP payment period according to paragraph 16
- establish maximum percent of grazing loss, not to exceed 80 percent, for the county for each type of grazing

**Note:** DAFP established a maximum percentage of grazing loss for any county or part of a county at 80 percent.

- establish the normal carrying capacity for all types of grazing in the county

**Note:** COC may consider grazing losses established under NAP as a guideline when reviewing an applicant's certified grazing loss for LAP. However, an applicant's NAP loss percentage is based on the entire growing season; whereas, the LAP loss percentage is based only on the LAP payment period.

- send request for LAP approval for the county to the State Office on CCC-654 according to paragraph 18
- upon approval of LAP for the county:
  - immediately publicize the program provisions using all available news sources, such as newsletters, newspaper, radio, TV, and producer letters
  - accept and process producer applications as expeditiously as possible
- \*--approve or disapprove CCC-740 according to paragraph 20.--\*



## 15 COC Responsibilities and Action (Continued)

**B Submitting Requests**

Applicable COC's shall submit **all** requests (both 2003 and 2004) for LAP to the State Office as soon as possible to avoid delay in LAP signup. The request shall include CCC-654 and include documentation listed in subparagraph C.

**Important:** COC shall submit CCC-654 for **both** 2003 and 2004 for each county named as a primary county under a Secretarial or Presidential disaster declaration on or after January 1, 2003, regardless of whether the 40 percent grazing loss is met.

If COC requests authorization for LAP for only part of a county, COC shall submit **all** the following:

- CCC-654's, completed for each of the following:
  - entire county
  - affected area
- county map clearly delineating the part of the county for which LAP is requested

**Note:** The affected area should be outlined by township boundaries, roads, highways, streams, or other identifiable landmarks.

- detailed narrative of disaster conditions in the county.

**Note:** If the request for part of a county is approved, the part of the county not covered by the request shall **not** be eligible for LAP.

## 15 COC Responsibilities and Action (Continued)

**C Supporting Documents and Statements**

In addition to CCC-654, COC requests for LAP shall include a copy of the COC minutes that include all the following:

- LAP normal grazing period
- LAP payment period
- maximum percent of grazing loss for the county
- any extenuating circumstances
- comments on each type of pasture and normal grazing crops planted in the county
- COC-established percent of grazing loss for each type and reason for grazing loss
- established carrying capacity for each type of grazing

**Note:** Different types or varieties of pasture and grazing crops for a county shall be grouped into 3 categories:

- improved grasses (nonirrigated)
  - native grasses (nonirrigated)
  - forage sorghum (nonirrigated).
- explanation of livestock feed emergency with justification of need for emergency measures
  - include all documentation for each disaster type when more than 1 type of disaster is indicated on CCC-654, item 4
  - justification if the payment period date is beyond November 15 of the applicable year
  - if a month is skipped, an explanation of the type and extent of the unusual circumstances needed according to paragraph 14.

**15 COC Responsibilities and Action (Continued)****D LAP Payment Period Ending After November 15**

A LAP payment period cannot end after November 15 of the applicable year if the historical documented first frost/freeze date for the county is November 1 or earlier.

Any county requesting a LAP payment period that ends after November 15 shall provide both of the following:

- all the supporting documentation required according to subparagraph F
- acceptable documentation, including but not limited to any credible official climatological or meteorological data, that indicates the historical first frost/freeze date for the county.

**Note:** The LAP payment period shall end no later than 15 calendar days after the historical first frost/freeze date for the county. This provision applies only to those counties requesting a LAP payment period ending date that is after November 15 of the applicable year.

**E Supplemental Feeding After November 15**

After November 15, supplemental feed is normally needed because of the following:

- snow coverage
- growth has ceased and available nutrients are decreased because of frost, freezing temperatures, etc.
- the physical amount of grass is naturally reduced because of normal continuous grazing throughout the LAP normal grazing period
- other reasons applicable to the local area crop and climate conditions.

Grazing with very little or no supplemental feeding after November 15 is limited to a very few areas of the United States and is considered an exceptional practice.

**Important:** Requests for payment periods ending after November 15 must meet the criteria in subparagraphs D and F, and require extensive documentation. These requests shall be carefully reviewed by STC.

**15 COC Responsibilities and Action (Continued)****F Documentation Supporting Payment Period Ending Dates After November 15**

Additional certification and documentation shall be provided to STC for all counties requesting a LAP payment period with an ending date after November 15 of the applicable year. For these requests, provide supporting information to STC according to the following:

- on CCC-654, item 8, provide the beginning date supplemental feed is normally required on grazing land, and the percentage of supplemental feed normally needed after this date for a year with average rainfall and temperatures to adequately sustain and maintain grazing livestock
- provide supporting documentation that justifies grazing after November 15 from all reliable sources that shall include, but are not limited to, the following:
  - CSREES
  - college or university research departments
  - any other source STC considers credible and reliable.

Supporting documentation must provide, at a minimum, the following:

- acceptable documentation, according to subparagraph D, that indicates the historical first frost/freeze date in a county
- the percentage of supplemental feed normally needed after November 15 in a year with average rainfall and temperatures to adequately sustain and maintain grazing livestock
- whether the late grazing is on pastures used exclusively for fall grazing or continuous grazing
- reasons why grazing after November 15 is a common practice
- reasons why the factors in subparagraph E do not apply.



## 15 COC Responsibilities and Action (Continued)

### G Determining Grazing Loss Percentage for Payment Periods Ending After November 15

For payment periods ending after November 15, grazing loss percentages for a payment period shall be adjusted to reflect supplemental feeding, whenever supplemental feeding normally occurs within the payment period.

**Example:** COC establishes July 15 through December 15 as a payment period. The grazing loss is established at 60 percent. Livestock need an additional 25 percent of supplemental feed if grazing after November 15 for normal maintenance. The grazing loss percentage would be calculated according to the following.

Four months at 60 percent and 1 month at 35 percent (60 percent minus 25 percent) equals a 55 percent loss for the 5-month payment period.

**Note:** Any time supplemental feeding is a normal practice during the payment period, the grazing loss percentage shall be adjusted accordingly.

**COC shall document in the COC minutes the adjusted grazing loss percentage.**

## 16 LAP Normal Grazing Period, Payment Period, and Short-Term Grazing

### A Establishing LAP Normal Grazing Period

The beginning date of the LAP normal grazing period shall be the date grazing of new growth pasture normally becomes available in the spring. The ending date of the LAP normal grazing period shall be no later than November 15 unless grazing after November 15 is verified by COC and approved by STC as normal practice in a county according to paragraph 15.

**Note:** The LAP normal grazing period must fall within the applicable calendar year.

**Example:** COC determines grazing in the county normally begins April 1, 2003, and normally ends November 15, 2003. The LAP normal grazing period is April 1 through November 15, 2003.

**\*--Important:** The National Office will be monitoring all grazing periods and payment periods that were entered into the Program Load Table Web site. State Offices may be requested to submit supporting documentation to verify percentages and/or data.--\*

## 16 LAP Normal Grazing Period, Payment Period, and Short-Term Grazing (Continued)

### B LAP Payment Period

The LAP payment period is a period of time within the LAP normal grazing period in which COC determines that at least a 40 percent grazing loss occurred in the county during the applicable calendar year.

**Notes:** Grazing losses for the payment period must be a minimum of 40 percent for at least 3 consecutive months.

See paragraph 15 for information and required documentation, if a requested payment period extends beyond November 15 of the applicable year.

To determine the beginning and ending dates of the LAP payment period for the county, COC shall review climatological data and grazing production loss information on CCC-654, and any other applicable data.

COC shall establish the:

- beginning date of the LAP payment period as:
  - the date, according to local grazing conditions, a 40 percent grazing loss became evident in the county
  - no earlier than the beginning of the LAP normal grazing period
- ending date of the LAP payment period as:
  - the date, according to local grazing conditions, grazing losses no longer exceeded 40 percent
  - no later than the end of the LAP normal grazing period
  - no earlier than 90 calendar days after the beginning date of the LAP payment period.

**Example:** COC determines the LAP normal grazing period as April 1 through November 15, 2003. COC determines the grazing losses began April 1 and ended September 30, 2003. April 1 through September 30, 2003, is the LAP payment period of 183 calendar days.

## 16 LAP Normal Grazing Period, Payment Period, and Short-Term Grazing (Continued)

### C Short-Term Grazing

For short-term grazing practices, enter the beginning date and ending date that the pasture was actually grazed on CCC-740.

## 17 \* \* \* Grazing Loss Percentages

### A Establishing County Grazing Loss Percentage

The county average grazing loss percentage for LAP purposes is the weighted average grazing loss calculated on CCC-654, item 27C. This percentage of grazing loss will be used by STC to determine county eligibility for LAP.

COC shall establish maximum grazing loss percentages for each type of grazing because of the disaster, not to exceed the 80 percent maximum established by DAFP. These maximum grazing loss levels will be the maximum loss percentage for any producer in the approved county.

**Note:** Because of local grazing and weather conditions, individual grazing losses may vary from the established county grazing loss percentage on CCC-654. The maximum grazing loss established by COC for the county is **not** appealable.

All county grazing loss percentages shall be recorded in the COC minutes.

### B Individual Grazing Losses

\*--It is the producer's responsibility to provide and certify their individual grazing loss, by grazing type, during the payment period.

A producer's grazing losses are based on several factors that may be unique to each producer, such as:

- local weather conditions
- pasture type
- type of livestock
- number of livestock
- management decisions, such as fertilizer and rotational grazing
- other operational practices.

Therefore, a producer's grazing losses may be more or less than the established county--\* grazing loss percentage for each type of grazing on CCC-654.

A producer's certified grazing loss percentage for each type of grazing:

- cannot exceed the maximum county grazing loss percentage for that type of grazing
- may be less than the maximum county grazing loss percentage for that type of grazing.

## 17 \* \* \* Grazing Loss Percentages (Continued)

**C COC Reduction of Individual Grazing Loss**

COC's shall review each producer's certified grazing loss to determine whether the producer's certified grazing loss is consistent with losses of other similar grazing types in the local area.

If COC determines a producer's certified grazing loss percentage is not reasonable, COC shall:

- request the producer provide verifiable evidence supporting certified loss percentage, such as, but not limited to, the following:
  - rotational grazing practices
  - preparation and maintenance of grazing type, such as fertilizer and seeding rates

**Important:** It is the producer's responsibility to provide verifiable evidence to support the certified percentage loss.

- review the producer's livestock operation, such as:
  - type of livestock grazed
  - number of livestock grazed
  - rotational grazing practices
  - preparation and maintenance of grazing type, such as fertilizer and seeding rates.

After complete and thorough review of all applicable data, if COC determines a producer's certified loss percentage is overstated, COC shall:

- reduce the producer's loss to an acceptable level
- thoroughly document in the COC minutes the reason for reducing the producer's grazing loss percentage for each applicable pasture

**Important:** All data reviewed by COC shall be included in the COC minutes.

- approve the producer's application for only the COC-approved loss

**Important:** If the level of loss results in the producer being ineligible, see paragraph 20 to disapprove CCC-740.--\*

**17 Grazing Loss Percentages (Continued)****C COC Reduction of Individual Grazing Loss (Continued)**

- notify the producer of COC approval and loss
- grant the producer applicable appeal rights.

**Note:** This subparagraph only applies when COC determines the producer's grazing loss is less than the producer's certified loss percentage and maximum loss as established for the county.

**D Losses for Pastures Treated With Animal Waste for Which Irrigation Benefit Is Received**

In certain areas, animal waste is flushed from confinement buildings into lagoons or holding areas until it is broken down into a liquid form. After the lagoons are filled, waste water is pumped onto pasture lands. These pastures contain permanent grasses that are grazed by livestock.

The waste water is pumped onto the pastures mainly for fertilizer rather than irrigation purposes. Pastures treated with waste water receive beneficial moisture. COC's shall approve grazing losses on these pastures at a rate no more than 20 percent less than the maximum grazing loss approved for that type of grazing in the county.

**Example:** The maximum grazing loss for improved pastures is established by COC at 65 percent. For improved pastures treated with animal waste water, the maximum grazing loss shall be established at 45 percent.

**18 CCC-654, County Feed Loss Assessment Report****A Information Required for CCC-654**

\*--COC's for each county named as a primary county under a Secretarial or Presidential disaster declaration on or after January 1, 2003, must complete a separate CCC-654 for each of the 2003 and 2004 calendar years. All CCC-654's shall be submitted to STC. STC shall act on CCC-654 according to paragraph 19.

If a 40 percent grazing loss did not occur in an applicable year, COC shall complete--\* CCC-654 by:

- completing items 1 and 2
- entering applicable crop year in item 3
- entering COC meeting date when determination was made that a 40 percent loss did not occur in item 47
- entering "√" and the year that the county did not suffer at least a 40 percent grazing loss in item 48B.

## 18 CCC-654, County Feed Loss Assessment Report (Continued)

**A Information Required for CCC-654 (Continued)**

For each year meeting 40 percent or greater grazing loss requirement, COC shall:

- enter the LAP normal grazing period established according to paragraph 16
- enter the LAP payment period established according to paragraph 16
- enter maximum percent grazing loss for the county for each type grazing established according to paragraph 15

**Note:** The maximum percentage of grazing loss for any county or part of a county shall **not** exceed 80 percent. The maximum 80 percent grazing loss is nonappealable.

- establish the normal carrying capacity for all types of grazing in the county

**Note:** COC may consider grazing losses established under NAP as a guideline when reviewing an applicant's certified grazing loss for LAP. However, an applicant's \*--NAP loss percentage is based on the entire growing season; whereas, the LAP--\* loss percentage is based only on the LAP payment period.

- obtain precipitation and temperature data for the full 12 months of each calendar year from official weather stations in the county

**Note:** If official data is not available, enter data from local sources and identify the sources, such as CSREES or local news media.

- explain, in justifying documentation, extenuating circumstances, such as extreme weather conditions in a short period of time, temperature data, etc., that could have an adverse affect on the reason for the request.

**B Value of All Pasture and Normal Grazing Per AUD**

The value of all pasture and normal grazing in the nation has been established at \$.5803 per AUD for 2003 or \$.5411 for 2004.

18 CCC-654, County Feed Loss Assessment Report (Continued)

C Completing CCC-654

Complete CCC-654 for the applicable years in which the 40 percent or greater grazing loss requirement is met according to the following.

Item	Instructions
1	Enter the applicable State.
2	Enter the applicable county.
3	<p>Enter beginning and ending dates:</p> <ul style="list-style-type: none"> <li>• of natural disaster for the applicable year</li> <li>• COC determined that at least a 40 percent grazing production loss occurred in the county.</li> </ul> <p><b>Note:</b> These dates constitute the payment period and must fall within the LAP normal grazing period established according to paragraph 16.</p>
4	Check type of natural disaster. If “Other”, identify the disaster and fully explain.
5	ENTER “Livestock Assistance Program (LAP)” in the “Other” field.
6	<p>Enter county precipitation data, by month for the full 12 months, in inches and hundredths of inches, in:</p> <ul style="list-style-type: none"> <li>• columns B and C for the 2 preceding years to the year CCC-654 is being completed</li> <li>• column D for the calendar year CCC-654 is being completed</li> </ul> <p><b>Note:</b> Place an asterisk in the current year precipitation data for the 4 consecutive months used for the evaluation period.</p> <ul style="list-style-type: none"> <li>• column E for normal precipitation for the year CCC-654 is being completed.</li> </ul> <p>Compute the percent of normal precipitation for each month of the current calendar year by dividing the current calendar year precipitation, column D, by the normal year precipitation, column E. Enter the result in column F.</p> <p>Total the 4 consecutive months used for the evaluation period for the <b>current calendar year</b> precipitation and enter total in column D.</p> <p>Total the 4 consecutive months of the <b>normal precipitation</b> and enter total in column E.</p> <p>Divide the total current calendar year precipitation (column D) by the normal precipitation (column E). This is the average percent of normal precipitation for the evaluation period. Enter the percent in column F.</p> <p>Subtract the percent in column F from 100 to determine the qualifying loss.</p>

## 18 CCC-654, County Feed Loss Assessment Report (Continued)

## C Completing CCC-654 (Continued)

Item	Instructions
7	Enter the: <ul style="list-style-type: none"> <li>• normal average monthly temperature in column 7A</li> <li>• average monthly temperature for the year CCC-654 is being completed in column 7B.</li> </ul>
8	If “yes”, clearly describe supplemental feeding actions that producers are taking.  If supplemental feeding is a normal practice during any of the requested LAP payment periods, provide the beginning date supplemental feeding normally begins and the percentage of supplemental feeding required from the beginning date through the end of the payment period. (0%, 5%, 10%, 15%, 20%, 25%, 30%, 35%, 40%, 45%, 50%, 55%, 60%, 65%, 70%, 75%, 80%, 85%, 90%, 95%, 100%).  <b>Example:</b> Supplemental feeding normally begins October 15. Rate is 30 percent.
9	If “yes”, enter numbers and percent above normal for livestock being liquidated, culled, sold off, or moved out of the county and basis for estimates provided.
10	Leave blank.
11	Enter the beginning date for the established LAP normal grazing period.
12	The different types or varieties of pasture and grazing crops for a county shall be grouped into the following 3 categories: <ul style="list-style-type: none"> <li>• improved grasses (nonirrigated)</li> <li>• native grasses (nonirrigated)</li> <li>• forage sorghum (nonirrigated).</li> </ul> <b>Important:</b> Irrigated pastures and crops are <b>not</b> eligible grazing land for LAP. See paragraph 12.
13	Enter acres for improved grasses, native grasses, and forage sorghum.
14	Enter AC/AU established by COC. If carrying capacity is normally measured in AUM’s, see 8-DF to convert AUM’s to AC/AU.
15	Enter the number of days COC established for the payment period for each type of pasture and grazing. The payment period shall not go beyond December 31 for the applicable year.



## 18 CCC-654, County Feed Loss Assessment Report (Continued)

## C Completing CCC-654 (Continued)

Item	Instructions
16	Enter \$.5803 for 2003 or \$.5411 for 2004.  <b>Note:</b> The National Office has established the cost at \$.5803 per AUD for 2003 and \$.5411 for 2004.
17	Compute the value of normal production. Divide acres grown, column 13, by AC/AU, column 14. Multiply the result times number of days, column 15, times the cost per animal unit, column 16.
18	Enter percent of loss, not to exceed 80 percent, caused by the natural disaster for each type of pasture and normal grazing.  <b>Note:</b> DAFP established a maximum percentage of grazing loss for each type of grazing at 80 percent.
19	Compute the value of the production loss by multiplying the value of normal production, column 17, times the percent of loss, column 18.
20-26	Leave blank.
27A	Compute the total value of normal production for pasture and normal grazing by adding all entries in column 17.
27B	Compute the total value of production loss for pasture and normal grazing by adding all entries in column 19.
27C	Compute the weighted average loss for grazing by dividing the total value of production loss, column 27B, by the total value of normal production, column 27A.
28-44	Leave blank.
45	Enter number or best estimate of eligible livestock animals that will be eligible for assistance.
46	Leave blank.
47	Enter date of COC meeting when determination was made to request LAP.
48A	ENTER "√" to certify that the data entered is complete and factual.
48B	ENTER "√" and the year to certify the county did not suffer at least a 40 percent grazing loss.
48C	CED shall sign certification and enter date of request.
49A and 49B	SED and STC shall sign, date, and indicate concurrence.

18 CCC-654, County Feed Loss Assessment Report (Continued)

D Example of CCC-654

This is an example of CCC-654.

**This form is available electronically.**

<b>CCC-654</b> (01-28-05)		U.S. DEPARTMENT OF AGRICULTURE Commodity Credit Corporation		1. STATE Colorado			
COUNTY FEED LOSS ASSESSMENT REPORT				2. COUNTY Baca			
3. DATE(S) OF DISASTER May 10, 2003 - November 30, 2003 Payment Period: Begin Date June 20, 2003 End Date October 31, 2003		4. TYPE AND DESCRIPTION OF NATURAL DISASTER DROUGHT <input checked="" type="checkbox"/> EXCESSIVE MOISTURE <input type="checkbox"/> OTHER, List <u>Excessive Heat</u> <input checked="" type="checkbox"/>					
5. TYPE OF ASSISTANCE REQUESTED EFP <input type="checkbox"/> EMERGENCY HAYING AND GRAZING OF ACR AND CU FOR PAYMENT <input type="checkbox"/> EFAP <input type="checkbox"/> HAYING AND GRAZING OF CRP ACREAGE <input type="checkbox"/> PPCBP <input type="checkbox"/> OTHER, List <u>Livestock Assistance Program (LAP)</u> <input checked="" type="checkbox"/>							
6. PRECIPITATION - PLACE AN ASTERISK IN THE CURRENT CALENDAR YEAR (COLUMN D) AND NORMAL (COLUMN E) PRECIPITATION DATA FOR THE 4 CONSECUTIVE MONTHS USED FOR THE EVALUATION PERIOD.							
7. TEMPERATURE (Average Monthly)							
A. MONTH	B. PREVIOUS YEAR-2001	C. PREVIOUS YEAR-2002	D. CURRENT YEAR TO DATE	E. NORMAL	F. CURRENT YEAR % OF NORMAL	A. NORMAL	B. CURRENT YEAR
January	.61	1.20	1.20	1.00	1.20	33	34
February	.95	2.00	.50	2.00	26	43	42
March	2.11	3.11	4.00	3.08	130	49	48
April	2.61	2.84	.95	3.31	29	58	70
May	.18	1.97	*1.25	*3.60	35	65	*80
June	.81	2.33	*.65	*4.73	14	75	*95
July	2.00	1.97	*.75	*3.44	22	80	*100
August	2.51	1.61	*.99	*4.26	23	82	*98
September	5.68	2.08	1.50	2.64	57	80	95
October	1.88	2.11	2.50	3.01	83	76	78
November	6.16	3.25	1.75	3.75	47	70	73
December	1.04	2.00	2.00	4.52	44	50	55
TOTAL the 4 consecutive months that are asterisked in columns D and E. Divide column D by column E, this is percent of precipitation used for the evaluation period:			3.64+	16.03 =	23%		
8. Has the nature disaster required additional supplemental feeding? If "YES", to what extent? All producers are supplemental feeding 50% above normal. Supplemental feeding beginning date October 15: Rate - 30 percent						YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
9. Is livestock being liquidated and/or culled heavier as a direct result of the natural disaster? If "YES", provide an estimate of the additional numbers <u>15,000</u> and % above normal <u>30%</u> .						YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
10. Identify the consecutive 5-month restricted period for haying and grazing as determined by the STC.				11. CROP YEAR (Beginning date) April 1, 2003			

18 CCC-654, County Feed Loss Assessment Report (Continued)

D Example of CCC-654 (Continued)

CCC-654 (Page 2) (01-28-05)							
FEED LOSS ASSESSMENT							
12. PASTURE AND NORMAL GRAZING	13. ACRES GROWN IN DISASTER YEAR	14. AC/AU	15. NORMAL GRAZING (DAYS)	16. COST PER (AU)	17. VALUE NORMAL PRODUCTION (Col. 13 + 14 X 15 X 16)	18. PERCENT OF LOSS	19. VALUE PRODUCTION LOSS (Col. 17 X Col. 18)
a. Improved	250,000 + 3	X	134 X	\$ .5803 =	\$ 6,480,016 X	70 %	\$ 4,536,011
b. Native	60,000 + 3	X	134 X	\$ .5803 =	\$ 1,555,204 X	60 %	\$ 933,122
c. Forage Sorghum	100,000 + 2	X	90 X	\$ .5803 =	\$ 2,611,350 X	50 %	\$ 1,305,675
20. HAY	21. ACRES GROWN IN DISASTER YEAR	22. NORMAL YIELD (TONS)	23. COST PER (TON)	24. VALUE NORMAL PRODUCTION (Col. 21 X 22 X 23)	25. PERCENT OF LOSS	26. VALUE PRODUCTION LOSS (Col. 24 X Col. 25)	
a.	X	X	\$ =	\$ X	% =	\$	
b.	X	X	\$ =	\$ X	% =	\$	
<b>27. SUBTOTALS →</b>				27a. Col. 17 and 24		27b. Col. 19 and 26	
27C. LAP/Emergency Haying and Grazing Weighted Average Loss subtotal Col. 27b + subtotal Col. 27a =				64 %	\$ 10,646,570	\$ 6,774,808	
28. FEED GRAIN CROPS	29. ACRES GROWN IN DISASTER YEAR	30. NORMAL YIELD (Bu./Cwt.)	31. COST PER (Bu./Cwt.)	32. VALUE NORMAL PRODUCTION (Col. 29 X 30 X 31)	33. PERCENT OF LOSS	34. VALUE PRODUCTION LOSS (Col. 32 X Col. 33)	
a.	X	X	\$ =	\$ X	% =	\$	
b.	X	X	\$ =	\$ X	% =	\$	
c.	X	X	\$ =	\$ X	% =	\$	
d.	X	X	\$ =	\$ X	% =	\$	
e.	X	X	\$ =	\$ X	% =	\$	
f.	X	X	\$ =	\$ X	% =	\$	
35. OTHER ROUGHAGE	36. ACRES GROWN IN DISASTER YEAR	37. NORMAL YIELD (TONS)	38. COST PER (TON)	39. VALUE NORMAL PRODUCTION (Col. 36 X 37 X 38)	40. PERCENT OF LOSS	41. VALUE PRODUCTION LOSS (Col. 39 X Col. 40)	
a.	X	X	\$ =	\$ X	% =	\$	
b.	X	X	\$ =	\$ X	% =	\$	
c.	X	X	\$ =	\$ X	% =	\$	
<b>42. TOTALS →</b>				42a. Col. 27a, 32, and 39		42b. Col. 27b, 34, and 41	
				\$		\$	
43. NUMBER OF ACR/CU ACRES		44. NUMBER OF CRP ACRES		45. NUMBER OF ROUGHAGE CONSUMING ANIMALS		46. LIVESTOCK FEED PROGRAM WEIGHTED AVERAGE LOSS (Total Col. 42b + Total Col. 42a) %	
<b>COC AND STC CERTIFICATION</b>							
47. Date of COC meeting when determination was made that a natural disaster has occurred and to request authority for Livestock Feed Assistance <u>May 1, 2003</u>							
48A. <input type="checkbox"/> I certify that the above data is complete and factual to the best of my ability.				48B. <input type="checkbox"/> I certify that the county did not suffer at least a 40 percent grazing loss in year _____.			
48C. SIGNATURE OF CED				48D. DATE (MM-DD-YYYY)			
49A. SIGNATURE OF SED			49B. CONCURRED BY THE STC YES <input type="checkbox"/> NO <input type="checkbox"/>			49C. DATE (MM-DD-YYYY)	

**\*--19 STC Action on CCC-654--\***

**A STC Action**

STC shall:

- review all COC requests for completeness and factual information

**Note:** COC requests that are incomplete, inaccurate, or do not meet all eligibility criteria shall **not** be approved.

- verify production loss by consulting with NRCS, CSREES, or other credible source, if a COC request is questionable
- approve or deny the COC request based on program provisions.

**Note:** State Offices shall update the program load table for all approved counties. See Part 4.

## 20 Applying for Benefits

### A Filing CCC-740

To apply for LAP, eligible producers shall file CCC-740. If a county is eligible for LAP for both 2003 and 2004 crop years, **eligible producers shall be instructed** to complete CCC-740 for both years.

**Important:** If a producer elects to apply for only 1 year, COC shall request that the producer sign a statement indicating the producer was instructed to complete CCC-740 for both years but the producer elected to apply for only 1 year.

A separate CCC-740 shall be completed for each separate livestock operation.

**Example:** Producer A shares 50-50 with Producer B in a joint venture with a permanent tax identification number in 1 dairy operation. Producer A also has 100 percent interest in another dairy operation. The following 2 applications would be submitted:

- Producer A and B who share 50-50 in the jointly owned dairy operation, will file 1 application which will include the livestock and pasture loss for the jointly-owned dairy operation
- Producer A with 100 percent share in the dairy operation.

Livestock producers applying for LAP have the following options for submitting CCC-740:

- **--online from a personal or public computer, if producer has an FSA Level 2 eAuthentication account**
- at their **administrative County Office--\***

**\*--Note:** See examples of administrative County Offices in subparagraph 92 A.--\*

\* \* \*

- at any County Office through Nationwide Customer Service.

### B Electronic Filing of CCC-740

LAP producers may file CCC-740 if the producer has a Level 2 eAuthentication account.

If a livestock producer submits CCC-740 through the Internet, it will appear when the **administrative** FSA County Office runs the electronic signature report. When a completed CCC-740 appears on the electronic signature report, a County Office employee may print a copy of the completed application at that time. The copy of the completed CCC-740 shall be provided to COC for approval.

## 20 Applying for Benefits (Continued)

### C Signature Requirements

\*--When signing CCC-740, item 11, the applicant is:

- applying for LAP benefits for the producer listed on CCC-740, item 1
- certifying the information provided on CCC-740 is true and correct
- certifying compliance with the gross revenue limitation for the “person”.

**Important:** See paragraph 13 for determining gross revenue for the “person”.

All producer signatures must be received by the ending signup date. COC has no authority to approve late-filed CCC-740’s.

Follow 1-CM for signature requirements.

**Important:** 1-CM, Part 25, Section 3 provides that all members of general partnerships and joint ventures must sign for the general partnership or joint venture, as applicable, unless an individual is authorized to act on behalf of the general partnership or joint venture.

If the producer applying for LAP benefits on CCC-740, item 1 is a general partnership or joint venture, which has an individual authorized to act for it according to 1-CM, the authorized individual may sign CCC-740, item 11 on behalf of the general partnership or joint venture.

However, because “person” determinations are made at the member level, each member of the general partnership or joint venture must also sign CCC-740, item 11 to certify compliance with the gross revenue limitation based on their “person” determination.

**Notes:** General partnerships must have a permanent tax ID number to receive any FSA payment. FSA payments shall not be issued to the individual members of a general partnership when the general partnership does not have a permanent tax ID number.

FSA payments may be issued to:

- a joint venture with a permanent tax ID number
- the individual members of a joint venture, using the individual members’ ID numbers, when the joint venture does not have a permanent tax ID number.--\*

## 20 Applying for Benefits (Continued)

### D Printing and Reviewing Automated CCC-740

After all information is entered into the automated system, County Offices shall:

- print an automated CCC-740
- if a manual CCC-740 was submitted:
  - attach the manual CCC-740 to the automated CCC-740
  - conduct a second party review of all data on the automated CCC-740 to ensure that all data is the same on both the manual and automated CCC-740.

**Important:** The individual conducting the second party review shall not be the same individual who entered the data into the automated system.

The reviewer shall sign and date the automated CCC-740, items 12D and 12E, respectively.

**Note:** If a producer files CCC-740 electronically according to subparagraph B, a manual CCC-740 will not be filed. Accordingly, no second party review is required.

### E COC Approval of CCC-740

COC must act on all CCC-740's submitted. Before approving the automated application, COC must ensure that all eligibility requirements are met, and be satisfied with all the following:

- that grazing losses were directly related to the disaster
- that the producer's claimed grazing losses are reasonable (not to exceed COC-established loss for each type of pasture)
- with the producer's certified livestock numbers
- with the certification on the number of livestock sold as the result of the natural disaster
- that signature requirements are met.

**Note:** See subparagraph F when disapproving CCC-740.

\* \* \*





## 20 Applying for Benefits (Continued)

### E COC Approval of CCC-740 (Continued)

\*--COC shall submit CCC-740's executed by the following to the State Office for action:

- STC members
- SED
- State Office employees
- COC members
- CED
- County Office employees.--\*

### F COC Disapproval of CCC-740

COC must act on all CCC-740's submitted. See subparagraph E when approving CCC-740.

If COC determines any information provided on CCC-740 is not reasonable or is questionable, COC shall request additional verifiable documentation or evidence from the applicant supporting the data on CCC-740.

For questionable information about:

- producer's certified grazing loss percentage, see paragraph 17
- annual gross revenue, see paragraph 13
- producer's certified livestock numbers, COC shall request additional verifiable documentation or evidence from the applicant, such as, but not limited to, the following:
  - sales receipts
  - purchase receipts.

**Important:** COC shall not require tax records; however, the applicant may voluntarily provide tax records.

If all program eligibility requirements are not met, or COC determines the information on CCC-740, and any additional supporting documentation provided by applicant, is not reasonable, COC shall:

- disapprove CCC-740
- notify the applicant that CCC-740 was disapproved
- provide the applicant applicable appeal rights according to 1-APP
- thoroughly document the reason for disapproval in the COC minutes.

20 Applying for Benefits (Continued)

**\*--G STC Approval or Disapproval of CCC-740**

STC shall act on all CCC-740's executed by State Office employees, including DD's.

**Note:** STC shall **not** redelegate authority to act on CCC-740's executed by State Office employees.

STC, or State Office employee designated by STC, shall act on all CCC-740's executed by COC members, CED's, and County Office employees.

All CCC-740's executed by STC members or SED shall be submitted to DAFP for action.--\*

21 CCC-740, Livestock Assistance Program (LAP) Application

**A Completing Manual CCC-740**

Complete CCC-740 according to the following.

Item	Instruction
1A and 1B	<p>Enter the name, address, including ZIP Code, and permanent tax ID number of the producer requesting LAP benefits. If the producer is a:</p> <ul style="list-style-type: none"> <li>• corporation, limited liability company, limited liability partnership, trust, estate, or other similar entity, enter the name, address, and permanent tax ID number of the entity</li> <li>• general partnership, enter the name, address, and permanent tax ID number of the general partnership</li> </ul> <p><b>Note:</b> General partnerships must have a permanent tax ID number to receive any FSA payment. FSA payments shall not be issued to the individual members of a general partnership when the general partnership does not have a permanent tax ID number.</p> <ul style="list-style-type: none"> <li>• joint venture with a permanent tax ID number, enter the name, address, and permanent tax ID number of the joint venture</li> <li>• joint venture without a permanent tax ID number, each member of the joint venture must submit a separate CCC-740 for their respective share</li> <li>•*--tribal venture, see subparagraph 13 I.--*</li> </ul>
2	<p>Enter producer's share for the number of eligible livestock reported.</p> <p>If the producer is a member of a joint venture without a permanent tax ID number, each member of the joint venture must submit a separate CCC-740 for their respective share of the joint venture and of the operation.</p>

21 CCC-740, Livestock Assistance Program (LAP) Application (Continued)

A Completing Manual CCC-740 (Continued)

Item	Instruction
2 (Cont.)	<p><b>Example:</b> The JJ Joint Venture and Mary Brown each own 100 head of beef cows, each with a 50 percent share. JJ Joint Venture is comprised on Jack Black with a 25 percent share and Joe White with a 75 percent share. JJ Joint Venture does not have a permanent tax ID number; therefore, Jack Black and Joe White must submit separate CCC-740's for their respective share.</p> <p>Jack Black's respective share of the beef cows is 37.5 percent (100 x .5 x .75). Joe White's respective share is 12.5 percent (100 x .5 x .25).</p>
3	Enter telephone number of producer filing application.
4	Enter the LAP crop year (2003 or 2004) for which LAP benefits are being requested.
5A and 5B	Enter the name, address, and telephone number of the <b>administrative</b> FSA County Office approved for LAP where the application is filed.
6A	Enter State and county code.
6B	After entering the information in the system, enter application number assigned by system.
7	<p>Enter the beginning and ending payment period dates established by COC for the county.</p> <p><b>Notes:</b> Beginning and ending dates of the LAP payment period must fall within the LAP crop year.</p> <p><b>FSA County Office will assist producers in completing this item.</b></p>
8	Enter names and addresses of all other owners of the eligible livestock in the applicant's operation, if applicable. Other owners of the eligible livestock <b>reported</b> by the applicant's shall file a separate application.
9A and 9B	<p>Enter:</p> <ul style="list-style-type: none"> <li>• eligible livestock by kind, type, and weight range for the various categories of livestock listed on CCC-740</li> <li>• the beginning and ending dates for any changes in the number of eligible livestock that occurred during the payment period</li> </ul> <p><b>Note:</b> If no changes occurred during the payment period, then enter the beginning and ending date for the payment period.</p> <ul style="list-style-type: none"> <li>• the number of head of livestock by kind, type, and weight range for the operation.</li> </ul> <p>Livestock that meets the definition of mitigated livestock shall be entered on CCC-740 as a separate entry from the date they were sold to the earlier of the following, as approved by COC according to paragraph 12:</p> <ul style="list-style-type: none"> <li>• entire payment period for that year</li> <li>• date the livestock would have been sold under normal business practice of the operation.</li> </ul> <p>Enter a checkmark in the checkbox beside the number of head of mitigated livestock.</p>

21 CCC-740, Livestock Assistance Program (LAP) Application (Continued)

A Completing Manual CCC-740 (Continued)

Item	Instruction	
9A and 9B (Cont.)	<p><b>Notes:</b> Do <b>not</b> count calves weighing less than 400 lbs. and still nursing during the payment period.</p> <p>Livestock grazed on a basis of weight gain, cost per head, per day or month or on an AUM-only basis are ineligible.</p> <p>If more space is needed for recording changes in the number of eligible livestock, then reproduce CCC-740, page 2.</p>	
10A through 10E	Step	Action
	A	<p>Enter all pasture types for the operation used to support eligible livestock for the LAP crop year. Eligible pasture types are:</p> <ul style="list-style-type: none"> <li>• Native Pasture (non-irrigated)</li> <li>• Improved Pasture (non-irrigated)</li> <li>• Forage Sorghum (non-irrigated).</li> </ul> <p><b>Note:</b> Do not enter irrigated pasture and crops. Irrigated pasture and crops are not eligible types for LAP.</p>
	B C	<p>Enter farm identification, such as FSN and field numbers.</p> <p>Enter number of acres, by pasture type, used to support eligible livestock for the LAP year.</p> <p><b>Notes:</b> Hay losses may be eligible for assistance under CDP and NAP. Therefore, land normally mechanically harvested for hay that is grazed before the normal beginning grazing period shall <b>not</b> be entered in item 10. Land normally grazed after the final cutting of hay may be included for short-term grazing.</p> <p>Do not prorate the acres the system will calculate the number of days the eligible livestock grazed on the total acres used for short-term grazing.</p> <p>If multiple operations or individuals are using the same pasture acres for their livestock, the acres must be prorated.</p> <p><b>Example:</b> Producer A has 200 head of eligible livestock and Producer B has 75 head, a total of 275 head grazing the same 500 pasture acres.</p> <p>Calculate prorated acres according to the following:</p> <p>Producer A: 200 head divided by 275 = .7273            Producer B: 75 head divided by 275 = .2727</p> <p>.7273 times 500 acres = 363.7 total acres for Producer A            .2727 times 500 acres = 136.3 total acres for Producer B.</p>

21 CCC-740, Livestock Assistance Program (LAP) Application (Continued)

A Completing Manual CCC-740 (Continued)

Item	Instruction	
10A through 10E (Cont.)	Step	Action
	D	<p>Enter the beginning and ending grazing dates for each pasture type listed. The beginning and ending dates shall equal the beginning and ending dates of the LAP * * * payment period established by COC for the county.</p> <p><b>Exceptions:</b> If the producer:</p> <ul style="list-style-type: none"> <li>• lost control of the grazing land before the ending date established by COC, enter the dates the producer had control of the grazing dates</li> <li>• had control of the grazing land, but only grazed the land for short-term grazing practices, enter the beginning and ending dates the land was actually grazed.</li> </ul>
	E	Enter the producer certified percent of grazing loss for the payment period.
11A and 11B	<p>If the producer in item 1 is a:</p> <ul style="list-style-type: none"> <li>• corporation, limited liability company, limited liability partnership, trust, estate, or other similar entity, an individual authorized to act on behalf of the entity shall sign, date, and do either of the following: <ul style="list-style-type: none"> <li>• certify compliance with the gross revenue limitation based on the “person” determination for the entity, by entering “A” or “B”, as applicable</li> <li>• indicate the gross revenue applicable to the entity, based on the “person” determination for the entity, exceeds \$2.5 million, by entering “N/A”</li> </ul> </li> <li>• general partnership or joint venture with a permanent tax ID number, all members of the general partnership shall sign, date, and do either of the following: <ul style="list-style-type: none"> <li>• certify compliance with the gross revenue limitation based on that member’s “person” determination, by entering “A” or “B”, as applicable</li> <li>• indicate the gross revenue applicable to that member, based on the “person” determination for that member, exceeds \$2.5 million, by entering “N/A”</li> </ul> </li> <li>• individual, the individual, or their attorney-in-fact, shall sign, date, and do either of the following: <ul style="list-style-type: none"> <li>• certify compliance with the gross revenue limitation based on the “person” determination for the individual, by entering “A” or “B”, as applicable</li> <li>• indicate the gross revenue applicable to the individual, based on the “person” determination for the individual, exceeds \$2.5 million, by entering “N/A”</li> </ul> </li> </ul> <p>•*--tribal venture, see subparagraph 13 I.--*</p> <p><b>Note:</b> For gross revenue provisions and signature requirements, see paragraphs 13 and 20 respectively.</p>	

21 CCC-740, Livestock Assistance Program (LAP) Application (Continued)

A Completing Manual CCC-740 (Continued)

Item	Instruction
12A through 12C	COC, or designee, shall: <ul style="list-style-type: none"> <li>• sign</li> <li>• date</li> <li>• approve or disapprove, according to paragraph 20.</li> </ul>
12D and 12E	Second party reviewer shall sign and date automated CCC-740's, if applicable, according to paragraph 20.

\*--21 CCC-740, Livestock Assistance Program (LAP) Application (Continued)

**B Example of CCC-740**

The following is an example of CCC-740.

This form is available electronically.					
1A. NAME AND ADDRESS OF OWNER FILING APPLICATION <i>(Including Zip Code)</i>	CCC-740 (03-11-05)	U.S. DEPARTMENT OF AGRICULTURE Commodity Credit Corporation  <b>LIVESTOCK ASSISTANCE PROGRAM (LAP) APPLICATION</b>			
1B. IDENTIFICATION NO.	5A. COUNTY FSA OFFICE NAME AND ADDRESS <i>(Including Zip Code)</i>	6A. STATE AND COUNTY CODE			
2. PRODUCER SHARE	4. LAP CROP YEAR	6B. APPLICATION NO.			
3. PRODUCER'S TELEPHONE NO. <i>(Including Area Code)</i>	5B. TELEPHONE NO. <i>(Including Area Code)</i>				
7. LAP Payment Period Beginning Date and Ending Date Established by COC: <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">A. Beginning Date (MM-DD-YYYY)</td> <td style="width: 50%; border: none;">B. Ending Date (MM-DD-YYYY)</td> </tr> </table>				A. Beginning Date (MM-DD-YYYY)	B. Ending Date (MM-DD-YYYY)
A. Beginning Date (MM-DD-YYYY)	B. Ending Date (MM-DD-YYYY)				
8. LIST NAMES AND ADDRESSES <i>(Including Zip Code)</i> OF ALL PERSONS HAVING OWNERSHIP IN LIVESTOCK:					
<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>					
<small>The authority for collecting the following information is Pub. L. 108-324. This authority allows for the collection of information without prior OMB approval mandated by the Paperwork Reduction Act of 1995. The time required to complete this information collection is estimated to average 30 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.</small>					
<small>NOTE: The following statement is made in accordance with the Privacy Act of 1974 (5 USC 552a). The authority for requesting the following information is Military Construction Appropriations and Emergency Hurricane Supplemental Appropriations Act, 2005 (Pub. L. 108-324) and 7 CFR Part 1439. The information will be used to determine eligibility in accordance with the requirements of the Federal Register Regulation for applicants who are requesting Livestock Assistance Program benefits. Furnishing the requested information is voluntary; however, failure to furnish the requested information will result in a determination of ineligibility for Livestock Assistance Program benefits. This information may be provided to other agencies, IRS, Department of Justice, or other Federal and State law enforcement agencies, and in response to a court magistrate or administrative tribunal. The provisions of criminal and civil fraud statutes, including 18 USC 286, 287, 371, 641, 1001 and 1004, 15 USC 714m; and 31 USC 3729, may be applicable to the information provided. RETURN THIS COMPLETED FORM TO YOUR COUNTY FSA OFFICE.</small>					

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\*--21 CCC-740, Livestock Assistance Program (LAP) Application (Continued)

B Example of CCC-740 (Continued)

CCC-740 (03-11-05) Page 2 of 3

9. Beginning and Ending Dates and Changes in Numbers of Eligible Livestock and Mitigated Livestock. Check box for mitigated livestock. Enter eligible livestock by kind/type from list provided below: *(If more space is needed reproduce this page.)*

9A. KIND/TYPE	9B. WEIGHT/RANGE (LBS.)	DATE		DATE		DATE		DATE		DATE		DATE	
		BEG.	ENDING	BEG.	ENDING	BEG.	ENDING	BEG.	ENDING	BEG.	ENDING	BEG.	ENDING
		NO. OF HEAD		NO. OF HEAD		NO. OF HEAD		NO. OF HEAD		NO. OF HEAD		NO. OF HEAD	
		BEG.	ENDING	BEG.	ENDING	BEG.	ENDING	BEG.	ENDING	BEG.	ENDING	BEG.	ENDING
		NO. OF HEAD		NO. OF HEAD		NO. OF HEAD		NO. OF HEAD		NO. OF HEAD		NO. OF HEAD	
		BEG.	ENDING	BEG.	ENDING	BEG.	ENDING	BEG.	ENDING	BEG.	ENDING	BEG.	ENDING

**LIST OF ELIGIBLE LIVESTOCK BY KIND/TYPE AND WEIGHT RANGE**

(1) BEEF CATTLE (A)		(3) SWINE (C)		(6) EQUINE (F)	
KIND/TYPE	WEIGHT/RANGE	KIND/TYPE	WEIGHT/RANGE	KIND/TYPE	WEIGHT/RANGE
Beef	Less than 400	Swine	Less than 45	Equine	Less than 450
Beef	400-799	Swine	45-124	Equine	450-649
Beef	800-1099	Swine, sow	125+	Equine	650-874
Beef	1100+	Swine, boar	235+	Equine	875+
Beef, cow	ALL				
Beef, bull	1000+				
(2) DAIRY CATTLE (B)		(4) SHEEP (D)		(7) REINDEER "ALL"	
KIND/TYPE	WEIGHT/RANGE	KIND/TYPE	WEIGHT/RANGE	KIND/TYPE	WEIGHT/RANGE
Dairy	Less than 400	Sheep	Less than 44	All	Less than 400
Dairy	400-799	Sheep	44-82		
Dairy	800-1099	Sheep	83+		
Dairy	1100+	Sheep, ewe	150+		
Dairy, cow	Less than 1100	Sheep, ram	150+		
Dairy, cow	1100-1299				
Dairy, cow	1300-1499				
Dairy, cow	1500+				
Dairy, bull	1000+				
(5) GOATS (E)		(8) ELK		(9) BISON	
KIND/TYPE	WEIGHT/RANGE	KIND/TYPE	WEIGHT/RANGE	KIND/TYPE	WEIGHT/RANGE
Goats	Less than 44	Elk	Less than 400	Bison	Less than 400
Goats	44-82	Elk	400-799	Bison	400-799
Goats	83+	Elk	800-1099	Bison	800-1099
Goats, doe	125+	Elk	1100+	Bison, cow	All
Goats, doe (Dairy)	125+			Bison, bull	1000+
Goats, buck	125+				

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21 CCC-740, Livestock Assistance Program (LAP) Application (Continued)

B Example of CCC-740 (Continued)

Page 3 of 3

CCC-740 (03-11-05)

10. List current year owned or leased grazing acreage used to support eligible livestock. NOTE: CRP acres released for haying and/or grazing cannot be used to support eligible livestock.

A. PASTURE TYPE	B. LOCATION	C. ACRES	D. GRAZING PERIOD		E. PERCENT OF GRAZING LOSS DURING PAYMENT PERIOD %
			BEGINNING	ENDING	

**11. Producer's Certification**

I understand that USDA will be conducting spot-checks for this program.

I certify that all information reported on this application is true and correct and understand that if any information determined to be in error that the application may be denied and may result in a determination of ineligibility in whole or in part. Providing a false certification to the government is punishable by imprisonment, fines and other penalties. All information provided herein is subject to verification by the Commodity Credit Corporation. The provisions of criminal and civil fraud statutes that apply to this certification, includes 18 USC 286, 287, 1001, and 1014; 15 USC 714m; and 31 USC 3729.

Notice: This application will not be complete until the following forms are filed:

- CCC-502 Farm Operating Plan for Payment Eligibility.
- AD-1026, Highly Erodible Land Conservation (HELIC) and Wetland Conservation (WC) Certification.
- FSA-578, Acreage Report

*I hereby certify that: (YOU MUST enter A or B in the box below before signing).*

A. More than 50 percent of my gross annual revenue (receipts) is received from farming and ranching operations and that my gross annual revenue (receipts) from these operations is not in excess of \$2.5 million.

B. Fifty percent or less of my gross annual revenue (receipts) is received from farming and ranching operations and that my gross annual revenue (receipts) from all agricultural and nonagricultural sources is not in excess of \$2.5 million.

Enter A or B	Producer's Signature	Date (MM-DD-YYYY)	Enter A or B	Producer's Signature	Date (MM-DD-YYYY)

**12. County Committee Determination**

12A. COC or Designee Signature	12B. Date (MM-DD-YYYY)	12C. Status <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED
12D. Reviewer Signature		12E. Date (MM-DD-YYYY)

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## \*--22 CCC-741, Livestock Assistance Program Payment Calculation Worksheet

## A Completing CCC-741

CCC-741 is a payment calculation worksheet for LAP. Complete CCC-741 according to the following table.

Item	Instruction
1 and 2	Enter the administrative State and county code.
3	Enter producer's name from CCC-740, item 1.
4	Enter the county maximum grazing loss established by COC for the county for each type of pasture.
5	Enter producer ID and type from CCC-740, item 1B.
6	Enter LAP crop year (2003 or 2004) for which LAP benefits are being requested from CCC-740, item 4.
7A, 7B, and 7C	Enter the beginning and ending payment period dates from CCC-740, item 7 and total number of days in the payment period established by COC.  <b>Example:</b> April 1 through November 15 = 229 total days in the payment period.
8	Enter eligible livestock by kind/type and weight range for the various categories of livestock listed on CCC-740, item 9B.
9	Enter the number of head for the various categories of eligible livestock listed on CCC-740, item 9B.
10	Enter the computed payment days for the various categories of livestock from the dates listed on CCC-740, item 9A and 9 B. This calculation includes both the beginning and ending day in the payment period range.  <b>Example:</b> July 1 through November 15 = 138 payment days.
11	Enter the maintenance cost per head/day for the various categories livestock listed on CCC-741.
12	Enter the value feed needs by multiplying: <ul style="list-style-type: none"> <li>• number of head, in item 9, times</li> <li>• number of payment days, in item 10, times</li> <li>• cost per head/day, in item 11.</li> </ul> The result should be rounded to 2 decimal places.
13	Enter the total of column 12 for the value feed needs rounded to whole dollars.

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\*--22 CCC-741, Livestock Assistance Program Payment Calculation Worksheet (Continued)

A Completing CCC-741 (Continued)

Item	Instruction
14	Enter type of pasture recorded on the producer's application.
15	Enter the number of acres recorded on the producer's application for the applicable type of pasture. See item 18 for short-term grazing.
16	Enter the carrying capacity or acres/animal unit for the applicable type of pasture established by COC/State Office.
17	Enter the maximum animal units by dividing: <ul style="list-style-type: none"> <li>• acres, in item 15 divided by</li> <li>• acres/animal unit, in item 16.</li> </ul> Round the result to 4 decimal places.
18	Enter either of the following: <ul style="list-style-type: none"> <li>• number of payment days in the payment period from item 7C</li> <li>• <b>number of payment days</b> from the beginning date through the ending date for the actual grazing period, but within the payment period range if the producer has lost control of the grazing land or for short-term grazing listed on CCC-740, item 10 D. This calculation includes both the beginning and ending day in the payment period range.</li> </ul> <p><b>Note:</b> Enter the grazing days the acres were grazed instead of prorating acres.</p>
19	Enter the grazing value for the applicable year <b>2003 - \$0.5803</b> or <b>2004 - \$0.5411.</b>

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\*--22 CCC-741, Livestock Assistance Program Payment Calculation Worksheet (Continued)

A Completing CCC-741 (Continued)

Item	Instruction
20	Enter the pasture value by multiplying: <ul style="list-style-type: none"> <li>• maximum animal units, in item 17, times</li> <li>• number of payment days, in item 18, times</li> <li>• grazing value, in item 19.</li> </ul> Round the result to 2 decimal places.
21	Enter the total pasture value in column 25 rounded to whole dollars.
22	Enter the pasture type from CCC-740.
23	Enter the number of acres from CCC-740.
24	Enter the carrying capacity or acre/animal unit.
25	Enter the animal units by dividing: <ul style="list-style-type: none"> <li>• acres, in item 23, divided by</li> <li>• acres/animal unit, item 24.</li> </ul> Round the result to 4 decimal places using traditional rounding rules.
26	Enter the producer's certified grazing loss percent from CCC-740 by pasture type, not to exceed the maximum percent of loss established by COC.
27	Enter the lost animal units by multiplying: <ul style="list-style-type: none"> <li>• animal units, in item 25, times</li> <li>• producer's certified grazing loss percent, in item 26.</li> </ul> Round the result to 4 decimal places using traditional rounding rules.
28	Enter the total of column 25.
29	Enter the total of column 27.

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\*--22 CCC-741, Livestock Assistance Program Payment Calculation Worksheet (Continued)

A Completing CCC-741 (Continued)

Item	Instruction
30	Enter the producer's average grazing loss percent by dividing: <ul style="list-style-type: none"> <li>• total in column 29 dividing by</li> <li>• total in column 28.</li> </ul> Round the result to a whole percentage.
31	Enter the gross calculated payment amount (the smaller amount calculated in Part A, item 13 or Part B, item 21).
32	Enter producer's share listed on CCC-740, item 2.
33	Enter the producer's average grazing loss percentage from Part C, item 30.
34	ENTER "50%" for the maximum allowable program loss percentage.
35	Enter the net calculated payment amount by multiplying: <ul style="list-style-type: none"> <li>• gross calculated payment amount (item 31), times</li> <li>• producer's share (item 32), times</li> <li>• producer's average grazing loss percentage (item 33), times</li> <li>• 50 percent (item 34).</li> </ul> Round the result to whole dollars. <p><b>Note:</b> If the producer's average grazing loss in item 30 is less than 40 percent, enter zero.</p>
36A, B, and C	Preparer shall sign, enter title, and date.

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\*--22 CCC-741, Livestock Assistance Program Payment Calculation Worksheet (Continued)

**B Example of CCC-741**

Following is an example of CCC-741.

<b>CCC-741</b> (03-29-05)		<b>U.S. DEPARTMENT OF AGRICULTURE</b> Commodity Credit Corporation		1. State Code	2. County Code	3. Producer's Name	
<b>LIVESTOCK ASSISTANCE PROGRAM PAYMENT CALCULATION WORKSHEET</b>				4. County Maximum Grazing Loss Percent		5. Producer's ID No. (SSN/TID/EIN)	6. LAP Crop Year
				Improved: %			
				Native: %			
				Forage Sorghum: %			
7. PAYMENT PERIOD:		7A. Beginning Date:		7B. Ending Date:		7C. Total Days:	
<b>PART A- LIVESTOCK FEED ALLOWANCE</b>							
8. Livestock Type and Weight Range (From Page 2)	9. Number of Head	10. Number of Payment Days	11. Maintenance Cost Per Head/Day		12. Value Feed Needs (Col. 9 x 10 x 11)		
	X		X		X	=	\$
	X		X		X	=	\$
	X		X		X	=	\$
	X		X		X	=	\$
	X		X		X	=	\$
	X		X		X	=	\$
	X		X		X	=	\$
	X		X		X	=	\$
13. Total Feed Allowance (Total of Column 12):					\$		
<b>PART B- PASTURE VALUE</b>							
Item 19 Rates: 2003 - \$0.5803/2004 - \$0.5411							
14. Pasture Type	15. Acres	16. Acres Per Animal Unit	17. Maximum Animal Units (Col. 15 divided by 16)	18. No. of Payment Days	19. Grazing Value 2003/2004	20. Pasture Value (Col. 17 x 18 x 19)	
			X	X		=	\$
			X	X		=	\$
			X	X		=	\$
			X	X		=	\$
			X	X		=	\$
			X	X		=	\$
			X	X		=	\$
			X	X		=	\$
21. Total Pasture Value (Total of Column 20):					\$		
<b>PART C- PRODUCER'S AVERAGE GRAZING LOSS PERCENTAGE</b>							
22. Pasture Type	23. Acres	24. Acres Per Animal Unit	25. Animal Units (Col. 23 divided by 24)	26. Producer's Certified Grazing Loss Percent	27. Loss Animal Units (Col. 25 x 26)		
			=	X	%	=	\$
			=	X	%	=	\$
			=	X	%	=	\$
			=	X	%	=	\$
			=	X	%	=	\$
			=	X	%	=	\$
			=	X	%	=	\$
28. Total of Item 25:				29. Total of Item 27: \$			
30. Column 29 divided by 28 Producer's Average Grazing Loss Percentage:				%			
<b>PART D- NET PAYMENT CALCULATION</b>							
31. Gross Calculated Payment Amount (Smaller Amount Calculated in Item 13 or Item 21)						\$	
32. Producer Share From Item 2 on CCC-740						%	
33. Producer's Average Grazing Loss Percentage (In Item 4 or computed in Column 30)						%	
34. Maximum Allowable Program Loss Percentage						<b>50</b> %	
35. Net Calculated Payment Amount (Column 31 X 32 X 33 X 34)						\$	
36A. PREPARER SIGNATURE			36B. TITLE			36C. DATE	

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\*--22 CCC-741, Livestock Assistance Program Payment Calculation Worksheet (Continued)

B Example of CCC-741 (Continued)

CCC-741 (03-29-05) Page 2

**LIST OF ELIGIBLE LIVESTOCK BY KIND/TYPE-WEIGHT/RANGE AND RATES FOR 2003 AND 2004**

Kind/Type	Weight/Range	Pounds Corn Per Head Per Day	Maintenance Cost Per Head/Day Rates 2003	Maintenance Cost Per Head/Day Rates 2004
<b>(1) BEEF CATTLE (A)</b>				
Beef	Less than 400	3.50	\$ 0.1293751	\$ 0.1206251
Beef	400-799	6.50	\$ 0.2402680	\$ 0.2240180
Beef	800-1099	8.50	\$ 0.3141966	\$ 0.2929466
Beef	1100+	12.50	\$ 0.4620538	\$ 0.4308038
Beef_cow	ALL	15.70	\$ 0.5803395	\$ 0.5410895
Beef_bull	1000+	13.00	\$ 0.4805359	\$ 0.4480359
<b>(2) DAIRY CATTLE (B)</b>				
Dairy	Less than 400	3.50	\$ 0.1293751	\$ 0.1206251
Dairy	400-799	6.50	\$ 0.2402680	\$ 0.2240180
Dairy	800-1099	8.50	\$ 0.3141966	\$ 0.2929466
Dairy	1100+	12.50	\$ 0.4620538	\$ 0.4308038
Dairy_cow	Less than 1100-1200	27.00	\$ 0.9980361	\$ 0.9305361
Dairy_cow	1100-1200	31.00	\$ 1.1458933	\$ 1.0683933
Dairy_cow	1300-1499	33.00	\$ 1.2198219	\$ 1.1373219
Dairy_cow	1500+	34.50	\$ 1.2752684	\$ 1.1890184
Dairy_bull	1000+	14.50	\$ 0.5359824	\$ 0.4997324
<b>(3) SWINE (C)</b>				
Swine	Less than 45	.50	\$ 0.0184822	\$ 0.0172322
Swine	45-124	1.10	\$ 0.0406607	\$ 0.0379107
Swine	125+	1.90	\$ 0.0702322	\$ 0.0654822
Swine_sow	235+	6.50	\$ 0.2402680	\$ 0.2240180
Swine_boar	235+	3.70	\$ 0.1367679	\$ 0.1275179
<b>(4) SHEEP (D)</b>				
Sheep	Less than 44	.40	\$ 0.0147857	\$ 0.0137857
Sheep	44-82	.90	\$ 0.0332679	\$ 0.0310179
Sheep	83+	1.10	\$ 0.0406607	\$ 0.0379107
Sheep_ewe	150+	3.10	\$ 0.1145893	\$ 0.1068393
Sheep_ram	150+	1.70	\$ 0.0628393	\$ 0.0585893
<b>(5) GOATS (E)</b>				
Goats	Less than 44	.50	\$ 0.0184822	\$ 0.0172322
Goats	44-82	1.10	\$ 0.0406607	\$ 0.0379107
Goats	83+	1.50	\$ 0.0554465	\$ 0.0516965
Goats_doe	125+	3.50	\$ 0.1293751	\$ 0.1206251
Goats_doe (Dairy)	125+	5.20	\$ 0.1922144	\$ 0.1792144
Goats_buck	125+	2.10	\$ 0.0776250	\$ 0.0723750
<b>(6) EQUINE (F)</b>				
Equine	Less than 450	4.40	\$ 0.1626429	\$ 0.1516429
Equine	450-649	6.30	\$ 0.2328751	\$ 0.2171251
Equine	650-874	8.20	\$ 0.3031073	\$ 0.2826073
Equine	875+	11.60	\$ 0.4287859	\$ 0.3997859
<b>(7) REINDEER</b>				
All	Less than 400	3.50	\$ 0.1293751	\$ 0.1206251
<b>(8) ELK</b>				
Elk	Less than 400	3.50	\$ 0.1293751	\$ 0.1206251
Elk	400-799	6.50	\$ 0.2402680	\$ 0.2240180
Elk	800-1099+	8.50	\$ 0.3141966	\$ 0.2929466
<b>(9) BISON</b>				
Bison	Less than 400	3.50	\$ 0.1293751	\$ 0.1206251
Bison	400-799	6.50	\$ 0.2402680	\$ 0.2240180
Bison	800-1099	8.50	\$ 0.3141966	\$ 0.2929466
Bison	1100+	12.50	\$ 0.4620538	\$ 0.4308038
Bison_cow	All	15.70	\$ 0.5803395	\$ 0.5410895
Bison_bull	1000+	13.00	\$ 0.4805359	\$ 0.4480359

--\*





## 23 Spot Checks

**\*--A Selecting LAP Applications for Spot Checks**

Spot checks are performed to determine the following:

- accuracy of livestock and acres certified by producer on CCC-740
- whether producer complied with the gross revenue provision
- accuracy of LAP payment amount issued
- whether a valid signature was obtained on CCC-740.

Spot checks shall be performed on a minimum of 5 percent of all LAP applications for which a payment was generated to verify the accuracy of the information certified on CCC-740.

The LAP spot check reports will randomly select 5 percent of all LAP applications for which a payment was generated to be reviewed by the County Office.

**Note:** See paragraphs 24 and 104 for generating and using the LAP spot check reports.

In addition to the LAP applications selected by the LAP spot check reports, the County Office shall conduct a spot check of **all** the following LAP applications:

- all LAP applications submitted by Federal and State level FSA employees, including SED, STC members, DD's, their spouse, and minor children

**Note:** STC alternates and advisors are **not** required spot checks.

- all LAP applications submitted by county level FSA employees, including CED, COC members, their spouse, and minor children

**Note:** COC alternates, CMC members, and advisors are **not** required spot checks.

- any LAP application that COC questions the information provided on CCC-740.

See subparagraph B for the 2003/2004 Livestock Assistance Program Spot Check Record to record spot check findings, which was developed to assist County Offices with the spot check process. County Offices are not required to use the 2003/2004 Livestock Assistance Program Spot Check Record.

**Note:** The 2003/2004 Livestock Assistance Program Spot Check Record must be reproduced locally if County Offices elect to use it.--\*

\*--23 Spot Checks (Continued)

**B Example of 2003/2004 Livestock Assistance Program Spot Check Record**

The following is an example of the 2003/2004 Livestock Assistance Program Spot Check Record.

2003/2004 Livestock Assistance Program Spot Check Record					
State/County:		LAP Year (from CCC-740, item 4): 2003 2004 (circle applicable year)		Date of Spot Check, and Who Completed Spot Check:	
Producer Name (from CCC-740, item 1A):			LAP Application No. (from CCC-740, item 6B):		
Pasture Type		Acres Certified on CCC-740, item 10C		Acres Determined by Spot Check	
Native					
Improved					
Forage Sorghum					
Livestock	No. Certified on CCC-740, item 9	No. Determined by Spot Check	Livestock	No. Certified on CCC-740, item 9	No. Determined by Spot Check
Beef (less than 400 lbs)			Sheep (44-82 lbs)		
Beef (400-799 lbs)			Sheep (83 + lbs)		
Beef (800-1099 lbs)			Sheep Ram (150 + lbs)		
Beef (1100 + lbs)			Goats (less than 44 lbs)		
Beef Cow (All)			Goats (44-82 lbs)		
Beef Bull (1000 + lbs)			Goats (83 + lbs)		
Dairy (less than 400 lbs)			Goats Doe (125 + lbs)		
Dairy (400-799 lbs)			Goats Doe Dairy (125 + lbs)		
Dairy (800-1099 lbs)			Goats Buck (125 + lbs)		
Dairy (1100 + lbs)			Equine (less than 450 lbs)		
Dairy Cow (less than 1100 lbs)			Equine (450-649 lbs)		
Dairy Cow 1100-1299 lbs)			Equine (650-874 lbs)		
Dairy Cow 1300-1499 lbs)			Equine (875 + lbs)		
Dairy Cow (1500 + lbs)			Elk (less than 400 lbs)		
Dairy Bull (1000 + lbs)			Elk (400-799 lbs)		
Swine (less than 45 lbs)			Elk (800-1099 lbs)		
Swine (45-124 lbs)			Bison (less than 400 lbs)		
Swine (125 + lbs)			Bison (400-799 lbs)		
Swine Sow (235 + lbs)			Bison (800-1099 lbs)		
Swine Boar (235 + lbs)			Bison (1100 + lbs)		
Reindeer			Bison Cow (All)		
Sheep (less than 44 lbs)			Bison Bull (1000 + lbs)		
<b>Comments:</b>					

--\*

## 23 Spot Checks (Continued)

### \*--C Conducting Spot Checks

For each LAP application selected for spot check, County Office shall:

- conduct farm visit to verify **all** of the following:
  - type of grazing acres certified (improved, native or sorghum forage)
  - number of grazing acres certified, by type
  - number of livestock certified, by kind, type and weight range

**Important: Both livestock numbers and grazing acres must be spot checked on each application selected for spot check, regardless of which was used to determine the payment amount issued.**

- request evidence to support the gross revenue certification on CCC-740 when COC has reason to question the producer's certification

**Note:** See paragraph 13 for gross revenue provisions.

- verify application has valid signature(s) according to 1-CM and subparagraph 20 C
- thoroughly document review and all findings in COC meeting minutes.

In some cases, verification of the livestock certified on CCC-740 is not possible because of the inaccessibility of the livestock. In such cases, County Office shall:

- request verifiable evidence, such as sales reports, veterinary records, brand inspections, health certificates, loan records, IRS inventory records, property tax records, or insurance documents supporting existence of livestock certified on CCC-740
- thoroughly document, in COC meeting minutes, findings of spot check, and review of evidence provided by producer
- take action according to subparagraph D.--\*

## 23 Spot Checks (Continued)

**\*--C Conducting Spot Checks (Continued)**

**Example:** Producer certified 100 beef cows and 5 beef bulls in 2004. The livestock is scattered over 600 acres that includes 400 heavily wooded acres which are inaccessible by motor vehicle. The County Office shall notate the heavily wooded acreage, and its inaccessibility. COC shall request verifiable evidence that supports the number, kind, type, and weight range of livestock certified on CCC-740.

If the evidence provided supports the number, kind, type, and weight range of livestock certified on CCC-740, and there is no reason to question the producer's certification, then COC shall thoroughly document findings and evidence reviewed in COC meeting minutes, accept producer's certification as accurate, and take action according to subparagraph D.

If the evidence provided does **not** support the number, kind, type, and weight range of livestock certified on CCC-740, or there is reason to question the producer's certification, then COC shall thoroughly document findings and evidence reviewed in COC meeting minutes, and take action according to subparagraph D.

In some cases, verification of the livestock certified on CCC-740 is not possible because the livestock no longer exist because of death, sale, or change in weight range. In such cases, County Office shall:

- request verifiable evidence, such as sales reports, veterinary records, brand inspections, health certificates, loan records, IRS inventory records, property tax records, or insurance documents supporting existence of livestock certified on CCC-740
- thoroughly document findings of spot check, and review of evidence provided by producer in COC meeting minutes
- take action according to subparagraph D.--\*

**23 Spot Checks (Continued)****\*--C Conducting Spot Checks (Continued)**

**Example:** Producer certified 150 beef cows, 100 beef calves 400-799 pounds, and 5 beef bulls in 2003. Spot check of the producer's livestock identifies 135 beef cows, 99 beef calves 400-799 pounds, and 6 beef bulls.

Because the certification was for livestock in existence in 2003, the beef calves 400-799 pounds will no longer be within that weight range in 2005. Therefore, the 99 beef calves 400-799 pounds identified by the County Office are not the same beef calves certified on CCC-740 for 2003. In addition, the 135 beef cows and 6 beef bulls may not be the same livestock certified on CCC-740 for 2003.

The difference between the certified livestock and the livestock identified by the County Office may be because of sale or purchase of livestock, death or birth of livestock, or change in weight range of livestock.

Accordingly, COC shall request verifiable evidence that supports the number, kind, type, and weight range of livestock certified on CCC-740.

If the evidence provided supports the number, kind, type, and weight range of livestock certified on CCC-740, and there is no reason to question the producer's certification, then COC shall thoroughly document findings and evidence reviewed in COC meeting minutes, accept producer's certification as accurate, and take action according to subparagraph D.

If the evidence provided does **not** support the number, kind, type, and weight range of livestock certified on CCC-740, or there is reason to question the producer's certification, then COC shall thoroughly document findings and evidence reviewed in COC meeting minutes, and take action according to subparagraph D.--\*

23 Spot Checks (Continued)

**\*--D Discrepancies in Livestock or Acres Certified**

Spot checks are performed to determine the accuracy of the livestock and acres certified by the producer on CCC-740. Discrepancies in livestock/grazing acres include any of the following:

- payment was based on total:
  - feed allowance; however, spot check determines payment should have been based on total pasture value
  - pasture value; however, spot check determines payment should have been based on total feed allowance
- total payment amount issued is different than payment amount calculated based on livestock/grazing acres determined from spot check.

For each application selected for spot check, County Office shall handle discrepancies between the data certified on CCC-740 and results of spot checks according to the following.

IF the total payment amount calculated based on the spot check findings is...	THEN COC...
less than the payment amount issued for the application by no more than \$300	<ul style="list-style-type: none"> <li>• may determine the producer acted in good faith without an explanation from the producer</li> <li>• shall:                             <ul style="list-style-type: none"> <li>• request a refund of the difference between the amount issued and the amount calculated based on the spot check findings, provided COC determines the producer acted in good faith</li> </ul> </li> </ul> <p style="margin-left: 40px;"><b>Note:</b> Refunds less than \$35 shall <b>not</b> be requested.</p> <ul style="list-style-type: none"> <li>• determine the producer ineligible for LAP, and request a refund of the entire payment amount, if COC does <b>not</b> determine the producer acted in good faith.</li> </ul> <p><b>Note:</b> COC shall provide producer with appeal rights according to 1-APP if a refund is requested.</p>

--\*

23 Spot Checks (Continued)

\*--D Discrepancies in Livestock or Acres Certified (Continued)

<b>IF the total payment amount calculated based on the spot check findings is...</b>	<b>THEN COC...</b>
less than the payment amount issued for the application by \$301 to \$1000	shall: <ul style="list-style-type: none"> <li>• notify producer of discrepancy, and request explanation of inaccurate certification</li> <li>• request a refund of the difference between the amount issued and the amount calculated based on the spot check findings, provided COC determines the producer acted in good faith</li> <li>• determine the producer ineligible for LAP, and request a refund of the entire payment amount, if COC does not determine the producer acted in good faith</li> <li>• provide producer with appeal rights according to 1-APP.</li> </ul>
less than the payment amount issued for the application by more than \$1000	shall: <ul style="list-style-type: none"> <li>• determine the producer ineligible for LAP</li> <li>• request a refund of the entire payment amount</li> <li>• provide producer with appeal rights according to 1-APP.</li> </ul>
any amount, and COC does not determine the producer acted in good faith	
more than the total payment amount issued for the application	<ul style="list-style-type: none"> <li>• may determine the producer acted in good faith without an explanation from the producer</li> <li>• shall issue additional payments, provided COC determines the producer acted in good faith.</li> </ul>

--\*

## 23 Spot Checks (Continued)

**\*--E Discrepancies in Gross Revenue Certification**

Spot checks are performed to determine whether the producer complied with the gross revenue provision. To be eligible for a LAP payment, producers had to certify to be compliant with the gross revenue provision. A discrepancy in a gross revenue certification is when the “person’s” gross revenue certification is determined to be inaccurate.

COC shall request evidence from the producer to verify the “person” did not have gross revenue in excess of \$2.5 million for the applicable year only when there is reason to question the producer’s certification on CCC-740.

**Example:** John Smith certified compliance with the gross revenue provision on CCC-740. During a spot check of Mr. Smith grazing acres and livestock, the County Office discovered Mr. Smith’s livestock and farming operation was much larger than they had previously thought. In addition, it was discovered Mr. Smith was operating a seed and fertilizer dealership the county office was previously unaware of. Based on the new information, COC questions the gross revenue certification on CCC-740, and requests Mr. Smith provide evidence to support the certification.

Evidence may be whatever is required for the reviewing authority to establish eligibility.

**Note:** COC shall not require income tax returns. However, COC must be satisfied that the “person” has not exceeded the \$2.5 million qualifying gross revenue limitation. The producer may provide whatever documentation is needed to establish eligibility.

COC may accept documentation from a certified public accountant, if the documentation provides sufficient evidence for COC to determine that the “person’s” gross income does not exceed \$2.5 million.

**Note:** See paragraph 13 for more information about the gross revenue provision.

If COC determines the “person’s” gross revenue, as determined by paragraph 13, exceeded \$2.5 million for the applicable year, then COC shall:

- determine the applicable producer(s) ineligible for LAP
- request a refund of the entire payment amount
- provide producer with appeal rights according to 1-APP.--\*



23 Spot Checks (Continued)

**\*--F Valid Signature**

Spot checks are performed to determine whether a valid signature was obtained on CCC-740. For each application selected for spot check, County Office shall verify producer’s signature on CCC-740 is acceptable according to 1-CM, Part 25 and subparagraph 20 C.

A discrepancy in a signature is when the producer’s signature on CCC-740 is not acceptable according to 1-CM, Part 25 or subparagraph 20 C.

If COC determines the producer’s signature on CCC-740 is not acceptable, as determined according to 1-CM, Part 25 and subparagraph 20 C, COC shall:

- determine the producer ineligible for LAP
- request a refund of the entire payment amount
- provide producer with appeal rights according to 1-APP.

**G Required Additional Spot Checks**

Additional LAP applications shall be spot checked according to the following. Determine discrepancies according to subparagraphs D, E, and F.

**Note:** See paragraphs 24 and 104 for generating and using the LAP spot check reports.

<b>IF the number of LAP applications with 1 or more discrepancies...</b>	<b>THEN County Office shall...</b>
exceeds 20 percent of all LAP applications spot checked according to subparagraph A	<ul style="list-style-type: none"> <li>• generate the Additional Spot Check Report according to paragraphs 24 and 104</li> <li>• spot check the LAP applications on the Additional Spot Check Report according to subparagraphs D, E, and F.</li> </ul>
is 20 percent or less of all LAP applications spot checked according to subparagraph A	<b>not</b> conduct additional spot checks.

**Example:** The County Office generated the Initial Spot Check Report according to subparagraph 24 B and paragraph 104, and completes the spot checks according to this paragraph. There were 50 applications listed on the Initial Spot Check Report. The County Office discovered at least 1 discrepancy on 12 applications. The County Office shall generate the Additional Spot Check Report, and conduct a spot check for all applications listed on the Additional Spot Check Report.--\*

23 Spot Checks (Continued)

**\*--H Excessive Percent of Overall Discrepancies**

If the number of discrepancies found in the initial and additional sample combined exceeds 20 percent of the total number of LAP applications spot checked, then County Office shall contact the Livestock Assistance Program Manager, through the State Office, for further guidance.

**Example:** County Office generated the Initial Spot Check Report according to subparagraph 24 B and paragraph 104, and completes the spot checks according to this paragraph. There were 50 applications listed on the Initial Spot Check Report. The County Office discovered at least 1 discrepancy on 12 applications.

The County Office generated the Additional Spot Check Report, and completed the spot checks for all applications listed on the report. There were 50 applications listed on the Additional Spot Check Report. The County Office discovered at least 1 discrepancy on 10 applications.

The County Office shall contact the Livestock Program Manager, through the State Office, for further guidance.--\*

**\*--24 Spot Check Reports****A Spot Check Report Information**

The web-based automated spot check reports randomly select 5 percent of the total LAP applications in the county for which a payment has been generated. LAP applications for which a payment has not been generated are not included in the universe of potential applications to be selected for spot check.

The LAP spot check reports:

- randomly select 5 percent of the total applicable LAP applications in the county
- **Note:** The spot check reports always round up to the nearest whole number when calculating 5 percent of applicable LAP applications.
- will not exceed 60 LAP applications to be spot checked
- selects a minimum of 5 LAP applications
- selects all LAP applications if there are of 5 or less LAP applications in the county
- may be processed as many times as needed
- includes all the following information:
  - State and county name
  - producer name
  - producer ID number
  - LAP application number
  - year of LAP application (2003 or 2004)
  - date the LAP application was selected for spot check.

**B Initial Spot Check Report**

County Offices may generate the Initial Spot Check Report:

- at any time
- as many times as needed.

See paragraph 104 for instructions on generating the Initial Spot Check Report.

The Initial Spot Check Report may be generated at any time; however, until a payment has been generated for all applicable LAP applications in the county, the Initial Spot Check Report may not provide the total number of LAP applications required to be spot checked.--\*

**\*--24 Spot Check Reports (Continued)****B Initial Spot Check Report (Continued)**

Additional LAP applications will automatically be added to the Initial Spot Report as payments are generated for more LAP applications. The report will always list the same LAP applications initially selected with the date they were selected, plus the report will include additional randomly selected LAP applications to meet the minimum 5 percent requirement.

**Example:** On December 7, Jefferson County generated the Initial Spot Check Report after payments had been processed for 100 LAP applications. The Initial Spot Check Report randomly selected 5 LAP applications (5 percent of 100 applications = 5) to be spot checked.

On December 13, Jefferson County processed a payment for 20 additional LAP applications. Because payments have been generated for more LAP applications after the Initial Spot Check Report was generated, the County Office shall generate the Initial Spot Check Report again to ensure that a minimum of 5 percent of all LAP applications for which a payment was generated are spot checked.

On December 14, Jefferson County generated the Initial Spot Check Report again. The report listed the same 5 LAP applications selected on December 7, plus 1 additional randomly selected LAP application to meet the 5 percent minimum requirement (5 percent of 120 applications = 6).

**Note: See subparagraph C when the number of LAP applications with 1 or more discrepancies exceeds 20 percent of all LAP applications spot checked.**

**C Additional Spot Check Report**

When the number of LAP applications with 1 or more discrepancies exceeds 20 percent of all LAP applications spot checked, the County Office shall spot check additional LAP applications, according to subparagraph 23 G.

County Offices may generate the Additional Spot Check Report:

- at any time after payments have been processed for at least 95 percent of all LAP applications in the county
- as many times as needed.

**Important:** County Office shall **not** generate the additional Spot Check Report until payments have been processed for at least 95 percent of all LAP applications in the county.--\*

**\*--24 Spot Check Reports (Continued)****C Additional Spot Check Report (Continued)**

See paragraph 104 for instructions on generating the Additional Spot Check Report.

The web-based automated Additional Spot Check Report:

- randomly selects 5 percent of the total LAP applications in the county for which a payment has been generated
- automatically excludes LAP applications selected by the Initial Spot Check Report.

**Example:** On December 7, Jefferson County generated the Initial Spot Check Report after payments had been processed for 100 LAP applications. The Initial Spot Check Report randomly selected 5 LAP applications to be spot checked.

On December 14, Jefferson County generated the Initial Spot Check Report again because payments had been processed for 20 additional LAP applications on December 13. The report listed the same 5 LAP applications selected on December 7, plus 1 additional randomly selected LAP application to meet the minimum 5 percent minimum requirement.

The County Office discovered discrepancies on 3 of the 6 LAP applications spot checked. Because the number of LAP applications with 1 or more discrepancies exceeded 20 percent of all LAP applications spot checked, the County Office is required to spot check additional LAP applications, according to subparagraph 23 G.

On December 19, Jefferson County generated the Additional Spot Check Report. The Additional Spot Check Report randomly selected 6 LAP applications to be spot checked. The 6 LAP applications selected are not the same 6 LAP applications randomly selected by the Initial Spot Check Report.

**Important: Once the Additional Spot Check Report is processed, the Initial Spot Check Report can still be processed; however, no additional LAP applications will be selected.**

If additional payments are processed after the Additional Spot Check Report is generated, the County Office shall rerun the Additional Spot Check Report to ensure that a minimum of 5 percent of all LAP applications for which a payment was generated are spot checked.--\*

**25-39 (Reserved)**



**Part 3 American Indian Livestock Feed Program (AILFP)****40 Overview****A Purpose**

This part provides instructions for administering AILFP.

[7 CFR 1439.901] AILFP provides reimbursement of livestock feed purchases for livestock owners:

- where tribal-governed land is located in those primary counties named in a Presidential declaration or Secretarial emergency designation in 2003 or 2004
- where a livestock feed emergency existed as a result of natural disaster on tribal-governed land
- where DAFP has approved a contract to participate between CCC and a tribal government
- whose eligible livestock occupied tribal-governed land and were fed during a natural disaster in 2003 or 2004.

\*--Note: AILFP is funded only for production (livestock feed crop) years 2003 and 2004.--\*

**B Authority**

AILFP is authorized under:

- the Military Construction Appropriations and Emergency Supplemental Appropriations for Hurricane Disaster Assistance Act of 2005 (the 2005 Act)
- 7 CFR Part 1439, 900-914.

## 40 Overview (Continued)

**C Administration**

[7 CFR 1439.902] AILFP is administered by CCC under the general supervision of DAFP. AILFP shall be carried out in the field according to:

- 7 CFR Part 1439
- this handbook
- the contract executed between a tribal government and CCC.

**Note:** If there is any conflict between any contractual provisions and regulations, regulations shall apply.

Tribal governments, their representatives and employees, STC's, COC's, and representatives thereof, do not have authority to waive any provision of regulations or procedure applicable to AILFP.

**D Payments**

The amount of assistance provided to any owner determined eligible according to this Part, shall not exceed the smaller of either of the following:

- the dollar amount of eligible livestock feed purchased, as documented by acceptable purchase receipts
- 30 percent of the amount computed by multiplying the number of eligible livestock of each type and weight range, **times** the number of days the owners provided feed to eligible livestock during the disaster payment period, **times** the established dollar amount value for a pound of corn in 2003 or 2004, **minus** the dollar amount of any sale of livestock feed, whether purchased or produced, by the owner during the feeding period.

**\*--Notes:** If a livestock owner sold livestock after the beginning date of the livestock feed crop year for which the livestock owner is requesting benefits, and the livestock--\* were sold because of disaster conditions and not related to routine sales, the livestock owner shall include the livestock that were sold as livestock owned for the purposes of calculating his/her payments.

If a Florida producer received benefits for hurricane disaster(s) under the Florida Citrus Disaster Program, the Florida Nursery Crop Disaster Program, or the Florida Vegetable, Fruit, and Tropical Fruit Disaster Program, which were funded under Section 32 of the Agricultural Adjustment Act of August 24, 1935, that producer is **not** eligible to receive benefits under AILFP.



**\*--41 Responsibilities**

**A DAFP Responsibilities**

[7 CFR 1439.905] DAFP shall:

- develop all AILFP regulations and policy
- ensure that AILFP is administered according to regulations
- designate the State and County Office to work with the tribe and process payments
- approve all prices with respect to AILFP
- approve or disapprove properly completed contracts or requests for extensions of feeding periods submitted by tribal governments requesting disaster regions
- approve or disapprove all CCC-644's (Exhibit 6) of tribal-owned livestock operations
- suspend or terminate AILFP at any time if either of the following occurs:
  - a tribal government requests termination or suspension
  - DAFP determines a tribe has purposefully violated program requirements.--\*

**\*--41 Responsibilities (Continued)****B Tribal Government Responsibilities**

[7 CFR 1439.905] Tribal governments have the following responsibilities:

- when a natural disaster has reduced the availability of livestock feed on tribal-governed land, initiate regional survey according to paragraph 46
- initiate request to CCC to obtain CCC-453 (Exhibit 7) according to paragraph 47
- gather, organize, and report accurate information about disaster conditions and region according to paragraph 47
- advise livestock owners in an approved region that they may be eligible for payments, and the method, requirements, and deadline for filing applications
- determine eligibility of owner and livestock according to paragraph 43
- accept, review, and submit completed CCC-644 to the designated FSA office according to paragraph 48
- request extension of disaster payment period or suspension or termination of program payments, as applicable, according to paragraph 47.

[7 CFR 1439.902] Participation in AILFP by a tribal government for either the tribal government's benefit or for the benefit of any eligible livestock owner is voluntary. CCC will **not** reimburse the tribal government or its members for any administrative costs; such as telephone calls, mailings, acceptance of applications, photocopies, etc.; which are associated with the administration or implementation of the program.

**C BIA Responsibilities**

[ 7 CFR 1439.902] The Department of the Interior, BIA will:

- assist tribal governments and FSA personnel on the survey team in recommending the geographical size and shape of the region where the natural disaster has occurred and in determining whether the regional eligibility requirement has been satisfied
- sign CCC-648 (Exhibit 8) to recommend or not recommend the region for assistance.--\*

## 41 Responsibilities (Continued)

**D State Office Responsibilities**

State Offices will be contacted by tribal governments requesting data to complete CCC-453. State Offices shall:

- provide documentation of the natural disaster identified by the tribal government as the basis for a recommendation of region
- provide climatological data for the region for the period as specified by the tribal government
- determine crop yields and livestock carrying capacities and provide this information to tribal governments requesting region approval

**\*--Note:** STC shall ensure that yields and carrying capacities used for AILFP are--\* consistent with those determined for LAP.

- on the day received in the State Office, date stamp the completed CCC-453 and cover memorandum, if one is attached
- review the information contained in the request and do either of the following:
  - recommend the region for approval
  - **not** recommend the region for approval with a written explanation of the reason
- forward all request packages, regardless of recommendation to approve or disapprove the region, to DAFP within 10 workdays of the receipt of the request at the State Office

**Note:** Advise the tribal government and DAFP by telephone if unable to forward the package within 10 workdays.

41 Responsibilities (Continued)

D State Office Responsibilities (Continued)

- \*--designate a County Office as the coordinating office for the tribal government; if the--\* requested region is geographically located in more than 1 county or State, a single county shall be designated \* \* \*

**Note:** Coordinate multi-State regions with all applicable State Offices.

- upon DAFP approval, notify the designated County Office.

E Designated County Office Responsibilities

Designated County Offices shall:

- \*--function as a Service Center to accept CCC-644's, enter CCC-644's electronically, or process or coordinate processing of CCC-644's
- provide accommodations for tribal government representatives to review CCC-644's, including accessibility to photocopiers
- spot check CCC-644's according to paragraph 50.

F Administrative County Office Responsibilities

Administrative County Offices shall:

- function as a Service Center to accept CCC-644's, enter CCC-644's electronically, forward CCC-644's to the applicable tribal government, and process CCC-644's for payment
- spot check CCC-644's according to paragraph 50.

**Note:** If the administrative County Office is also the designated County Office, follow subparagraph E.--\*

\* \* \*

**42 Definitions of AILFP Terms [7 CFR 1439.903]****A Animal Unit (AU)**

AU is a standard expression of livestock based on farm needs equal to 13.6 megacalories per day.

**B Animal Unit Per Day (AUD)**

AUD is an expression of expected or actual stocking rate equal to 1 day.

**\*--C Beef Cow**

A beef cow is a bovine animal that is:

- kept for breeding
- pregnant or lactating, including a first calf heifer.

**D Dairy Cow**

A dairy cow is a bovine animal that is:

- owned or leased for the purpose of producing milk for commercial marketing
- pregnant or lactating, including a first calf heifer.

**E Disaster County**

A disaster county is:

- a county included in the geographical area covered by a qualifying natural disaster declaration for calendar years 2003 or 2004 for which the request for the declaration was submitted during the period beginning January 1, 2003, and for losses occurring through December 31, 2004, and subsequently approved
- the county where the disaster occurred and does **not** include contiguous counties.--\*

**F Disaster Payment Period**

Disaster payment period is the length of time requested by a tribal government and approved by DAFP that damaging weather, adverse natural occurrence, or related condition has a detrimental affect on the production of livestock feed.

**G Eligible Feed for Assistance**

Eligible feed for assistance is any type of feed; feed grain, oilseed meal, premix, mixed, or processed feed, liquid, dry supplemental feed, roughage, pasture, or forage; that provides NEm megacalories, is consistent with acceptable feeding practices, and was not produced by the owner.

**42 Definitions of AILFP Terms [7 CFR 1439.903]**

**H Eligible Livestock**

Eligible livestock include those specified in subparagraph 43 B.

**I Eligible Owner**

Eligible owner is an individual or entity meeting the requirements of subparagraph 43 A.

**J Livestock Feed Crop Year**

Livestock feed crop year means a period of time beginning on the date grazing first becomes available in each county, as established by each STC, and ending 1 year later.

**K Natural Disaster**

Natural disaster is damaging weather, including but not limited to drought, hail, excessive moisture, freeze, tornado, hurricane, excessive wind, or any combination thereof; or an adverse natural occurrence such as earthquake, flood, or volcanic eruption; or a related condition, including but not limited to heat or insect infestation, which occurs as a result of aforementioned damaging weather or adverse natural occurrence before or during the crop year, that directly causes, accelerates, or exacerbates the reduction of livestock feed production.

## 42 Definitions of AILFP Terms [7 CFR 1439.903] (Continued)

**L Region**

Region is a geographic area, as determined by a tribal government according to paragraph 45, suffering a qualifying loss of livestock feed because of a natural disaster.

**M Tribal-Governed Land**

Tribal-governed land is:

- all land within the limits of any Indian reservation
- dependent Indian communities
- any land, title to which is either held in trust by the United States for the benefit of an Indian tribe or Indian or held by an Indian tribe or Indian subject to a restriction by the United States on alienation
- land held by an Alaska Native, Alaska Native village, or village or regional corporation under the provisions of the Alaska Native Claim Settlement Act or other Act relating to Alaska Natives.

Tribal-governed land does **not** include land that is both of the following:

- privately owned by an American Indian or American Indian tribal government
- taxed by a city (township, etc.) county, State, or Federal government.

**N Tribe**

Tribe is an Indian or Alaska Native tribe, band, nation, pueblo, village, or community that the Secretary of the Interior acknowledges to exist as an Indian tribe pursuant to the Federally Recognized Indian Tribe List Act of 1994, 25 U.S.C. 479a.

**O Type and Weight Range**

Type and weight range is the weight range by type of livestock and appropriate amount of energy required to provide the daily maintenance needs for livestock, according to Exhibit 9.

## 43 Eligibility Criteria

### A Owner Eligibility Criteria

[7 CFR 1439.903] Eligible livestock owners shall include those individuals or entities, including a tribe, who meet **all** of the following basic criteria:

- contribute to the production of eligible livestock or their products
- have these contributions at risk
- own, lease, or otherwise have legal permission to use tribal-governed land in the approved region at the time of the qualifying natural disaster.

Tribal governments may establish some eligibility criteria in addition to the basic criteria but may not include criteria that discriminates on the basis of race, color, religion, national origin, age, gender, disability, political beliefs, sexual orientation, or marital or family status. No element of the basic criteria can be waived by the tribe. Tribal governments shall provide information on CCC-453 if they determine that additional eligibility criteria will apply for a region.

### \*--B Eligible Livestock Eligibility Criteria

[7 CFR 1439.903] Livestock eligible for AILFP are only the following animals produced specifically and primarily for food for human consumption, or used directly and primarily for the production of food for human consumption or for the production of fiber:--\*

- beef and dairy cattle
- buffalo and beefalo maintained on the same basis as beef cattle
- sheep
- goats
- swine
- \*--reindeer, maintained on the same basis as beef cattle
- elk, maintained on the same basis as beef cattle--\*
- equine, on a limited basis, including the following:
  - horses
  - mules
  - donkeys.

Eligible equine includes only those animals used for commercial food for human consumption or kept for producing food and fiber on the reservation or owner's farm or ranch, such as:

- draft horses
- cow ponies
- breeding stock.



**43 Eligibility Criteria (Continued)****B Livestock Eligibility Criteria (Continued)**

The number of eligible equine shall **not** exceed the number needed to produce food and fiber or breeding stock used to raise animals that will be used for human consumption, or to produce food and fiber on the reservation or the owner's farm or ranch, as determined by the tribal government.

**\*--Important:** Livestock maintained for any recreational purposes are not eligible under any circumstances. See subparagraph D.--\*

**C Documentation for Horses Sold for Human Consumption**

Federally-approved processing plants that slaughter horses for human consumption are very limited in the United States. Federal law requires such processing plants to keep detailed records of horses purchased for the purpose of being slaughtered for human consumption, including the following:

- name of the person that sold the horses
- number and type of horses purchased from each livestock owner.

Livestock owners claiming horses or other equine on CCC-644 for commercial food for human consumption shall provide documentation from a Federally-approved processing plant, stating that the horses sold to that plant were intended for human consumption. Documentation shall include the following:

- name of the processing plant
- livestock owner's name
- number and type of animal
- confirmation from that plant that the livestock owner sold the horses with the intent to be slaughtered for human consumption.

**43 Livestock Eligibility Criteria (Continued)****\*--D Ineligible Livestock**

Ineligible livestock includes, but is not limited to, all of the following:

- livestock maintained for recreational purposes, including but not limited to:
  - hunting
  - show
  - rodeo
  - racing
  - pack animals

**Important:** Livestock kept for recreational or for use in recreational activities or recreational businesses even though they are also maintained for use in a controlled breeding program are ineligible for AILFP.

- nursing:
  - calves under 400 pounds
  - lambs
  - kids
- poultry
- yaks
- llamas
- livestock maintained for slaughter purposes, other than human consumption.--\*

**44 Natural Disaster Conditions****A Eligible Conditions**

[7 CFR 1439.903] To qualify for assistance under AILFP, a livestock feed emergency due to a natural disaster must have existed. Natural disaster is defined in paragraph 42.

The natural disaster must **directly** cause, accelerate, or exacerbate the livestock feed emergency.

**B Ineligible Conditions**

Assistance will **not** be provided for losses of livestock feed resulting from any of the following:

- factors or circumstances that are not the result of a natural disaster as defined in paragraph 42
- failure to follow good farming or range management practices
- flooding or lack of water as a result of water contained or released by any governmental, public, or private dam or reservoir project, if an easement exists on the acreage affected for the containment or release of the water
- failure or breakdown of irrigation equipment if the livestock feed crop is customarily irrigated as a regular practice
- neglect or malfeasance
- quarantine that is imposed by a county, State, or Federal government agency
- damage caused by chemical and herbicide residue or drift.



**\*--45 Disaster Regions**

**A Qualifications for Meeting Definition of Region**

[7 CFR 1439.904] Regions must meet **all** of the following criteria:

- include land affected by the natural disaster that is the basis for the region's designation
- correspond to the geographical shape of the natural disaster to the maximum extent possible
- consist of tribal-governed land located in a primary county or primary counties named in a Presidential declaration or Secretarial emergency designation in 2003 or 2004
- have suffered a qualifying loss of livestock feed in excess of 35 percent because of a natural disaster
- be recommended for approval by a tribal government.

**B Qualifying Loss**

A livestock feed emergency occurs in a region delineated according to subparagraph A when natural disaster reduces expected livestock feed production by more than 35 percent.--\*

**\*--46 Regional Survey**

**A Survey Procedure**

[7 CFR 1439.902] If a natural disaster occurred in production year 2003 and/or 2004, and causes a tribal government to suspect that a livestock feed loss occurred, a survey team shall assess conditions to determine the extent to which the natural disaster has caused a loss of livestock feed. The team's findings shall be documented in a written report and provided to the tribal government.

**B Survey Team**

[7 CFR 1439.902] The survey team shall consist of the following:

- at least 1 tribal member designated by the tribal government
- 1 Department of the Interior BIA employee
- 1 FSA employee, designated by SED.

The tribal representative shall be the lead coordinator of the survey team and will be responsible for contacting the BIA Area Office and the FSA State Office for the names of those agency representatives to serve on the survey team.--\*

**\*--46 Regional Survey (Continued)****C Survey Report**

The survey team's regional survey report must contain information about the following:

- the type of disaster
- the Presidential declaration or Secretarial designation number(s) that apply to the county or counties being requested for approval
- the date or the approximate date:
  - the natural disaster had an affect on the availability of livestock feed in the region
  - the natural disaster ceased to impact livestock feed availability in the region or a statement that the natural disaster is continuing to impact livestock feed availability
- the extent of the livestock feed emergency, specifying:
  - the region and surrounding area that have suffered a loss
  - whether the loss was widespread and conditions were relatively identical throughout the region, or if the loss was spotty and only in some parts of the region
- any other information pertaining to the type of disaster being reported by the tribe and its affect on the availability of livestock feed.

**Note:** This information may include, but is not limited to, newspaper and magazine articles and similar third party reports.

The survey report must be signed by all members of the survey team, or an explanation provided for missing signatures. If members of the survey team are not in agreement on the team's assessment of conditions, a report may be filed explaining individual survey team member's views or assessment of conditions.--\*

**\*--47 Requesting Implementation of AILFP****A When to Submit a Request**

[7 CFR 1439.906] When a tribal government determines that a livestock feed emergency existed in production year 2003 and/or 2004 because of a natural disaster, they may submit a properly completed CCC-453 requesting approval of a region. All contracts requesting region approval must be submitted an established deadline to be announced by DAFP.

**B Required Documentation**

[7 CFR 1439.906] Tribal governments requesting approval of a region under AILFP must provide documentation that a natural disaster resulted in a loss of livestock feed production in excess of 35 percent.

Completed contracts must be accompanied by documentation that clearly demonstrates the loss of livestock feed in the region and the need for assistance.

The following documentation must be submitted when a region is requested under AILFP:

- the regional survey report, prepared according to subparagraph 46 C
- CCC-648
- CCC-453
- maps marked with the overall region and the affected region
- weather data, provided by the FSA State Office, at the request of tribal governments.

**Note:** If weather data is not available and the county has been approved for LAP, CCC-654 and applicable county committee minutes may be substituted.

All documentation must be submitted as a package from the tribal government to DAFP, first through the BIA Area Office and then forwarded to the FSA State Office, regardless of BIA or FSA State Office recommendations.

**Note:** Evidence of a natural disaster may no longer exist for disasters occurring up to 2 years before the opening of AILFP. In those instances, a visual survey will not be required. Instead, documentation submitted with DAR may be substituted instead of visual inspection.--\*



**\*--47 Requesting Implementation of AILFP (Continued)**

**C Completing CCC-648**

CCC-648 (Exhibit 8) is to be completed by the tribal government and is used to report the type and extent of the disaster and its effects. A table is provided on the reverse side of CCC-648 to assess livestock feed.

CCC-648 must be signed and forwarded according to the following table.

<b>Step</b>	<b>Signing Representative</b>	<b>Sign and Forward</b>	<b>Forward Entire Package to</b>
1	Tribal representative	no later than a deadline to be announced	BIA Agency Office
2	BIA representative	no later than 10 workdays after being received	FSA State Office
3	FSA representative	no later than 10 workdays after being received	DAFP

The BIA and FSA representatives that sign CCC-648 may be the same individuals that served on the survey team, or a different employee of the same agency that is familiar with conditions in the requested region. Both BIA and FSA officials shall indicate whether they recommend or do not recommend the region for approval.

If the BIA or FSA representatives find that there is not sufficient evidence to recommend the region for approval, they shall provide a brief explanation of the reason for such recommendation. The explanation may be provided in the remarks section directly below their signature blocks or may be typed as a separate statement and attached to CCC-648.

A completed CCC-648 must accompany CCC-453 when submitted to DAFP.--\*

## 47 Requesting Implementation of AILFP (Continued)

**D Completing CCC-453**

[7 CFR 1439.906] CCC-453 (Exhibit 7) is to be completed by the tribal government and is used to specify:

- a disaster payment period specifying the actual duration of the effects of a natural disaster in the 2003 or 2004 production year not to exceed 90 calendar days

**Note:** If more than one 90-calendar-day disaster payment period is applicable, additional disaster payment periods that occurred during the normal grazing period may be recorded in the appropriate boxes in CCC-453, item 3 C. See subparagraph G.

- if the tribal government so desires, additional criteria for owner eligibility in addition to the basic criteria in paragraph 43

**Note:** Additional criteria may not be discriminate on the basis of race, color, religion, national origin, age, gender, disability, political beliefs, and marital or family status.

- \*--an estimate of the total number of eligible livestock affected by the loss of livestock--\* feed that are present in the requested region during the requested disaster payment period
- an estimate of the livestock feed produced in the affected region.

**E Required Maps**

[7 CFR 1439.906] Tribal governments requesting a disaster region must provide maps depicting the overall region and clearly marking the specific region affected by the disaster.

**\*--47 Requesting Implementation of AILFP (Continued)****F Weather Data**

[7 CFR 1439.906] FSA State Offices shall provide weather data to tribal governments requesting a disaster region. When requesting weather data, tribal governments must specify:

- a beginning and ending date for the natural disaster
- the boundaries for the proposed region.

Weather data must accompany a request when it is submitted to DAFP.

FSA State Offices receiving requests for weather data shall respond to these requests as quickly as possible. Weather data that accompanied a Damage Assessment Report should be used whenever possible.

If the requested region is geographically located in more than 1 State, tribes shall contact either of the FSA State Offices. One State Office shall coordinate gathering required data for both States.

County Offices may use the same weather data used for the approval of LAP, for the same disaster, and apply it to AILFP.

**G Requesting an Extension**

Tribal governments may request to extend the feeding period for additional 90-calendar-day periods if natural disaster conditions continued beyond 90 days. The request must be included with CCC-453.

To request an extension, the tribal government shall provide additional date(s) in CCC-453, item 3 C. Tribal governments should only include those dates that fall within the normal grazing period for the county.--\*

## 47 Requesting Implementation of AILFP (Continued)

### H Discontinuance of Assistance

AILFP assistance will be discontinued for any of the following reasons:

- a tribal government requests suspension or termination of assistance
- \*--program funding is discontinued--\*
- DAFP determines the tribe is purposefully violating program requirements.

### I Tribal Requests for Suspension or Termination of Assistance

After DAFP approves a tribal government request for suspension or termination of a disaster payment period, designated County Offices will complete processing payment applications for those applications approved before the suspension or termination.

## 48 Applications for Payment

### A Notification of Livestock Owners

When a region has been approved for AILFP benefits, tribal governments will notify livestock owners in the approved region:

- that AILFP has been approved
- of the approved disaster payment period
- of the location or locations where livestock owners may submit CCC-644
- of the methods livestock owners may use to submit CCC-644
- of the deadline date for submitting CCC-644's.

**Note:** FSA offices shall assist tribal governments who request help to notify livestock owners in the approved region of the availability of assistance.

### B Filing Requirements for CCC-644's

Livestock owners applying for AILFP have the following options for submitting CCC-644:

\* \* \*

- \*--online at the designated or administrative FSA County Office
- on a paper application submitted to the designated or administrative FSA County Office

**Note:** If the designated County Office is not the administrative County Office, the applications must be either forwarded to the administrative County Office or entered through Nationwide Customer Service.--\*

48 Applications for Payment (Continued)

**B Filing Requirements for CCC-644's (Continued)**

- on a paper application submitted to the tribal government
- at any County Office through Nationwide Customer Service.

Original valid receipts documenting livestock feed purchases made during the disaster payment period must be provided with CCC-644. The applicant submitting CCC-644 online must provide receipts to the designated or administrative FSA County Office, or the tribal government, so copies can be made. Receipts may be presented in person or may be mailed with CCC-644 to 1 of the locations.

**C Manual Filing of CCC-644**

Copies of CCC-644 will be available at FSA Service Centers to be provided to tribal governments and livestock owners. See Exhibit 6 for instructions on completing CCC-644.

Producers can use CCC-644A (Exhibit 10) or a blank sheet of paper to record additional receipts, sales, or livestock.

The following table provides information and instructions for handling manual CCC-644.

Situation	Action
CCC-644's submitted to tribal governments by livestock owners.	<ul style="list-style-type: none"> <li>• Tribal governments shall:                             <ul style="list-style-type: none"> <li>• review manual CCC-644 and required receipts delivered directly to them</li> <li>• submit approved CCC-644's to the designated County Office.</li> </ul> </li> <li>• Approved CCC-644's delivered to the designated County Office from tribal governments may be either of the following:                             <ul style="list-style-type: none"> <li>• entered electronically by the designated County Office through Nationwide Customer Service, then forwarded to the administrative County Office</li> <li>• forwarded to the applicant's administrative County Office to be entered electronically.</li> </ul> </li> <li>• The administrative County Office shall process the approved CCC-644 for payment.</li> </ul>

--\*

48 Applications for Payment (Continued)

\*--C Manual Filing of CCC-644 (Continued)

Situation	Action
<p>CCC-644's submitted to administrative County Offices by livestock owners.</p>	<ul style="list-style-type: none"> <li>• The administrative County Office shall enter the information from the manual CCC-644 into the electronic system.</li> <li>• The administrative County Office shall forward the original CCC-644, with attached receipts, to the applicable tribal government.</li> <li>• Approved CCC-644's delivered to designated County Offices from tribal governments shall be forwarded to the applicant's administrative County Office.</li> <li>• The administrative County Office shall process the approved CCC-644 for payment.</li> </ul>
<p>CCC-644's submitted to the designated County Office, when the designated County Office is not the administrative County Office.</p>	<ul style="list-style-type: none"> <li>• The designated County Office may do either of the following:                             <ul style="list-style-type: none"> <li>• enter CCC-644 electronically using Nationwide Customer Service</li> <li>• forward CCC-644 to the administrative County Office to be entered electronically.</li> </ul> </li> <li>• The designated or administrative County Office shall forward CCC-644 and receipts to the tribal government for review.</li> <li>• Approved CCC-644's delivered to the designated County Office from tribal governments shall be forwarded to the administrative County Office for payment processing.</li> </ul>

--\*

48 Applications for Payment (Continued)

**\*--D Electronic Filing of CCC-644**

The following table provides information and instructions for handling electronic CCC-644.

<b>Situation</b>	<b>Action</b>
<p>CCC-644's submitted from any location through Nationwide Customer Service.</p>	<ul style="list-style-type: none"> <li>• The County Office accepting the application through Nationwide Customer Service shall:                             <ul style="list-style-type: none"> <li>• immediately FAX a copy of the signed CCC-644 to the producer's administrative County Office</li> <li>• mail the original CCC-644, including all feed receipts submitted, to the producer's administrative County Office</li> <li>• maintain a copy of the FAX record.</li> </ul> </li> <li>• The administrative County Office shall make a copy of the FAXed CCC-644, attach receipts, and forward to the applicable tribal government.</li> <li>• Approved CCC-644's delivered to designated County Offices from tribal governments shall be forwarded to the applicant's administrative County Office to be entered electronically.</li> <li>• The administrative County Office shall process the approved CCC-644 for payment.</li> </ul>

--\*

**E Receipts**

Valid feed receipts must include:

- date of feed purchase or transaction
- name, address, and telephone number of the feed vendor
- type and quantity of feed purchased
- cost of the feed purchased
- feed vendor signature if the vendor does not have a business license to conduct this type of transaction.

## 48 Applications for Payment (Continued)

## E Receipts (Continued)

**Notes:** Tribal governments are responsible for determining whether a vendor is licensed or whether the applicant must obtain the signature of unlicensed vendors.

Purchases must be made within a disaster payment period as approved on the contract to receive payment consideration.

Receipts without this information are not valid and cannot be credited to the livestock owner on CCC-644.

If livestock owners continued to purchase feed for eligible livestock past the end of the normal grazing date because of ongoing disaster conditions, receipts for those purchases, dated up to the last day of the livestock feed crop year for which the livestock owner is submitting a payment application, can be accepted.

**\*--Example:** If the livestock feed crop year runs from April 1, 2003, through March 31, 2004, and if the normal grazing period ended on October 31, 2003, but the natural disaster continued and the livestock owner made additional feed purchases in November and December of 2003 and January of 2004,--\* receipts for those purchases can be entered on CCC-644 as acceptable feed purchases.

When an original receipt is presented, the tribal government or FSA County Office employee shall:

- validate the original receipt by:
  - date-stamping somewhere on the front
  - stamping or writing “AILFP” somewhere on the front
- make a photocopy of the original, validated receipt and write somewhere on the front of the photocopy the beginning and ending dates of the feeding period for which the receipt is being presented
- attach the photocopy to CCC-644
- return the original, validated receipt to the applicant.

Following this procedure will help ensure that amounts on receipts will not be used more than once in any production year.



\*--48 Applications for Payment (Continued)

**E Receipts (Continued)**

Following are examples of original receipts. The first is an example of a receipt before it is validated. The second example is of a receipt that has been validated.

**Example 1:** Receipt before validation

<b>Any Feed Company</b> <b>1 Main Street</b> <b>Any Town, Any State 12345</b>	<b>CASH RECEIPT</b> <b>Number 001</b>  <b>Date</b> <u>Nov. 1, 2003</u>
From: <u>John Owner</u>	
Amount: <u>Five hundred and 00/100</u> Dollars	
For: <u>50 bags of processed corn at 25 lbs./bag @ \$ 10.00 each</u>	
Signed: <u><i>Joe Vendor</i></u>	

**Example 2:** Validated receipt

<b>Any Feed Company</b> <b>1 Main Street</b> <b>Any Town, Any State 12345</b>	<b>CASH RECEIPT</b> <b>Number 001</b>  <b>Date</b> <u>Nov. 1, 2003</u>
<h1 style="margin: 0;">AILFP</h1>	
From: <u>John Owner</u>	
Amount: <u>Five hundred and 00/100</u> Dollars	
For: <u>50 bags of processed corn at 25 lbs./bag @ \$ 10.00 each</u>	
<b>REC'D Dec. 1, '03</b>	Signed: <u><i>Joe Vendor</i></u>

--\*

\*--48 Applications for Payment (Continued)

**F Tribal Review and Approval**

CCC-644's cannot be approved unless the applicant meets eligibility requirements. The tribal government shall determine whether an applicant is an eligible owner:

- according to paragraph 43
- based on information submitted by the applicant
- based on the tribal government's knowledge of the applicant's operation.

If the payment application is incomplete or if the tribal government determines that an applicant did not furnish adequate information from which the tribal government may determine either owner eligibility or payment eligibility, the tribal government shall disapprove the application. In such cases, the tribe is responsible for:

- notifying the applicant of the adverse determination and explaining why this determination was made
- providing the applicant an opportunity to furnish additional information in support of the application.

A tribal government:

- shall not review or approve CCC-644 for any of its own operations

**Note:** CCC-644's for tribal governments must be submitted to DAFP through the State Office

- representative shall not review or approve CCC-644 for any operation in which the representative has a direct or indirect interest.

CCC-644's must be reviewed and approved by a tribal government representative who is not related to the applicant by birth or marriage.--\*

## 48 Applications for Payment (Continued)

### F Tribal Review and Approval (Continued)

All CCC-644's approved by the tribal government:

- must be submitted to the designated FSA office
- may be submitted at the designated FSA office individually or in groups of individual applications
- may be mailed or hand-delivered
- must be submitted by a tribal government representative.

Eligible applicants will receive payments after:

- the tribal government:
  - determines that the applicant meets eligibility requirements
  - forwards eligible applications and receipts to the designated FSA office
- the designated FSA office has:
  - completed any necessary spot check requirement
  - processed the payment using NPS.

### G Accepting Receipts Past the End of the Grazing Period

\*--Receipts for feed purchases may be accepted if dated past the end of the grazing period if the:

- natural disaster continued to have a lasting and detrimental effect on the availability of livestock feed in the region
- receipt is dated within the livestock feed crop year for which the livestock owner is applying for benefits.

**Example:** The livestock feed crop year runs from April 1, 2003, through March 31, 2004. The normal grazing period ends on October 31, 2003. The disaster is ongoing drought, making it necessary for the livestock owner to purchase supplemental feed beyond what is normally necessary to sustain eligible livestock through the livestock feed crop year, including winter months. Receipts for feed dated between April 1, 2003, and March 31, 2004, may be accepted.--\*

**49 FSA Payment Processing**

**A FSA County Office Actions**

The tribal government must submit all approved applications to the FSA County Office designated by DAFP.

Immediately upon receipt of approved applications, the designated FSA County Office shall:

- review approved applications for completeness
- perform spot checks according to paragraph 50
- return incomplete or questionable applications to the tribe with an explanation of the problem
- \*--follow instructions in the appropriate table in subparagraph 48 C or D.--\*

**\*--50 Spot Checks**

**A Selecting CCC-644's for Spot Checks**

**Before indicating on the electronic CCC-644 that the tribal government has approved the livestock owner for payment,** a CCC representative at the designated County Office shall spot check CCC-644's and accompanying receipts. Selections will be made using a random sample method of at least 10 percent, but not less than one CCC-644 submitted by each tribe.

All spot checks shall be documented using CCC-634. See subparagraphs F and G.

**B Performing Spot Checks**

Feed vendors or sellers named on livestock feed receipts shall be contacted to confirm that purchases were made according to the information recorded on the receipt. The contact may be by telephone or in person.

If CCC-644 is found to be incomplete, or incorrect, CCC-644 and all supporting receipts shall be copied and retained in the designated County Office, and original documents shall be returned by the most expedient method to the tribal government with an explanation. The tribal government may resubmit any CCC-644 after a correction or changes have been made by the applicant.--\*

**\*--50 Spot Checks (Continued)**

**C Expanding Samples for Spot Check**

Expand the number of spot checks and take action according to this table.

<b>IF discrepancies are found on...</b>	<b>THEN the sample...</b>	
less than 10 percent of the tribe's CCC-644's initially selected for spot check	does not need to be expanded and CCC-644's for the tribe without discrepancies may be processed and paid. However, CCC-644's with discrepancies must be resolved by the tribal government and resubmitted.	
more than 10 percent of the tribe's CCC-644's initially selected for spot check	shall be expanded so that at least 20 percent, but not less than 2 CCC-644's for the tribe, are selected for spot check.	
	<b>IF discrepancies are found on...</b>	<b>THEN...</b>
	less than 10 percent of CCC-644's in the expanded sample	<ul style="list-style-type: none"> <li>• CCC-644's without discrepancies may be processed and paid</li> <li>• CCC-644's with discrepancies must be resolved by the tribal government and resubmitted.</li> </ul>
more than 10 percent of CCC-644's in the expanded sample	all CCC-644's shall be returned to the tribal government for resolution.	

**Note:** CCC-644's returned to the tribe shall be accompanied by a letter addressed to the tribal government explaining the discrepancies detected and corrective action required.--\*

**\*--50 Spot Checks (Continued)**

**D Determining Discrepancies**

A discrepancy is a conflict of information as reported by the applicant on CCC-644, and as verified on CCC-634, that could change the payment. Discrepancies of the following information reported on CCC-644 should be noted on CCC-634:

- type of feed purchased
- quantity of feed purchase
- date of purchase
- cost of feed purchased.

The following conflicts of information shall **not** be considered a discrepancy:

- a difference in the variety of the feed purchased
- the date of purchase is erroneous, but the correct date is still within the feeding period.

Some discrepancies may be an indication of attempted fraud. See subparagraph E.--\*

\*--50 Spot Checks (Continued)

**E Suspected Fraud**

Some discrepancies may be an indication of possible fraud. These discrepancies include, but are not limited to, falsified information, such as forged signatures and false receipts.

If the results of a spot check indicate attempted fraud, follow the instructions in this table.

Step	Action	
<b>Designated FSA Office</b>		
1	The designated FSA County Office that suspects attempted fraud on CCC-644 shall forward CCC-644 and all supporting documents to the FSA State Office with an explanation of the findings.	
2	Send a brief memorandum to the tribal government that submitted CCC-644. The memorandum shall only say that an irregularity has been detected on CCC-644 approved and submitted by the tribal government and suggest that the tribal government may want to reassess their method of approving CCC-644's. <b>At no time shall the applicant be identified or contacted, nor shall the possibility of fraud be mentioned verbally or in writing .</b>	
3	Take no further action unless directed to do so by the FSA State Office or RIG. Document any action or instructions directed by RIG or the State Office.	
<b>FSA State Office/STC</b>		
1	<b>IF STC determines that it is...</b>	<b>THEN...</b>
	probable that an applicant has attempted fraud	the matter shall be referred to RIG. Go to step 2.
	<b>not</b> probable that an applicant has attempted fraud	CCC-644 and all supporting documents shall be returned to the designated FSA County Office with instructions to complete payment processing.
2	Take no further action unless directed to do so by RIG. Document any actions or instructions directed by RIG.	

--\*



\*--50 Spot Checks (Continued)

**F Completing CCC-634**

Follow these instructions to complete CCC-634.

Item Number	Instruction														
1	Enter the name of the applicant.														
2	Enter the date the applicant signed CCC-644.														
3	Enter the name of the tribe that reviewed CCC-644.														
4	Enter the livestock feed crop year for which the payment is to be made.														
5	Enter information for item 5 according to the following table.														
	<table border="1" style="width: 100%;"> <thead> <tr> <th style="text-align: center;">Step</th> <th style="text-align: center;">Action</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">A</td> <td>Enter the receipt number that is being checked.</td> </tr> <tr> <td style="text-align: center;">B</td> <td>Enter the name of the vendor (person or business) that sold the livestock feed to the applicant.</td> </tr> <tr> <td style="text-align: center;">C</td> <td>Enter the <b>kind</b> of livestock feed (corn, hay, etc.) that was reported as being:                             <ul style="list-style-type: none"> <li>• purchased by the applicant on receipts and CCC-644</li> <li>• sold to the applicant by the vendor.</li> </ul> </td> </tr> <tr> <td style="text-align: center;">D</td> <td>Enter the <b>quantity</b> of livestock feed that was reported as being:                             <ul style="list-style-type: none"> <li>• purchased by the applicant on receipts and CCC-644</li> <li>• sold to the applicant by the vendor.</li> </ul> </td> </tr> <tr> <td style="text-align: center;">E</td> <td>Enter the <b>date of purchase</b> that was reported by the vendor on receipts and CCC-644.</td> </tr> <tr> <td style="text-align: center;">F</td> <td>Enter the <b>amount paid</b> for the livestock feed that was reported by the vendor on receipts and CCC-644.</td> </tr> </tbody> </table>	Step	Action	A	Enter the receipt number that is being checked.	B	Enter the name of the vendor (person or business) that sold the livestock feed to the applicant.	C	Enter the <b>kind</b> of livestock feed (corn, hay, etc.) that was reported as being: <ul style="list-style-type: none"> <li>• purchased by the applicant on receipts and CCC-644</li> <li>• sold to the applicant by the vendor.</li> </ul>	D	Enter the <b>quantity</b> of livestock feed that was reported as being: <ul style="list-style-type: none"> <li>• purchased by the applicant on receipts and CCC-644</li> <li>• sold to the applicant by the vendor.</li> </ul>	E	Enter the <b>date of purchase</b> that was reported by the vendor on receipts and CCC-644.	F	Enter the <b>amount paid</b> for the livestock feed that was reported by the vendor on receipts and CCC-644.
Step	Action														
A	Enter the receipt number that is being checked.														
B	Enter the name of the vendor (person or business) that sold the livestock feed to the applicant.														
C	Enter the <b>kind</b> of livestock feed (corn, hay, etc.) that was reported as being: <ul style="list-style-type: none"> <li>• purchased by the applicant on receipts and CCC-644</li> <li>• sold to the applicant by the vendor.</li> </ul>														
D	Enter the <b>quantity</b> of livestock feed that was reported as being: <ul style="list-style-type: none"> <li>• purchased by the applicant on receipts and CCC-644</li> <li>• sold to the applicant by the vendor.</li> </ul>														
E	Enter the <b>date of purchase</b> that was reported by the vendor on receipts and CCC-644.														
F	Enter the <b>amount paid</b> for the livestock feed that was reported by the vendor on receipts and CCC-644.														
6	Check a box to indicate if the quantity of feed purchased was equal to the quantity claimed on CCC-644.														
7	Check a box to indicate if the quantity of feed purchased was greater than the quantity claimed on CCC-644.														
8	Check a box to indicate if the quantity of feed purchased was less than the quantity claimed on CCC-644.														
9	This is an optional space for the reviewer to indicate any findings.														
10 A through C	The reviewing CCC representative shall sign CCC-634, provide his or her job title, and the date CCC-644 was spot-checked.														
11	Enter the name and address where CCC-644 was spot checked.														

--\*

\*--50 Spot Checks (Continued)

G Example of CCC-634

The following is an example of a completed CCC-634.

**REPRODUCE LOCALLY.** Include form number and date on reproductions.

<b>CCC-634</b> (02-03-99)  <b>AMERICAN INDIAN LIVESTOCK FEED PROGRAM</b>  <b>SPOT CHECK FORM</b>	<b>U.S. DEPARTMENT OF AGRICULTURE</b> Commodity Credit Corporation	1. NAME OF APPLICANT JAMES LONG	2. DATE APPLICANT SIGNED CCC-634 APRIL 1, 2003
		3. TRIBAL NAME ANY TRIBE	4. CROP YEAR 2003

**VERIFICATION OF FEED PURCHASES**

5. SALES RECEIPTS SUBMITTED

A. RECEIPT NUMBER	B. VENDOR NAME	C. KIND OF FEED		D. QUANTITY		E. DATE OF PURCHASE		F. AMOUNT PAID	
		REPORTED	VERIFIED	REPORTED	VERIFIED	REPORTED	VERIFIED	REPORTED	VERIFIED
12345	Feed and Grain Warehouse	Corn	Corn	500 BU	500 BU	8/12/02	8/12/02	\$1,430.00	\$1,430.00

PLEASE ANSWER BY CHECKING "YES" OR "NO"		YES	NO
6. Is the quantity of feed purchased <b>EQUAL TO</b> the quantity claimed on the payment authority?		X	
7. Is the quantity of feed purchased <b>GREATER THAN</b> the quantity claimed on the payment authority? If yes, explain in "Remarks".			X
8. Is the quantity of feed purchased <b>LESS THAN</b> the quantity claimed on the payment authority? If yes, explain in "Remarks".			X
9. REMARKS			

10A. SIGNATURE OF SPOT CHECKER	11. COUNTY FSA OFFICE NAME AND ADDRESS (Including ZIP Code) Greene County FSA Office 12 County Road Someplace, USA 23456
10B. TITLE Program Assistant	
10C. DATE April 3, 2003	

--\*

**51 Appeals**

**A Appeals of CCC Determinations**

[7 CFR 1439.11] Any person who is dissatisfied with a CCC determination made about this program may make a request for reconsideration or appeal to FSA according to 1-APP.

Decisions and determinations for this program that are not rendered by CCC or FSA are **not** appealable to CCC, FSA, or NAD.

**B Appeals of Tribal Determinations**

[7 CFR 1439.11] Any person who is dissatisfied with a determination made by the tribal government may seek reconsideration of the determination with the tribal government.

**\*--52 Violations**

**A Disqualification for Assistance**

Producers participating in AILFP who are in violation of any of the following will be disqualified for assistance under AILFP:

- HELC and WC
- convictions involving controlled substances
- federal crop insurance fraud.--\*

**53-70 (Reserved)**



**Part 4 LAP/AILFP Program Load Table****71 Requesting Access to the Program Load Table****A Overview**

The LAP/AILFP Program Load Table contains the common elements that will be used during the LAP and AILFP application process. Only State Office employees will have update access to the Program Load Table. The data in the Program Load Table must be updated before program applications are taken. County Office users will have view-only capability.

Each county and year must be updated separately. The Program Load Table can only be updated for those counties that have a Presidential or Secretarial disaster declaration as a primary county in 2003 or 2004.

**B User Access**

All County Office employees will have view-only access to all State and County Office data.

State Office employees must request access through the National Office to obtain update rights for their States. State Office employees who are granted update rights to their State will also be able to view all State and County Office data.

To obtain access to the Program Load Table, State Offices shall:

- provide the National Office with all State Office employees who are to have access, and include the following:
  - State
  - employee's legal first and last name
  - employee's USDA eAuthentication user ID
- FAX the information to Neeru Gulati at 202-720-0051

**Note:** Ensure to include on the FAX that this request is for access to the Program Load Table.

- contact PECD, Common Provisions Branch at 202-720-3464 with any questions or concerns.

**Note:** Additional employees can be added any time by requesting access according to this subparagraph.

71 Requesting Access to the Program Load Table (Continued)

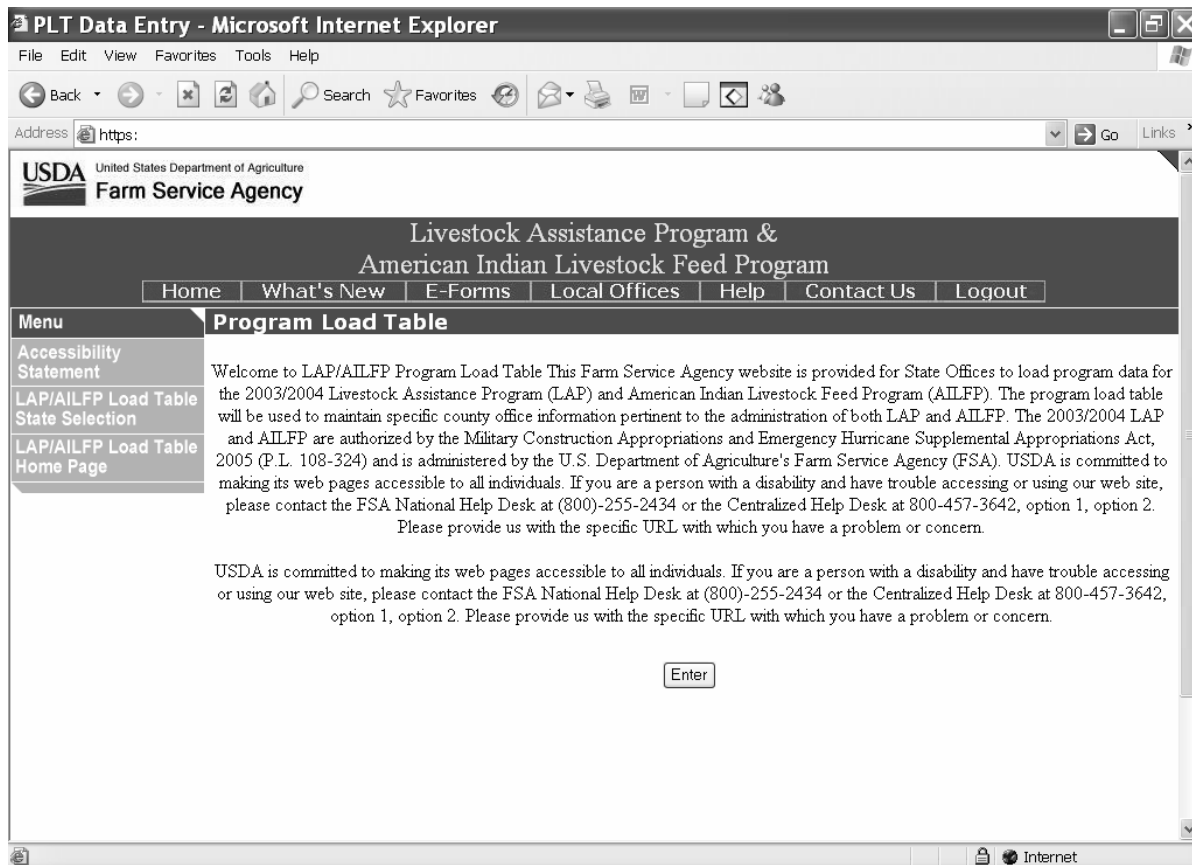
C Accessing the Program Load Table Web Site

Access the Program Load Table from the Internet at

\*--<https://indianocean.sc.gov.usda.gov/LAPLT/index.jsp>--\*

**Note:** Internet Explorer shall be used when accessing the Program Load Table.

After entering the Program Load Table website location, users will be prompted with the following screen. Click on the “Enter” button to continue.



## 71 Requesting Access to the Program Load Table (Continued)

### C Accessing the Program Load Table Website (Continued)

Once the user has clicked the “Enter” button, the USDA eAuthentication Warning Screen will be displayed. Users must click on “Continue” to proceed, or “Cancel” to end the process.

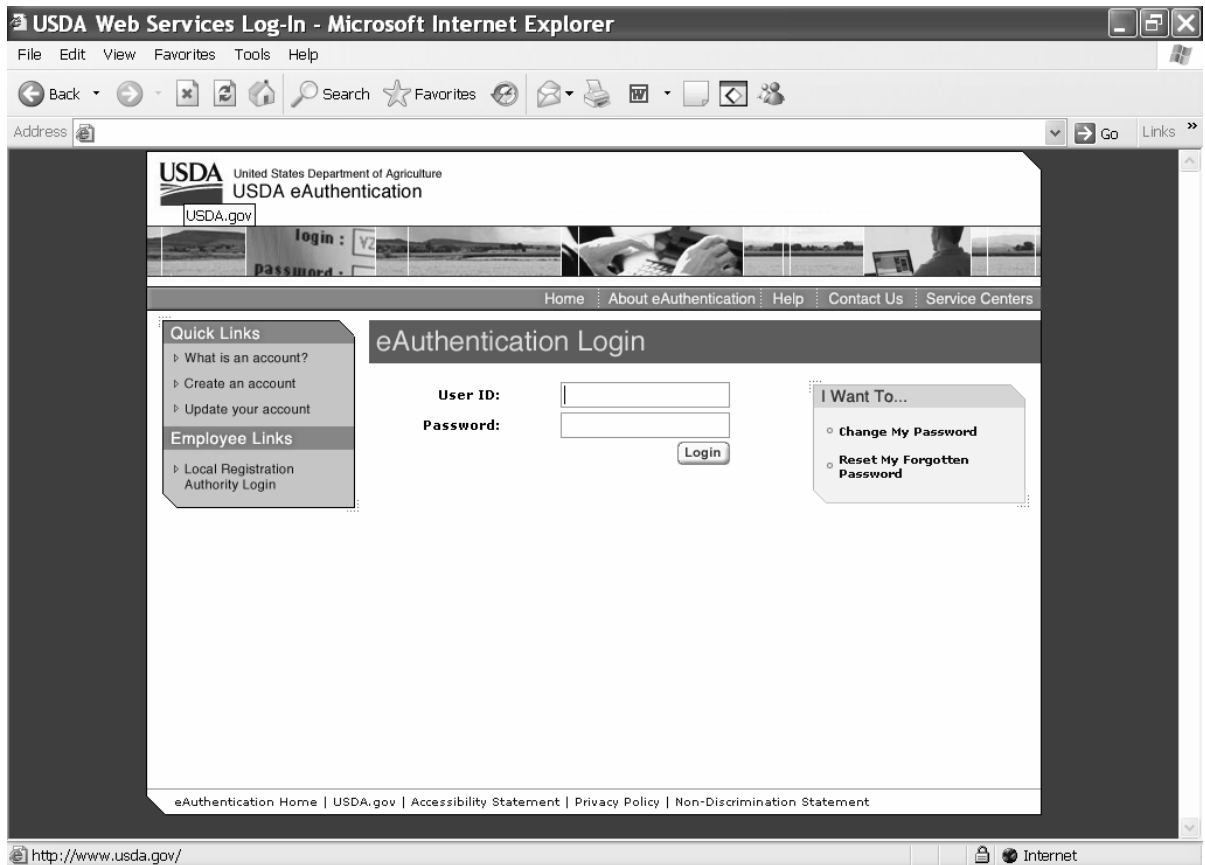


## 71 Requesting Access to the Program Load Table (Continued)

### C Accessing the Program Load Table Website (Continued)

Users must:

- enter eAuthentication user ID
- enter eAuthentication password
- click on “Login” button.





## 72 Selecting State, County, and Year

### A State, County, and Year Selection

Once a user is logged in and has been authenticated, user must select a State, county, and program year to process. Each county and year must be updated separately. Only those counties with a presidential or secretarial disaster declaration as a primary county will be eligible for the programs.

**Notes:** State Office users will have view only access to all State and county data but will only have update access to the counties in their State.

County Office users will have view only access to all State and county data.

### B Action

User shall use the drop down boxes to select the applicable:

- State
- county
- year.

Click the “Submit” button. The program load table will be displayed.

## 73 Program Load Table

### A Overview

The program load table:

- displays the common data that will be used when calculating benefits for LAP and AILFP
- will be used to load common County Office data that will be used in the application processes and payment calculation processes
- will be used to identify the counties that are eligible for LAP and/or AILFP.

**Note:** The majority of the data on the program load table is applicable to LAP; however, the data will also be used to validate AILFP applications.

**PLT Data Entry - Microsoft Internet Explorer**

File Edit View Favorites Tools Help

Address [https:](https://)

**Menu**

- Accessibility Statement
- LAP/AILFP Load Table State Selection
- LAP/AILFP Load Table Home Page

**Program Load Table**

Year: 2003      State: Virginia      County: Brunswick

National Corn Price: \$2.07      Eligible for LAP:

Grazing Value Per Animal Unit/Acre: .5803      Eligible for AILFP: No

Begin Date (MM/DD/YYYY)      End Date (MM/DD/YYYY)      Calculated Days

Normal Grazing Period: [ ] / [ ] / 2003 Calendar [ ] / [ ] / 2003 Calendar

LAP Payment Period: [ ] / [ ] / 2003 Calendar [ ] / [ ] / 2003 Calendar

AILFP Payment Period:

Calculate Days

Maximum Grazing Loss: [ ] %

Carrying Capacities

Grazing Types	Acres/Animal Unit		
Improved	[ ]	[ ]	[ ]
Native	[ ]	[ ]	[ ]
Sorghum Forage	[ ]	[ ]	[ ]

Submit Cancel

## 73 Program Load Table (Continued)

**B Field Descriptions/Actions**

The following table provides the field descriptions and actions for the Program Load Table.

<b>Field/Button</b>	<b>Description</b>	<b>Action</b>
Year	Program year as selected.	
State	State as selected.	
County	County as selected.	
National Corn Price	Display only: <ul style="list-style-type: none"> <li>• \$2.07 for 2003</li> <li>• \$1.93 for 2004.</li> </ul>	
Grazing Value Per Animal Unit/Acre	Display only: <ul style="list-style-type: none"> <li>• .5803 for 2003</li> <li>• .5411 for 2004.</li> </ul>	
Eligible for LAP	Manual entry. This field shall be set when the county is determined by the State Office to be eligible for LAP. All data fields in the Program Load Table must be updated before this indicator can be set.	State Offices shall set indicator once all data fields have been updated and the county has been determined to be eligible for LAP.
Eligible for AILFP	This field will be set by the National Office when a contract to participate has been submitted by a tribe and approved by DAFP.	
Normal Grazing Period Begin Date	Manual entry. Normal date grazing can begin in the county.	Enter normal grazing period begin date. This is a required entry for LAP and AILFP.  Date must be: <ul style="list-style-type: none"> <li>• within the applicable program year</li> <li>• before normal grazing period end date.</li> </ul>

73 Program Load Table (Continued)

**B Field Descriptions/Actions (Continued)**

Field/Button	Description	Action
Normal Grazing Period End Date	Manual entry. Normal date grazing ends in the county.	Enter normal grazing period end date. This is a required entry for LAP and AILFP.  Date must be: <ul style="list-style-type: none"> <li>• within the applicable program year</li> <li>• later than normal grazing period begin date.</li> </ul>
LAP Payment Period Begin Date	Manual entry. Date determined to be the first date of the disaster period.	Enter LAP payment period begin date. This is a required entry for LAP.  Date must be: <ul style="list-style-type: none"> <li>• within the applicable program year</li> <li>• within the normal grazing period dates</li> <li>• before LAP payment period end date.</li> </ul>
LAP Payment Period End Date	Manual entry. Date determined to be the last date of the disaster period.	Enter LAP payment period end date. This is a required entry for LAP.  Date must be: <ul style="list-style-type: none"> <li>• within the applicable program year</li> <li>• within the normal grazing period dates</li> <li>• later than LAP payment period begin date.</li> </ul>

73 Program Load Table (Continued)

B Field Descriptions/Actions (Continued)

Field/Button	Description	Action
AILFP Payment Period Begin Date	This field will be set by the National Office when a contract to participate has been submitted by a tribe and approved by DAFP.	
AILFP Payment Period End Date	This field will be set by the National Office when a contract to participate has been submitted by a tribe and approved by DAFP.	
Calculate Days Button	Click on button to calculate the total number of days in: <ul style="list-style-type: none"> <li>• normal grazing period</li> <li>• payment period.</li> </ul>	Click button to perform calculation after the date entries have been loaded.
Calculated Days	Displays total number of days in: <ul style="list-style-type: none"> <li>• normal grazing period</li> <li>• payment period.</li> </ul>	
Maximum Grazing Loss Percent	Manual entry. Field is only applicable to LAP.	Enter the maximum grazing loss percent as determined for the county. This is a required entry for LAP. Percentage must be between 40 and 80 percent.
Grazing Types	The following types are displayed: <ul style="list-style-type: none"> <li>• Improved</li> <li>• Native</li> <li>• Sorghum Forage.</li> </ul>	
Acres/Animal Unit	Manual entry. Up to 3 entries per grazing type may be entered. This field is only applicable to LAP.	Enter up to 3 entries per grazing type, per county. These entries will be provided as drop down options in the application process. County Office will not be able to modify these entries in the application process. Ensure that the 3 entries cover the entire county for the grazing type.
Submit	Data is stored. Program Load Table Screen is displayed.	Press the "Submit" button to update data.
Cancel	Data entered but not submitted is canceled.	Press the "Cancel" button to end process. No data will be stored.

**Note:** Once data is loaded to the Program Load Table, the data cannot be deleted, but can be modified. If county data is inadvertently loaded, remove the "eligible for LAP" indicator to prevent County Offices from taking applications. The National Office is responsible for the AILFP indicator.

**74 Reports****A View Report**

If the user clicks on the "View Report" button on the State, County, and Year Screen, a summary of all the counties in the selected State will be displayed. The report contains the following elements:

- county name
- county code
- eligible for AILFP:
  - “N/A”, if no data has been submitted
  - “Yes”, if AILFP indicator has been updated
  - “No”, if AILFP indicator has not been updated
- eligible for LAP:
  - “N/A”, if no data has been submitted
  - “Yes”, if LAP indicator has been updated
  - “No”, if LAP indicator has not been updated
- information entered:
  - “Yes”, if Program Load Table data has been entered
  - “No”, if Program Load Table data has not been entered.

**B Viewing Specific State and County Office Data**

All State and County Office employees may view the program data that has been updated nationwide. To view the data, select the applicable State, county, and year, and press the “Submit” button. The Program Load Table Screen will be displayed, but all data will be view only.

**75-90 (Reserved)**

**\*--Part 5 LAP Application Software****91 Accessing LAP Software****A Overview**

The 2003/2004 LAP contract software will be intuitive web-based software with a centralized data base. LAP contracts can be initiated:

- and updated by County Office employees
- by FSA customers with Internet access and e-authentication level 2 security access.

**Notes:** FSA customers will not be able to make modifications to applications that have been submitted. All application modifications must be processed by the County Office.

County Office employees and designated State Office employees will be able to load a nationwide customer service application, which means that any designated employee can load a contract for any customer nationwide.

**B User Access**

All County Office users will have:

- update capability to their county if their county has been approved for LAP
- limited update capability to all counties that have been approved for LAP, through the nationwide customer service option.

State Office employees that are designated users of the Program Load Table will also have access to the LAP application process, through nationwide customer service. Any State Office employee can request access to the Program Load Table and nationwide customer service. See subparagraph 71 B for instructions on obtaining access.--\*

**\*--91 Accessing LAP Software (Continued)**

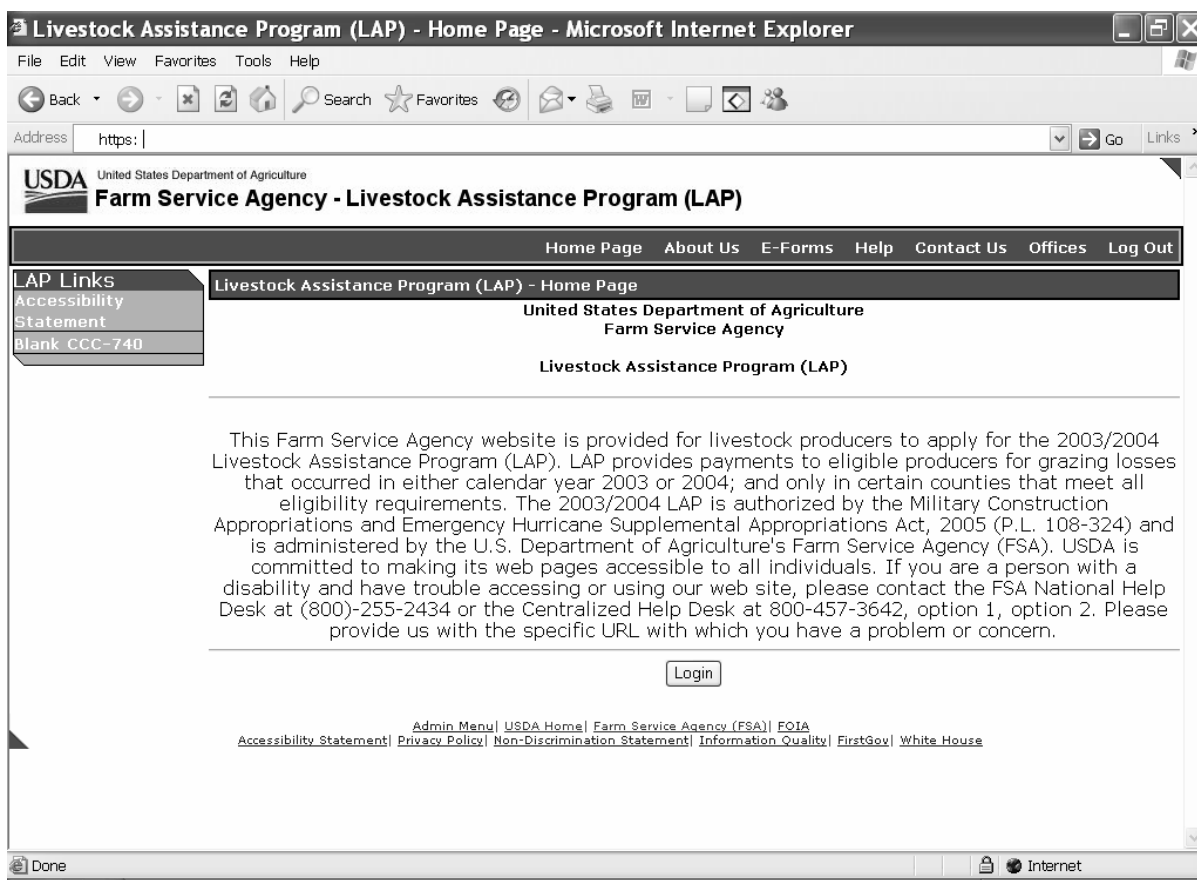
**C Accessing the LAP Web Site**

Access the LAP Home Page by clicking the “Livestock Assistance Program” link on the FSA Intranet Home Page.

**Notes:** Internet Explorer shall be used when accessing the LAP Home Page.

The “Back” button on the web browser shall not be used in the LAP application software. Users shall use the navigation buttons on the left side of the screen to move between application screens. Using the “Back” button on the web browser will result in errors in the application process.

After entering the LAP web site location, users will be taken to the LAP Home Page. Click the “Login” button to continue.



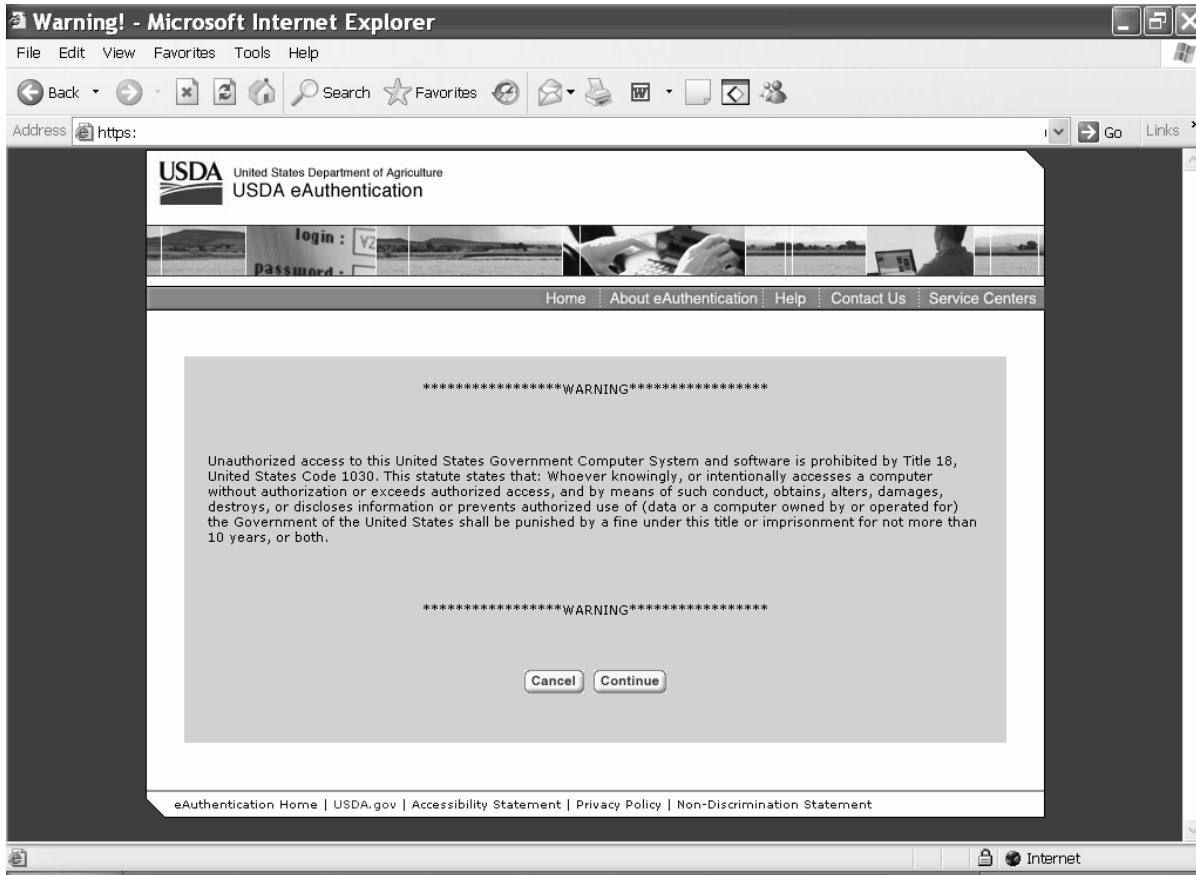
--\*



\*--91 Accessing LAP Software (Continued)

C Accessing the LAP Web Site (Continued)

Once the user has clicked the “Login” button, the USDA eAuthentication Warning Screen will be displayed. Users must click “Continue” to proceed or “Cancel” to end the process.



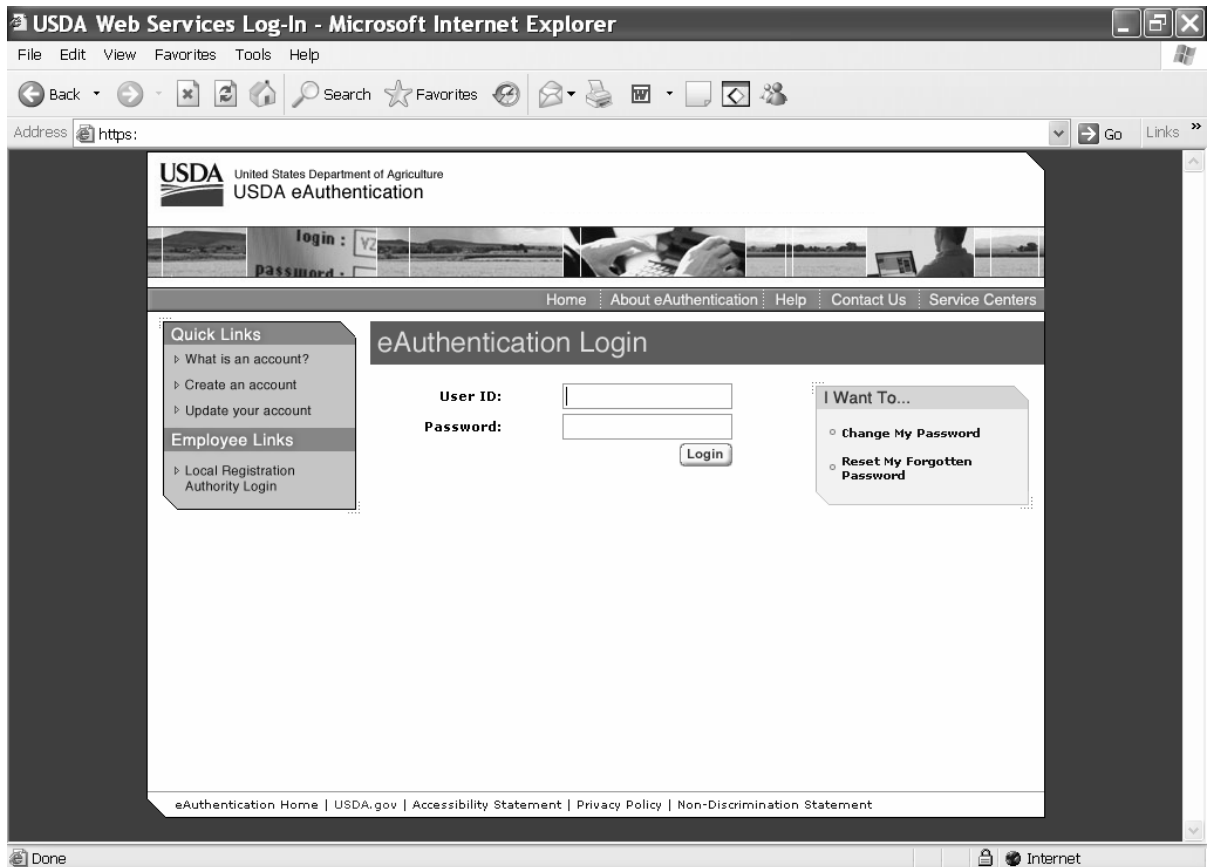
--\*

\*--91 Accessing LAP Software (Continued)

C Accessing the LAP Web Site (Continued)

Users must:

- enter the eAuthentication user ID
- enter the eAuthentication password
- click the “Login” button.



--\*

## 92 Selecting Year, State, and County

### A Administrative County

Applications for 2003/2004 LAP will be based on the following:

- year
- administrative county
- “producer”
- producer share
- operation.

At any point when 1 of these items is different, it will require a separate application to be loaded.

The administrative County Office is the County Office designated by FSA to:

- make determinations
- handle official records
- issue payments to producers.

A producer’s administrative County Office is generally the County Office where the producer’s land is physically located. FSA does have provisions in 2-CM and 3-CM that will allow farms to be transferred to other counties; therefore, some farms may be administratively located in a county where the farm is not physically located. 2003/2004 LAP applications will be based on the farm’s administrative county.

**\*--Exception:** When all grazing land on a farm is physically located in an ineligible county, the land is not eligible for LAP regardless of the administrative location of the farm. See Example 5.--\*

**Example 1:** Producer A is a multi-county producer. Producer A has farms located in County X and County Y. Producer A conducts business with FSA in both County X and County Y. Both counties are considered Producer A’s administrative counties. County X and County Y are both eligible for LAP. Producer A has losses in both counties for crop year 2003. Producer A shall provide the grazing loss percentages for all land grazed in the operations in both counties. Producer A will be filing two LAP applications, 1 in County X and 1 in County Y.

In this example, Producer A could also use nationwide customer service. When Producer A is in County X completing his or her application for his or her operation in County X, he or she could also file his or her application for County Y through nationwide customer service. The program technician in County X can load Producer A’s application for County Y by clicking on the “Nationwide Customer Service” link and selecting County Y. The program technician in County X can only load Producer A’s application data. COC in County Y will be responsible for ensuring that all eligibility requirements are met before approving the application for payment.

## 92 Selecting Year, State, and County (Continued)

## A Administrative County (Continued)

**Example 2:** Producer A has a farm located in County Z. The farm in County Z consists of land physically located in County Z and County Y and has been combined into 1 farm according to 2-CM. County Z is Producer A's administrative county. County Z and County Y are both eligible for LAP. Producer A has a loss for 2003. Producer A will file 1 application in County Z. The application entered in County Z covers the land physically located in County Z and County Y. Producer A shall provide the grazing loss \*--percentages for all land grazed in the operation in both counties. The carrying capacities and LAP payment period loaded on the Program Load Table for County Z will be used for Producer A's application regardless of the land's physical location. Producer A's certified grazing loss cannot exceed County Z's maximum grazing loss. COC's should compare Producer A's certified grazing loss for land physically located in County Y to County Y's maximum grazing loss loaded on the Program Load Table. Producer A should be certifying to actual losses, not the maximum allowed.--\*

**Example 3:** Producer A has a farm located in County Z. The farm in County Z consists of land physically located in County Z and County Y and has been combined into 1 farm according to 2-CM. County Z is Producer A's administrative county. County Z is eligible for LAP. County Y is **not** eligible for LAP. Producer A has a loss for 2003. Producer A will file 1 application in County Z. The application entered in County Z covers the land physically located in County Z and County Y. All land included in Producer A's operation shall be used when calculating payment benefits, including the land that is not eligible in County Y. Producer A shall provide the grazing loss \*--percentages for all land grazed in the operation. The carrying capacities and LAP payment period loaded on the Program Load Table for County Z will be used for Producer A's application regardless of the land's physical location. Producer A's certified grazing loss cannot exceed County Z's maximum grazing loss. County Y will not have data loaded on the Program Load Table. COC's should determine reasonableness based on the producer's certification. Producer A should be certifying to actual losses, not the maximum allowed.--\*

**92 Selecting Year, State, and County (Continued)****A Administrative County (Continued)**

**Example 4:** Producer A has a farm located in County Z. The farm in County Z consists of land physically located in County Z and County Y and has been combined into 1 farm according to 2-CM. County Z is Producer A's administrative county. County Z is **not** eligible for LAP. County Y is eligible for LAP. The farming operation may or may not be eligible. The producer shall apply in the approved county. All acres and losses from both counties must be used to complete a manual CCC-740 and CCC-741. The carrying capacities and LAP payment periods loaded on the Program Load Table for County Y will be used for Producer A's application. Producer A's certified grazing loss cannot exceed County Y's maximum grazing loss. Producer A should be certifying to actual losses, not the maximum allowed. If COC in County Y determines that the farming operation suffered at least a 40 percent loss, the application shall be submitted to the National Office.

**\*--Example 5:** Producer A has a farm located in County Z. The farm in County Z consists of land physically located in County Z and County Y and has been combined into 1 farm according to 2-CM. County Z is Producer A's administrative county. County Z is eligible for LAP. County Y is not eligible for LAP. All the grazing land is physically located in County Y. No livestock is grazed on land physically located in County Z. Producer A is not eligible for LAP benefits because all of the grazing land is physically located in County Y.--\*

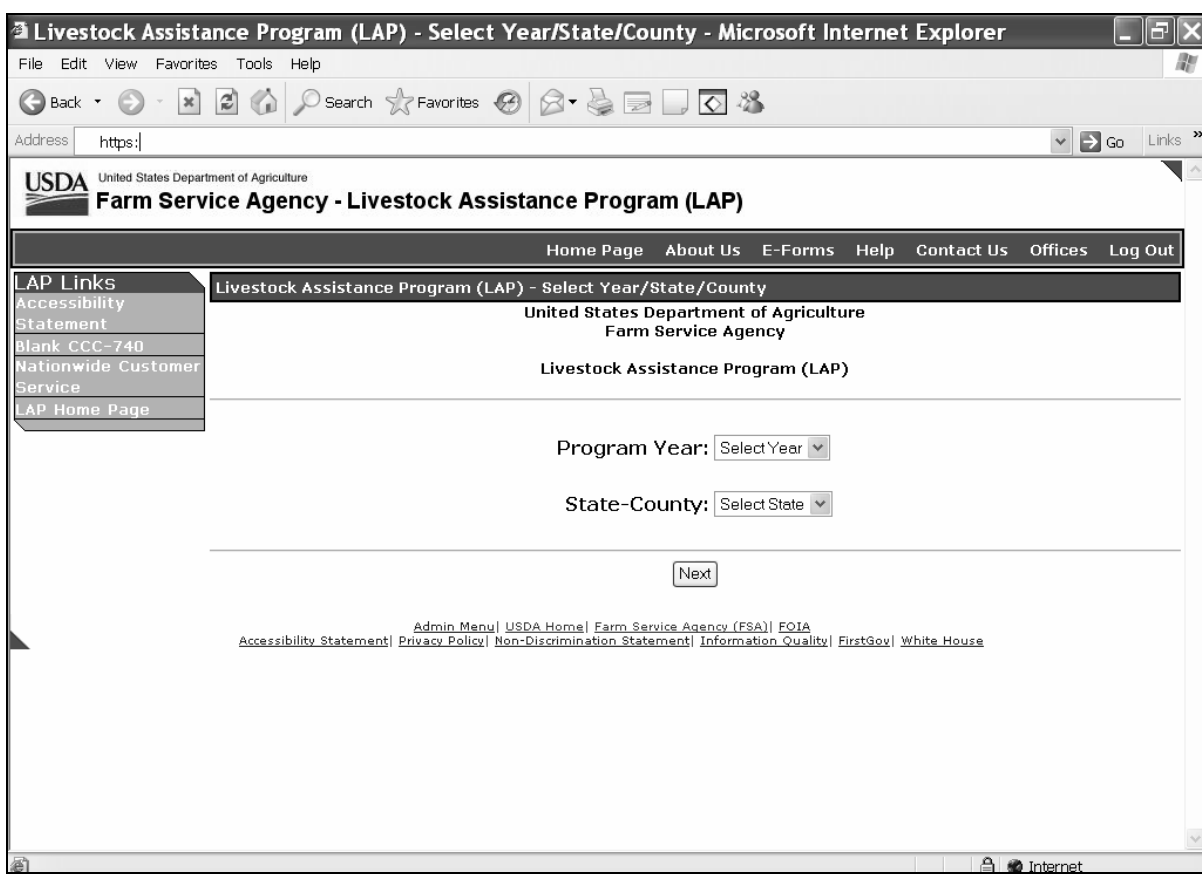


**\*--92 Selecting Year, State, and County (Continued)**

**B Year, State, and County Selection**

Once a user is logged in and has been authenticated, users must select a year, State, and county to process applications in their Service Center. Only those counties whose data has been loaded on the Program Load Table and marked eligible for LAP will be displayed on the screen. Applications cannot be taken in counties that have not been loaded on the Program Load Table.

County Office and designated State Office users will have the option of selecting the “Nationwide Customer Service” button from the menu. This will provide users with the ability to take an application for a producer from any Service Center nationwide. See paragraph 103.



**C Action**

User shall use the drop down boxes to select the applicable:

- crop year
- State/county.

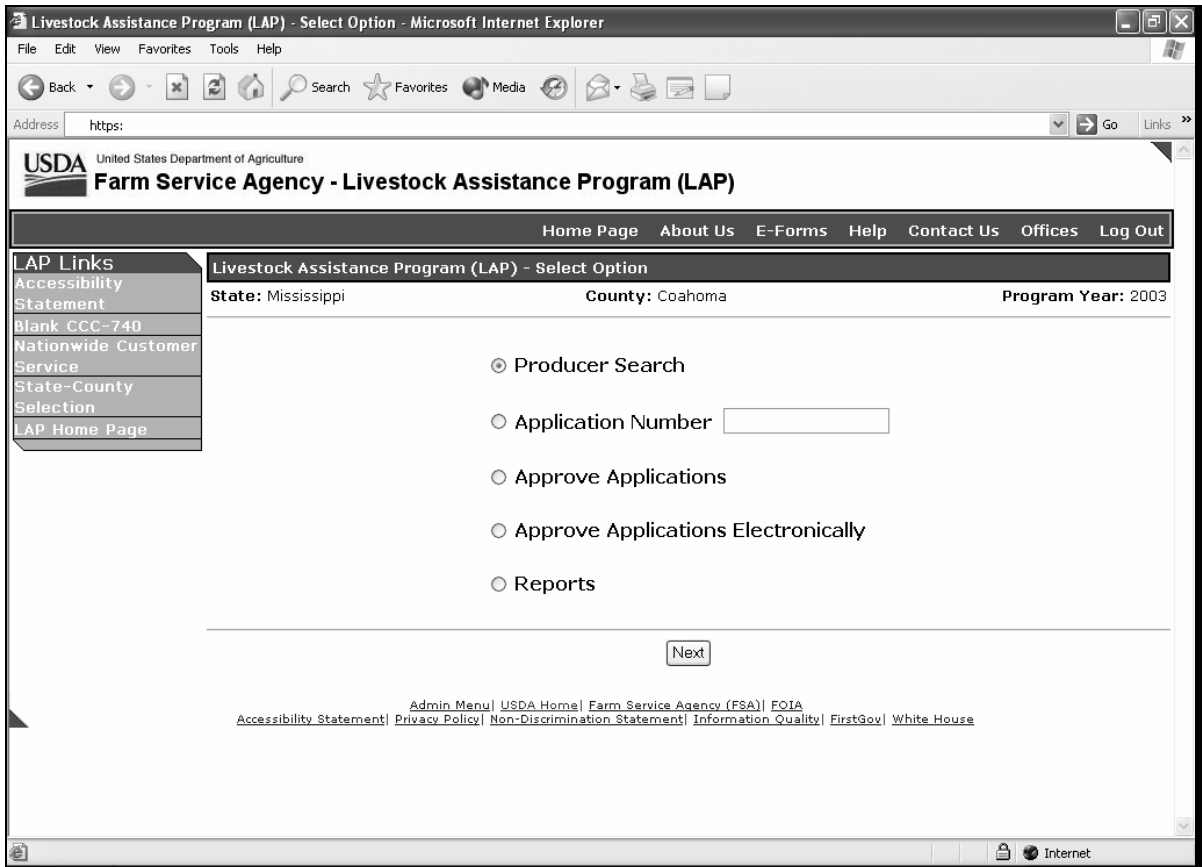
Click the “Next” button. The Select Option Screen will be displayed.--\*

## 93 Select Option Screen

### A Overview

Once the user has selected the applicable program year and State/county, the Select Option Screen will be displayed. The user will have the option to select by producer or application number.

\*--



--\*



## \*--93 Select Option Screen (Continued)

**B Accessing by Producer**

If accessing by producer, click the radio button in front of “Producer Search” and click the “Next” button. The USDA Service Center Information Management System Customer Search Page will be displayed. The producer can be selected by type, name, tax ID, or other. See 1-CM for additional information.

The screenshot shows a web browser window titled "USDA-SCIMS Search - Microsoft Internet Explorer". The address bar shows "https:". The main content area displays the "USDA Service Center Information Management System Customer Search Page". The form includes the following elements:

- Location State:** A dropdown menu with "MISSISSIPPI" selected.
- Service Center:** A dropdown menu with "CLARKSDALE SERVICE CENTER" selected.
- National Search:** An unchecked checkbox.
- Buttons:** A "Service Center Details" button.
- Type:** Radio buttons for "Individual", "Business", and "Both".
- Active:** A checked checkbox for "Active" and an unchecked checkbox for "Active and Inactive".
- Name:** Radio buttons for "Starts With" (selected) and "Exact Match". Input fields for "Last or Business:", "First:", and "Other".
- Tax ID:** An input field for "ID:", a dropdown for "ID Type:" with "Select One" selected, and a radio button for "Whole ID" (selected).
- Other:** Input fields for "Common Name:", "Zip Code:", and "Phone No.".
- Buttons:** "Search" and "Reset" buttons at the bottom.

**Note:** The user must select the producer based on search results by clicking the applicable producer.

Once a producer has been selected, either of the following screens will be displayed:

- Operation Agreement Screen

**Note:** If this is the first application for the selected producer for the selected year/county, see paragraph 94.

- Select Application Screen.

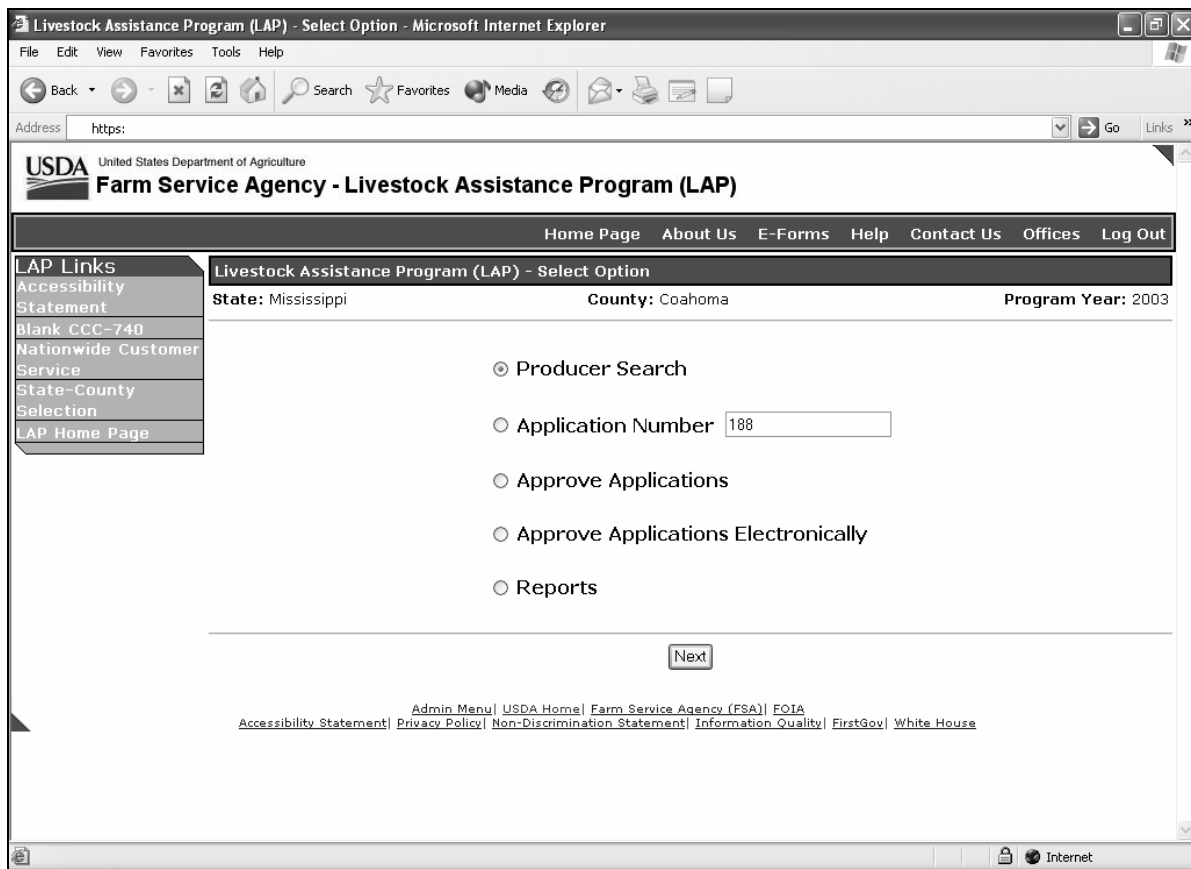
**Note:** If this is **not** the first application for the selected producer for the selected year/county, see paragraph 96.--\*

93 Select Option Screen (Continued)

C Accessing by Application Number

The following screen shows an example of selecting by application number.

\*--



--\*

To access by a specific application number:

- click the radio button in front of “Application Number”
- enter the applicable application number
- click the “Next” button.

The Operation Agreement Screen will be displayed.

**Note:** Application numbers are assigned by the system. The numbers are assigned nationwide without regard to State, county, or year. All application numbers will be unique nationwide.

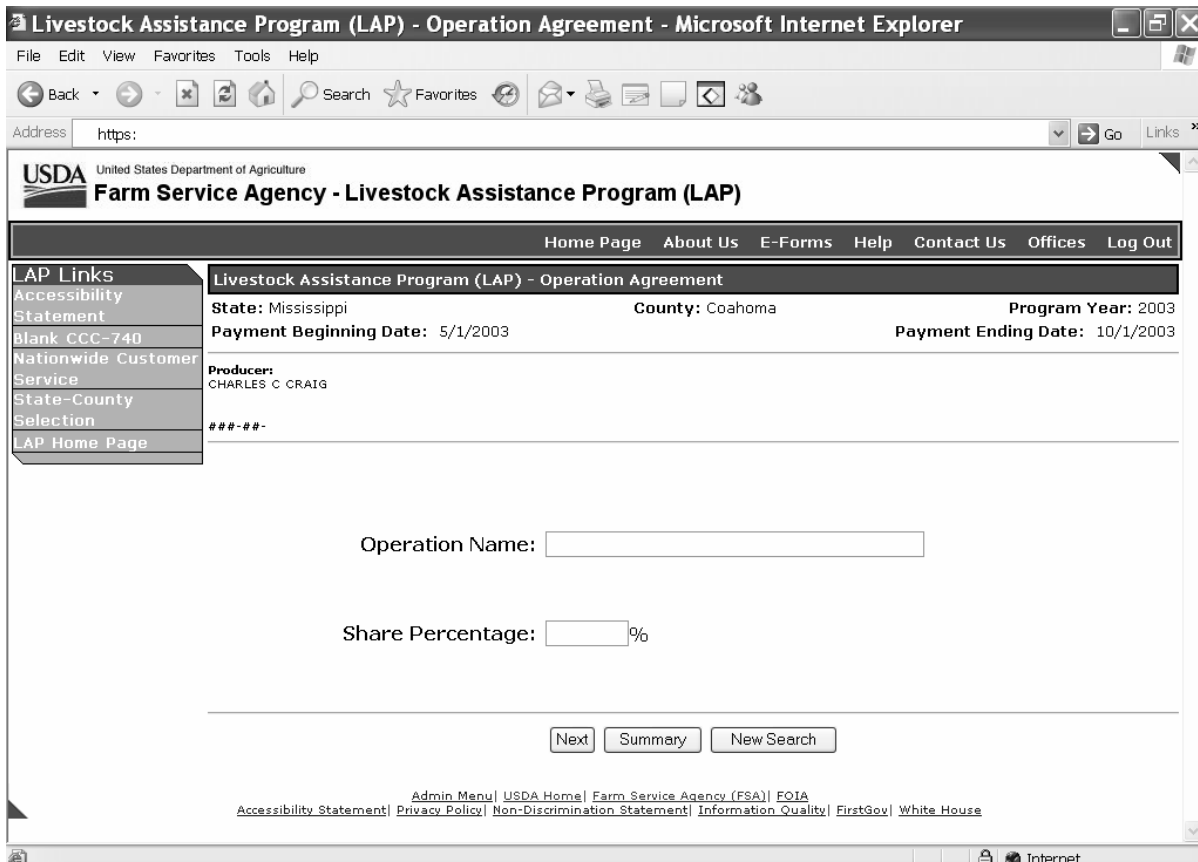
\*--94 Operation Agreement Screen

A Overview

The Operation Agreement Screen will be displayed if:

- this is the first application for the selected producer for the selected year and county
- a specific application number is selected on the Select Option Screen.

Following is an example of the Operation Agreement Screen.



--\*

\*--94 Operation Agreement Screen (Continued)

**B Field Descriptions and Actions Available on Screen**

The following table provides the field descriptions and actions available on the Operation Agreement Screen.

<b>Field/Button</b>	<b>Description</b>	<b>Action</b>
State	State as selected.	
County	County as selected.	
Program Year	Year as selected.	
Payment Beginning Date	LAP payment period begin date as entered on the Program Load Table.	
Payment Ending Date	LAP payment period end date as entered on the Program Load Table.	
Producer	Producer name, address, and last 4 digits of the producer's ID number are displayed.	
Operation Name	Manual entry by the user.	<p>Enter the operation name for the selected producer.</p> <p>This field is being used to assist County Offices in not taking duplicate applications for the same operation.</p> <p>Not all producers will have a formal operation name. In those events, the operation shall be given a name.</p> <p><b>Example:</b> John Smith and Paul Jones operate a livestock operation. They receive benefits using their individual tax ID numbers. They do not have a formal name for their operation. The County Office can enter "John Smith and Paul Jones" as the operation name.</p>

--\*

\*--94 Operation Agreement Screen (Continued)

**B Field Descriptions and Actions Available on Screen (Continued)**

Field/Button	Description	Action
Share Percentage	Manual entry field for entering the producer's share of operation.	Enter the producer's share applicable to the operation. Enter share from 1 percent to 100 percent. Two decimal places may be entered if needed.  <b>Example:</b> Producer A and Producer B share 33⅓ percent and 66⅔ percent. Producer A's share would be entered as 33.33 percent on his or her application and Producer B's share would be entered as 66.66 percent on his or her application.
Next	The Enter Participants Information Screen will be displayed.	
Summary	The Summary Information Screen will be displayed.	
New Search	The Select Option Screen will be displayed.	

**Note:** The producer may have several applications depending on the shares. Applications taken for 2003/2004 LAP will be based on the following:

- year
- administrative county
- "producer"
- producer share
- operation.

**Example:** Producer A owns Livestock Operation X with 100 percent share. Producer A shares Livestock Operation Y with Producer B with 50 percent share. Producer A is a member of General Partnership Z. General Partnership Z has a partnership ID and has 100 percent share in the livestock operation. County Y is the administrative county for all producers. County Y is eligible for LAP. Producer A, Producer B, and General Partnership Z all have losses for LAP for the 2003 crop year. In this example, Producer A will have 2 applications using his individual ID number. Producer B will have 1 application using his individual ID number. General Partnership Z will have 1 application using the partnership ID.--\*

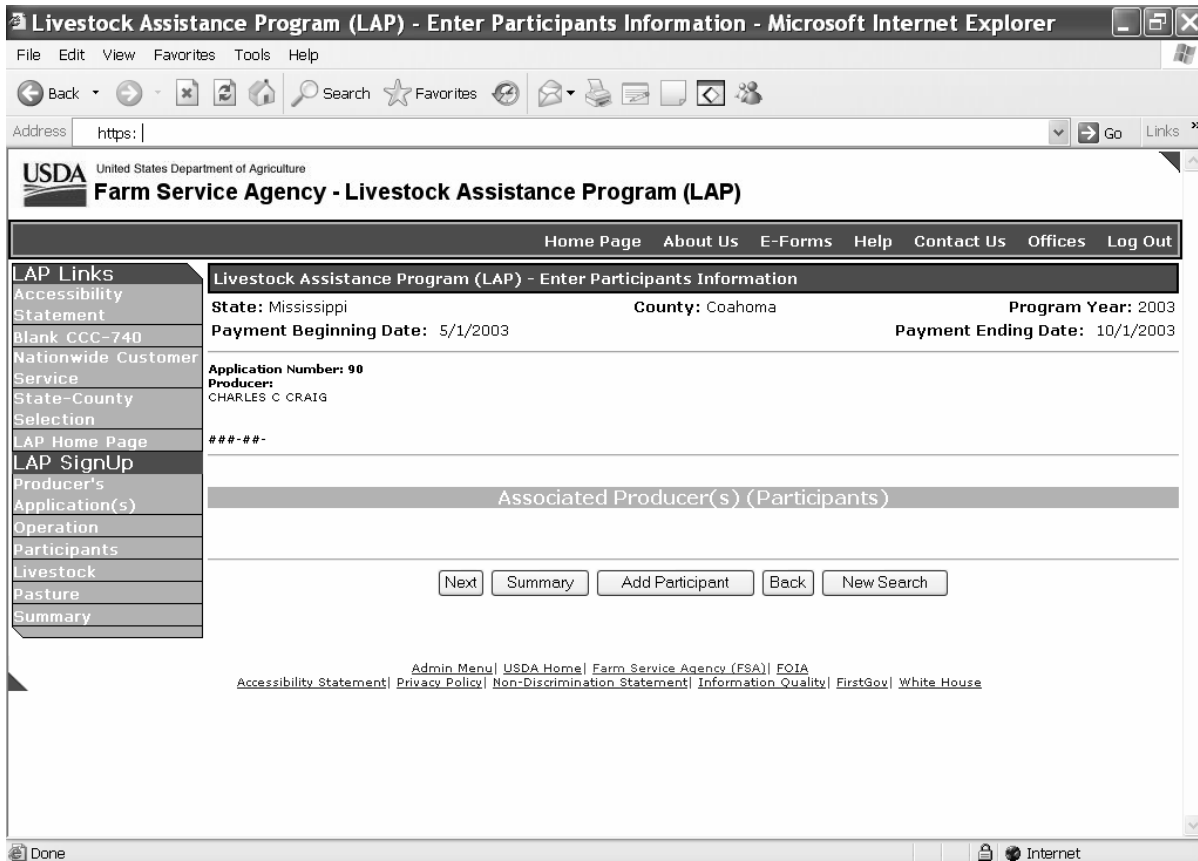
# 95 Enter Participants Information Screen

## A Overview

The Enter Participants Information Screen will be displayed when the “Next” button is clicked on the Operation Agreement Screen.

Following is an example of the Enter Participants Information Screen.

\*--



--\*

**\*--95 Enter Participants Information Screen (Continued)**

**B Field Descriptions and Actions Available on Screen**

The following table provides the field descriptions and actions available on the Enter Participants Information Screen.

<b>Field/Button</b>	<b>Description</b>	<b>Action</b>
State	State as selected.	
County	County as selected.	
Program Year	Year as selected.	
Payment Beginning Date	LAP payment period begin date as entered on the Program Load Table.	
Payment Ending Date	LAP payment period end date as entered on the Program Load Table.	
Application Number	Application numbers are assigned by the system nationwide. All applications nationwide will have a unique application number.	
Producer	Producer name, address, and last 4 digits of the producer's ID number are displayed.	
Associated Producer(s) (Participants)  <b>Note:</b> Associated producers and participants are other owners that share in the livestock operation. See paragraph 101 for additional information.	Displayed if previously loaded through the "Add Participant" button.	

--\*

## 95 Enter Participants Information Screen (Continued)

## B Field Descriptions and Actions Available on Screen (Continued)

Field/Button	Description	Action
Next	The Enter Livestock Information Screen will be displayed.	
Summary	The Summary Information Screen will be displayed.	
Add Participant	<p>Manual entry by user.</p> <p>All livestock owners associated with the selected producer's operation shall be loaded. This process is being used so that livestock and grazing data only needs to be loaded 1 time for an operation. Subsequent producer information will be retrieved based on the information provided by the original participant. Data can be modified as necessary.</p>	<p>Click the "Add Participant" button. The USDA Service Center Information Management System Customer Search Page will be displayed. Select the applicable producer. The producer will be displayed as an associated producer. The producer can be removed, if applicable, by clicking on the "Remove" button.</p> <p><b>Notes:</b> Do not enter members of joint operations if the joint operation has a permanent ID number.</p> <p>Do not enter members of entities.</p>
*--Back	<p>The Operation Agreement Screen will be displayed.</p> <p><b>Note:</b> The "Back" button on the web browser shall not be used in the LAP application software. Using the "Back" button on the web browser will result in errors in the application process.--*</p>	
New Search	The Select Option Screen will be displayed.	

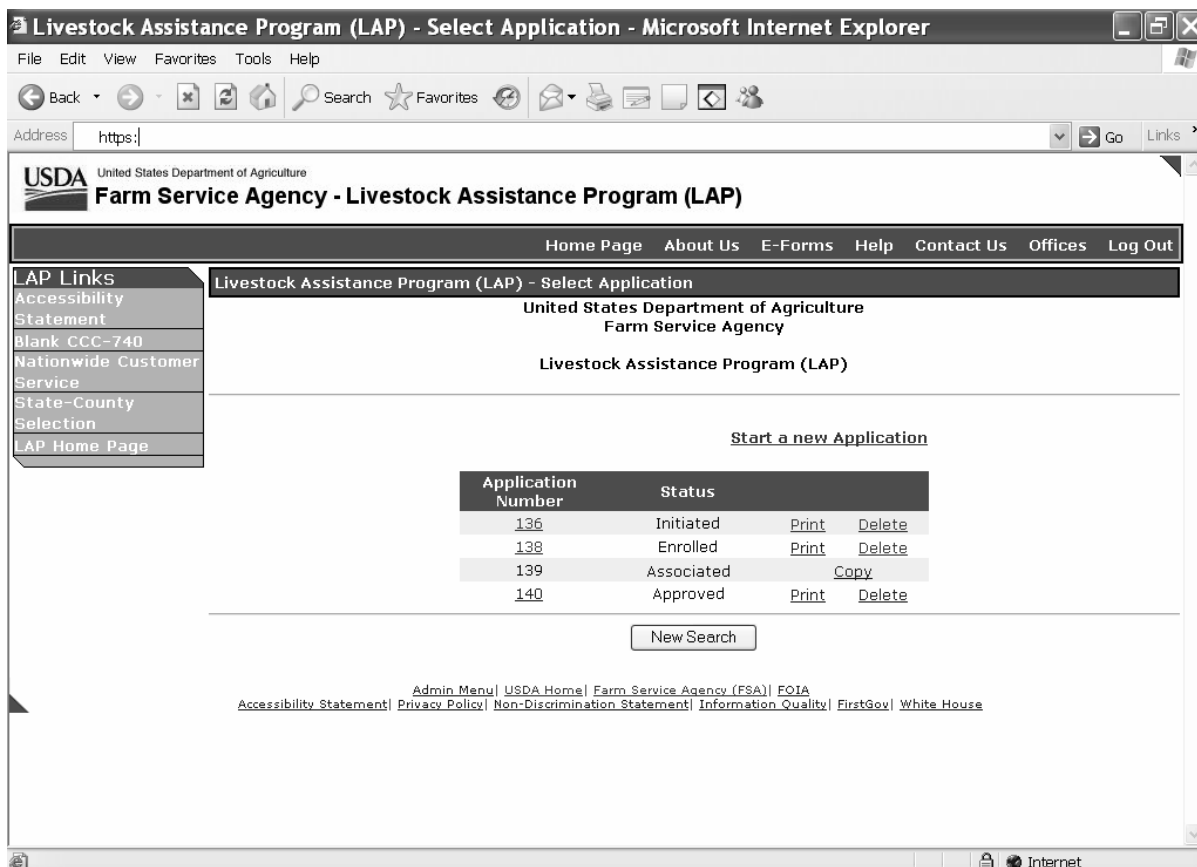


**\*--96 Select Application Screen**

**A Overview**

The Select Application Screen will be displayed if the selected producer has previous applications on file for the selected State, county, or year. The current status for each application is displayed.

Following is an example of the Select Application Screen.



**B Action**

Click on the following:

- applicable application number to modify an existing application
- “Start a new Application” to start a new application
- “Print” to print the applicable application
- “Delete” to delete the applicable application
- “Copy” to copy data to the associated producer’s application.

The Operation Agreement Screen will be displayed.--\*

\*--96 Select Application Screen (Continued)

**C Application Status**

The application status will be displayed for each application that is on file for the selected producer. The following table provides an explanation of each application status.

<b>Application Status</b>	<b>Explanation</b>
Initiated	Application has been initiated, but producer’s signature date has not been entered. Application is not considered enrolled until producer’s signature date has been entered.
Enrolled	Producer’s signature date has been entered. Contract is considered enrolled.
Approved	Application has been approved.
Disapproved	Application has been disapproved.
Associated	<p>Producer was listed on an application as an associated producer. Click on “Copy” to copy the data to the associated producer’s application. See paragraph 101.</p> <p><b>Note:</b> The link for the “Associated” application will always remain in the “Status” block. Users shall only copy the application 1 time. The system will not permit additional copies to be made.</p>
Suspended	Application has been placed in suspended status because of Program Load Table changes.

--\*

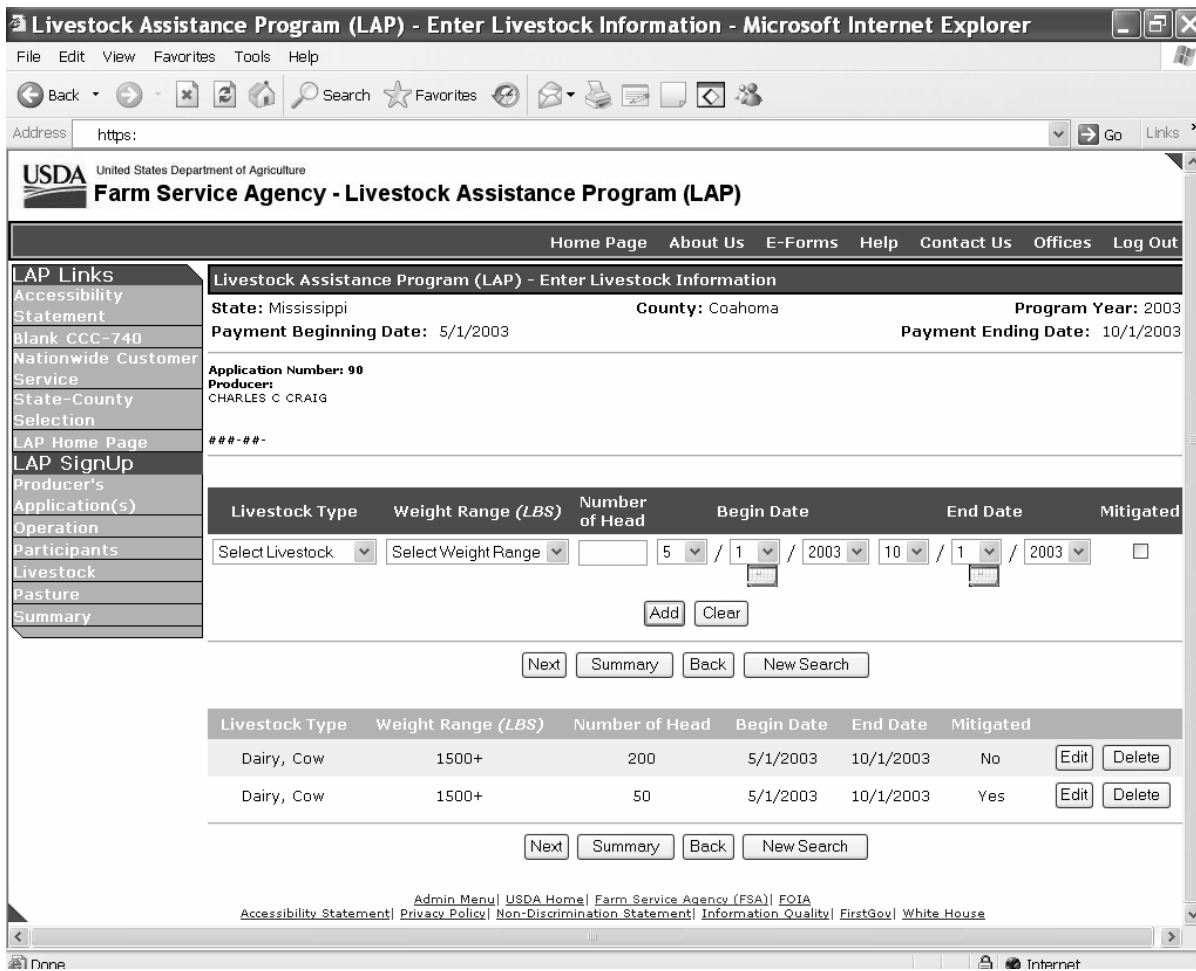
97 Enter Livestock Information Screen

A Overview

The Enter Livestock Information Screen will be displayed when the “Next” button is clicked on the Enter Participants Information Screen. The Enter Livestock Information Screen will be used to load the livestock data for the operation.

Following is an example of the Enter Livestock Information Screen.

\*..



--\*

\*--97 Enter Livestock Information Screen (Continued)

**B Field Descriptions and Actions Available on Screen**

The following table provides the field descriptions and actions available on the Enter Livestock Information Screen.

<b>Field/Button</b>	<b>Description</b>	<b>Action</b>
State	State as selected.	
County	County as selected.	
Program Year	Year as selected.	
Payment Beginning Date	LAP payment period begin date as entered on the Program Load Table.	
Payment Ending Date	LAP payment period end date as entered on the Program Load Table.	
Application Number	Application numbers are assigned by the system nationwide. All applications nationwide will have a unique application number.	
Producer	Producer name, address, and last 4 digits of the producer's ID number are displayed.	
Livestock Type	Drop down box with all livestock types eligible for the program.	Select the applicable livestock type.  <b>Note:</b> The same livestock type may be entered several times based on the begin and end dates used.
Weight Range	Drop down box with applicable weights for the selected livestock type.	Select the applicable weight range.  <b>Note:</b> If there is only 1 weight class for the selected livestock, it will be defaulted by the system.
Number of Head	Manual entry.	Enter the total number of head, for the operation, for the selected livestock type and weight range.  <b>Note:</b> The system will compute the producer's share of the eligible livestock.

--\*

## 97 Enter Livestock Information Screen (Continued)

## B Field Descriptions and Actions Available on Screen (Continued)

Field/Button	Description	Action
Begin Date	Defaulted to the LAP payment period begin date as entered on the Program Load Table.	User may change the begin date.  All changes in the number of eligible livestock must be recorded. Dates must be within the LAP payment period dates.
End Date	Defaulted to the LAP payment period end date as entered on the Program Load Table.	User may change the end date.  All changes in the number of eligible livestock must be recorded. Dates must be within the LAP payment period dates.
Mitigated	Manual entry.	Check the box if the livestock *--meets the definition of mitigated livestock according to subparagraph 12 F.--*
Add	Livestock information previously entered will be added to the producer's application. "Add" must be clicked to add the entered data. Once a record is added, it is redisplayed as a view-only record at the bottom of the screen.	Click the "Add" button to add the livestock data previously entered. "Add" must be clicked to add the data that was previously entered.
Clear	Data previously entered will be cleared.	
Next	The Enter Pasture Information Screen will be displayed.  <b>Note:</b> There are 2 "Next" buttons on this screen. Both buttons serve the same purpose. Two buttons are being provided for user convenience. The screen may become very full depending on the number of entries made, so the user will have the option of using the "Next" button at the top or at the bottom of the page.	

97 Enter Livestock Information Screen (Continued)

B Field Descriptions and Actions Available on Screen (Continued)

Field/Button	Description	Action
Summary	<p>The Summary Information Screen will be displayed. See paragraph 99.</p> <p><b>Note:</b> There are 2 “Summary” buttons on this screen. Both buttons serve the same purpose. Two buttons are being provided for user convenience. The screen may become very full depending on the number of entries made, so the user will have the option of using the “Summary” button at the top or at the bottom of the page.</p>	
*--Back	<p>The Enter Participants Information Screen will be displayed.</p> <p><b>Note:</b> The “Back” button on the web browser shall not be used in the LAP application software. Using the “Back” button on the web browser will result in errors in the application process.--*</p>	
New Search	<p>The Select Option Screen will be displayed.</p> <p><b>Note:</b> There are 2 “New Search” buttons on this screen. Both buttons serve the same purpose. Two buttons are being provided for user convenience. The screen may become very full depending on the number of entries made, so the user will have the option of using the “New Search” button at the top or at the bottom of the page.</p>	

## 97 Enter Livestock Information Screen (Continued)

## B Field Descriptions and Actions Available on Screen (Continued)

Field/Button	Description	Action
The data entered will be redisplayed on the summary part of this screen each time the "Add" button is clicked. The most recent record will be added to the top of the list. This allows the user a visual of the data that has been previously added.		
Edit	This button allows the user to edit the entry if information was entered incorrectly.	Click the "Edit" button. Entry is redisplayed for update. Edit as applicable. Click the "Add" button when entry is complete.
Delete	This button allows the user to delete an entry.	Click the "Delete" button. Entry is deleted.





98 Enter Pasture Information Screen

A Overview

The Enter Pasture Information Screen will be displayed when the “Next” button is clicked on the Enter Livestock Information Screen. The Enter Pasture Information Screen will be used to load the pasture data for the operation.

Following is an example of the Enter Pasture Information Screen.

\*..

Done Internet

## \*--98 Enter Pasture Information Screen (Continued)

**B Field Descriptions and Actions Available on Screen**

The following table provides the field descriptions and actions available on the Enter Pasture Information Screen.

<b>Field/Button</b>	<b>Description</b>	<b>Action</b>
State	State as selected.	
County	County as selected.	
Program Year	Year as selected.	
Payment Beginning Date	LAP payment period begin date as entered on the Program Load Table.	
Payment Ending Date	LAP payment period end date as entered on the Program Load Table.	
Application Number	Application numbers are assigned by the system nationwide. All applications nationwide will have a unique application number.	
Producer	Producer name, address, and last 4 digits of the producer's ID number are displayed.	
Pasture Type	Drop down box with the following pasture types: <ul style="list-style-type: none"> <li>• Improved</li> <li>• Native</li> <li>• Sorghum Forage.</li> </ul>	Select the applicable pasture type.  <b>Note:</b> Data for all nonirrigated pastures used by the selected operation must be entered even if the pasture did not meet the 40 percent grazing loss. The system will calculate the producer's grazing loss percent based on the entries provided.
Location	Drop down box with the farm numbers associated with the selected producer.	Select the applicable farm number for the selected pasture type.

--\*

98 Enter Pasture Information Screen (Continued)

B Field Descriptions and Actions Available on Screen (Continued)

Field/Button	Description	Action
Acres	Manual entry.	<p>Enter the applicable acres for the selected pasture.</p> <p><b>Note:</b> If multiple operations or individuals are using the same pasture acres for their livestock, the acres must be prorated according to paragraph 21.</p>
Acres Per Animal Unit	Drop down box with the carrying capacities that were loaded on the Program Load Table for the selected county.	Select the applicable carrying capacity for the selected pasture type.
Percent Grazing Loss	Manual entry.	<p>Enter the selected producer's grazing loss percent for the selected pasture.</p> <p>Entries cannot be greater than the county average maximum grazing loss percent loaded on the Program Load Table.</p> <p><b>Note:</b> Data for all nonirrigated pastures used by the selected operation must be entered even if the pasture did not meet the 40 percent grazing loss. The system will calculate the producer's grazing loss percent based on the entries provided.</p>

## 98 Enter Pasture Information Screen (Continued)

## B Field Descriptions and Actions Available on Screen (Continued)

Field/Button	Description	Action
*--Short Term Grazing Begin Date (Optional)	Manual entry. <b>Note:</b> Leave this field blank if short-term grazing does not apply.	Enter the short-term grazing begin date. Date must be during the LAP payment period.
Short Term Grazing End Date (Optional)	Manual entry. <b>Note:</b> Leave this field blank if short-term grazing does not apply.	Enter the short-term grazing end date. Date must be during the LAP payment period.--*
Add	Pasture information previously entered will be added to the producer's application. "Add" must be clicked to add the entered data. Once a record is added, it is redisplayed as a view-only record at the bottom of the screen.	Click the "Add" button to add the pasture data previously entered. "Add" must be clicked to add the data that was previously entered.
Clear	Data previously entered will be cleared.	
Next	The Summary Information Screen will be displayed. <b>Note:</b> There are 2 "Next" buttons on this screen. Both buttons serve the same purpose. Two buttons are being provided for user convenience. The screen may become very full depending on the number of entries made, so the user will have the option of using the "Next" button at the top or at the bottom of the page.	

98 Enter Pasture Information Screen (Continued)

B Field Descriptions and Actions Available on Screen (Continued)

Field/Button	Description	Action
*--Back	<p>The Enter Livestock Information Screen will be displayed.</p> <p><b>Note:</b> The “Back” button on the web browser shall not be used in the LAP application software. Using the “Back” button on the web browser will result in errors in the application process.--*</p>	
New Search	<p>The Select Option Screen will be displayed.</p> <p><b>Note:</b> There are 2 “New Search” buttons on this screen. Both buttons serve the same purpose. Two buttons are being provided for user convenience. The screen may become very full depending on the number of entries made, so the user will have the option of using the “New Search” button at the top or at the bottom of the page.</p>	
<p>The data entered will be redisplayed on the summary part of this screen each time the “Add” button is clicked. The most recent record will be added to the top of the list. This allows the user a visual of the data that has been previously added.</p>		
Edit	<p>This button allows the user to edit the entry if information was entered incorrectly.</p>	<p>Click the “Edit” button. Entry is redisplayed for update. Edit as applicable. Click the “Add” button when entry is complete.</p>
Delete	<p>This button allows the user to delete an entry.</p>	<p>Click the “Delete” button. Entry is deleted.</p>



99 Summary Information Screen

A Overview

The Summary Information Screen will be displayed when the:

- “Next” button is clicked on the Enter Pasture Information Screen
- “Summary” button is clicked.

Following is an example of the Summary Information Screen.

\*--

**USDA** United States Department of Agriculture  
**Farm Service Agency - Livestock Assistance Program (LAP)**

Home Page About Us E-Forms Help Contact Us Offices Log Out

**LAP Links**

- Accessibility
- Statement
- Blank CCC-740
- Nationwide Customer Service
- State-County Selection
- LAP Home Page
- LAP SignUp
- Producer's Application(s)
- Operation
- Participants
- Livestock
- Pasture
- Summary

**Livestock Assistance Program (LAP) - Summary Information**

State: Mississippi County: Coahoma Program Year: 2003  
 Payment Beginning Date: 5/1/2003 Payment Ending Date: 10/1/2003

Application Number: 90  
 Producer: CHARLES C CRAIG

\*\*\*--

Share: 66%

Signature: 4 / 12 / 2005

Approve:  / / 2005  
 Disapprove:  / / 2005

**Participant(s) Information**

Associated Producer(s) (Participants)
SUSAN H CRAIG

Update Participant(s)

**Livestock Information**

Livestock Type	Weight Range (LBS)	Number of Head	Begin Date	End Date	Mitigated
Dairy, Cow	1500+	200	5/1/2003	10/1/2003	No
Dairy, Cow	1500+	50	5/1/2003	10/1/2003	Yes

Update Livestock

**Pasture Information**

Pasture Type	Location	Acres	Acres Per Animal Unit	Percent Grazing Loss	Begin Date	End Date
Sorghum Forage	2702	360	5.0	70%	6/1/2003	8/30/2003
Improved	2271	1000	15.0	70%		

Update Pasture

Submit New Search

Admin Menu | USDA Home | Farm Service Agency (FSA) | FOIA  
 Accessibility Statement | Privacy Policy | Non-Discrimination Statement | Information Quality | FirstGov | White House

--\*

\*--99 Summary Information Screen (Continued)

**B Field Descriptions and Actions Available on Screen**

The following table provides the field descriptions and actions available on the Summary Information Screen.

<b>Field/Button</b>	<b>Description</b>	<b>Action</b>
State	State as selected.	
County	County as selected.	
Program Year	Year as selected.	
Payment Beginning Date	LAP payment period begin date as entered on the Program Load Table.	
Payment Ending Date	LAP payment period end date as entered on the Program Load Table.	
Application Number	Application numbers are assigned by the system nationwide. All applications nationwide will have a unique application number.	
Producer	Producer name, address, and last 4 digits of the producer's ID number are displayed.	
Share	Share as entered on the Enter Participants Information Screen.	
Signature	Manual entry.	Enter the date the producer signed CCC-740.
Approve/Disapprove/Date	Manual entry.  <b>Note:</b> The approval date will be removed by the system if updates are made to the application after it is approved.	Click the "Approve" or "Disapprove" block as applicable. Enter the approval/disapproval date.  <b>Note:</b> Applications can also be approved through the "Approve Applications" option on the Select Option Screen. This will allow multiple applications to be updated with the same approval date. See paragraph 102.

--\*



\*--99 Summary Information Screen (Continued)

B Field Descriptions and Actions Available on Screen (Continued)

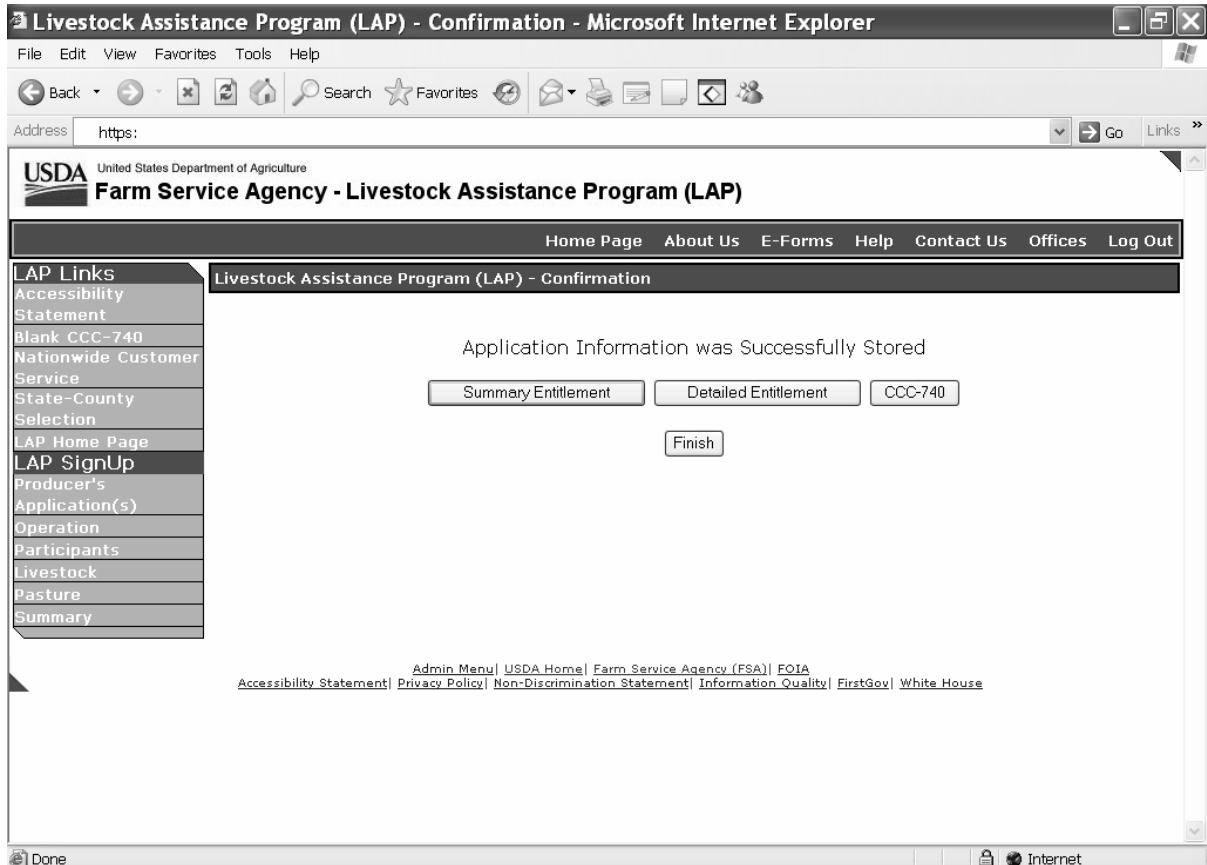
Field/Button	Description	Action
Participant(s) Information	Field displays the associated producers who were updated on the Enter Participants Information Screen. See paragraph 101.	If associated producers need to be updated, the “Update Participant(s)” button can be clicked. The Enter Participants Information Screen will be displayed.
Livestock Information	Field displays the livestock information that was updated on the Enter Livestock Information Screen.	If livestock data needs to be updated, the “Update Livestock” button can be clicked. The Enter Livestock Information Screen will be displayed.
Pasture Information	Field displays the pasture information that was updated on the Enter Pasture Information Screen.	If pasture data needs to be updated, the “Update Pasture” button can be clicked. The Enter Pasture Information Screen will be displayed.
Submit	<p>The application is submitted and updated in the data base.</p> <p><b>Note:</b> Data is saved during the application process when the “Add” or “Next” button is clicked.</p>	Click the “Submit” button to store the application data. The Confirmation Screen will be displayed.
New Search	<p>The Select Option Screen will be displayed.</p> <p>Data previously entered is saved because the data is saved throughout the application process.</p>	

--\*

## \*--100 Confirmation Screen

## A Overview

The Confirmation Screen will be displayed when the “Submit” button is clicked on the Summary Information Screen. Following is an example of the Confirmation Screen.



## B Action

Click the following:

- “Finish” to complete the process; the Select Option Screen will be displayed
- “Summary Entitlement” to view and/or print the Summary Entitlement Report
- “Detailed Entitlement” to view and/or print the Detailed Entitlement Report
- “CCC-740” to view and/or print CCC-740.

**Note:** The “Summary Entitlement” and “Detailed Entitlement” buttons will only be displayed on this screen if the producer’s signature date has been entered.--\*

**\*--101 Associated Producers****A Overview**

Applications for 2003/2004 LAP are taken based on the following:

- year
- administrative county
- “producer”
- operation.

Each producer is responsible for filing their own CCC-740. A process has been added to the LAP application process to load associated producers and participants to applications. Associated producers and participants are owners who share in the livestock operation. This process will provide a copy feature that will copy all the information from the original producer’s application to the other owners’ applications. This will prevent County Offices from reloading the same data on multiple applications.

**Example:** Producer A, Producer B, and Producer C jointly own and operate a livestock operation. The 3 producers operate using their own Social Security numbers and have not obtained an official tax ID number for the operation. Producer A visits the Service Center to apply for LAP. When the program technician completes Producer A’s application, Producer B and Producer C are listed as associated producers and participants. The program technician completes all the data entries for the livestock and pasture and submits the application. The program technician can now access Producer B and retrieve the data loaded for Producer A’s application.

Members of joint operations shall not be loaded as associated producers if the joint operation has a permanent ID number.

**Example 1:** Producer A is a general partnership with a permanent ID number. The partnership is made up of Member B and Member C. The LAP application is taken for Producer A since the partnership has a permanent ID number. Members B and C **will not** be loaded as associated producers because they are members of the general partnership.

**Example 2:** Producer A is a general partnership with a permanent ID number. The partnership is made up of Member B and Member C. Producer D shares in the livestock operation. Producer A visits the FSA office and applies for LAP. Producer D is loaded as an associated producer because Producer D is a joint owner of the livestock operation. Member B and Member C are not loaded as associate producers because they are members of the general partnership.

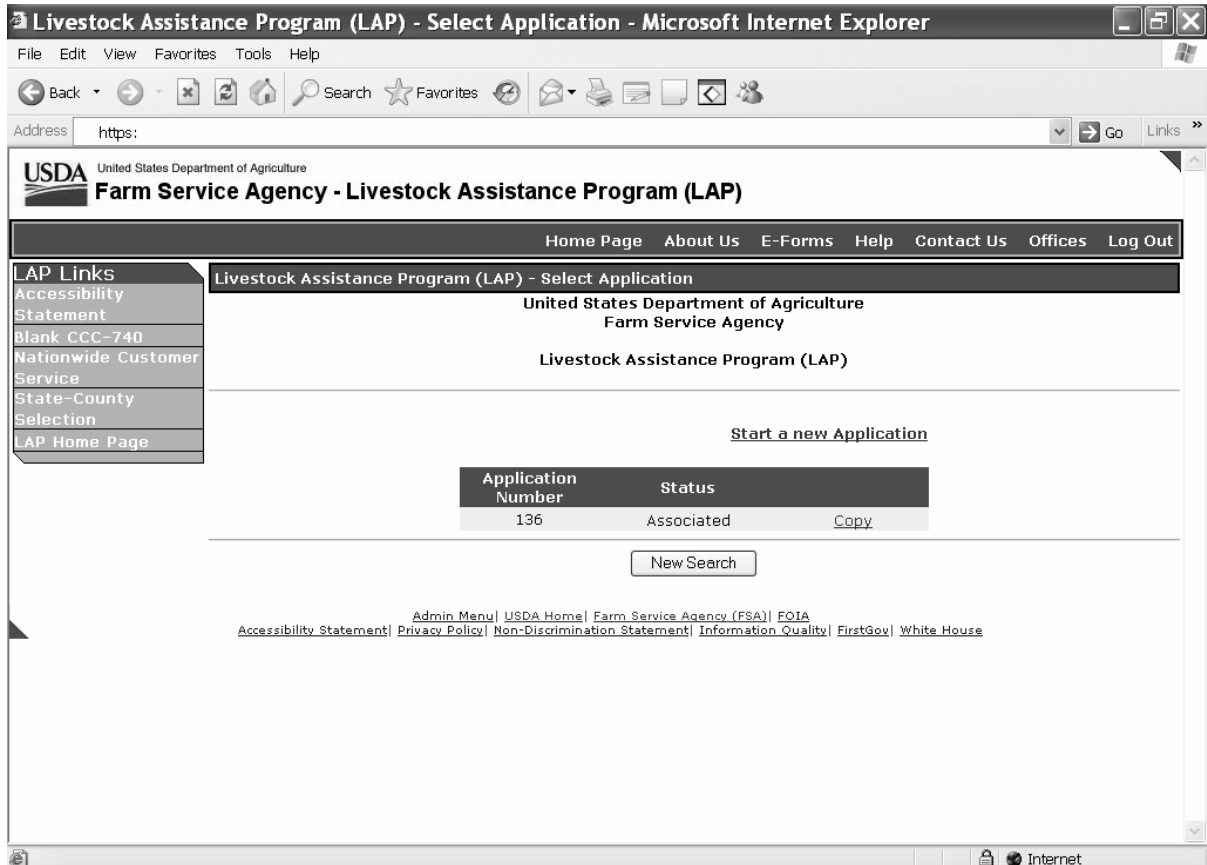
Members of entities shall not be loaded as associated producers.

**Example:** Producer A is a corporation. The LAP application is taken for the corporation. The members shall not be loaded as associated producers.--\*

**\*--101 Associated Producers (Continued)**

**A Overview (Continued)**

Following is an example of the Select Application Screen that will be displayed when an associated producer is retrieved through the “Producer Search” option.



**B Updating Applications for Associated Producer**

The status of “Associated” will be displayed if the participant has been named as an associated producer on an application. To copy the application data, click on “Copy”.

The data loaded on the original application will be brought forward. A unique application number will be assigned by the system. Data can be modified, if necessary.

Associated producers cannot be added to applications that had a status of “Associated”.

**Example:** Producer B was listed as an associated producer on Producer A’s application. When Producer B’s application is updated, associated producers cannot be added to the application. If other producers are associated to the operation, they must be added to Producer A’s application.--\*

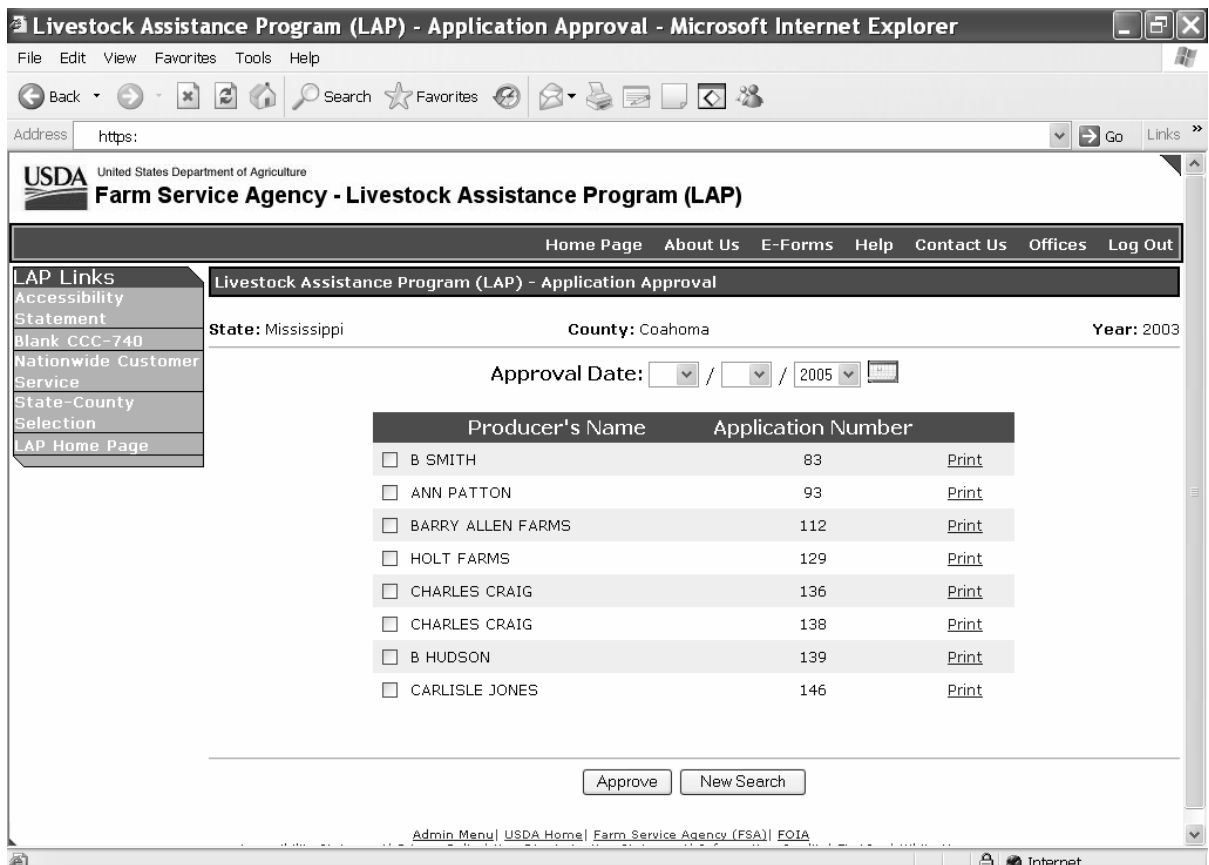
**\*--102 CCC-740 Approval Process**

**A Overview**

A process to enter the same approval date to multiple CCC-740's is being provided in the software. To access the multiple CCC-740 process, click the radio button in front of "Approve Applications" on the Select Option Screen.

**Note:** The CCC-740 approval date can also be entered by specific application number on the Summary Information Screen.

Following is an example of the Application Approval Screen.



The applications must have a producer's signature date entered for the application to be included on the multiple approval process.--\*

**\*--102 CCC-740 Approval Process (Continued)**

**B Field Descriptions and Actions Available on Screen**

The following table provides the field descriptions and actions available on the Application Approval Screen.

<b>Field/Button</b>	<b>Description</b>	<b>Action</b>
State	State as selected.	
County	County as selected.	
Year	Year as selected.	
Approval Date	Manual entry.	Enter the approval date to apply to the applicable applications. Only 1 date can be entered at a time.
Producer's Name	Producers who meet the criteria in subparagraph A.	Click the block to the left of the producer's name and application number for each application that the approval date applies too.
Application Number	Application numbers that meet the criteria in subparagraph A.	
Approve	Applies the approval date to all applications that have been selected.	
New Search	The Select Option Screen will be displayed.	

--\*

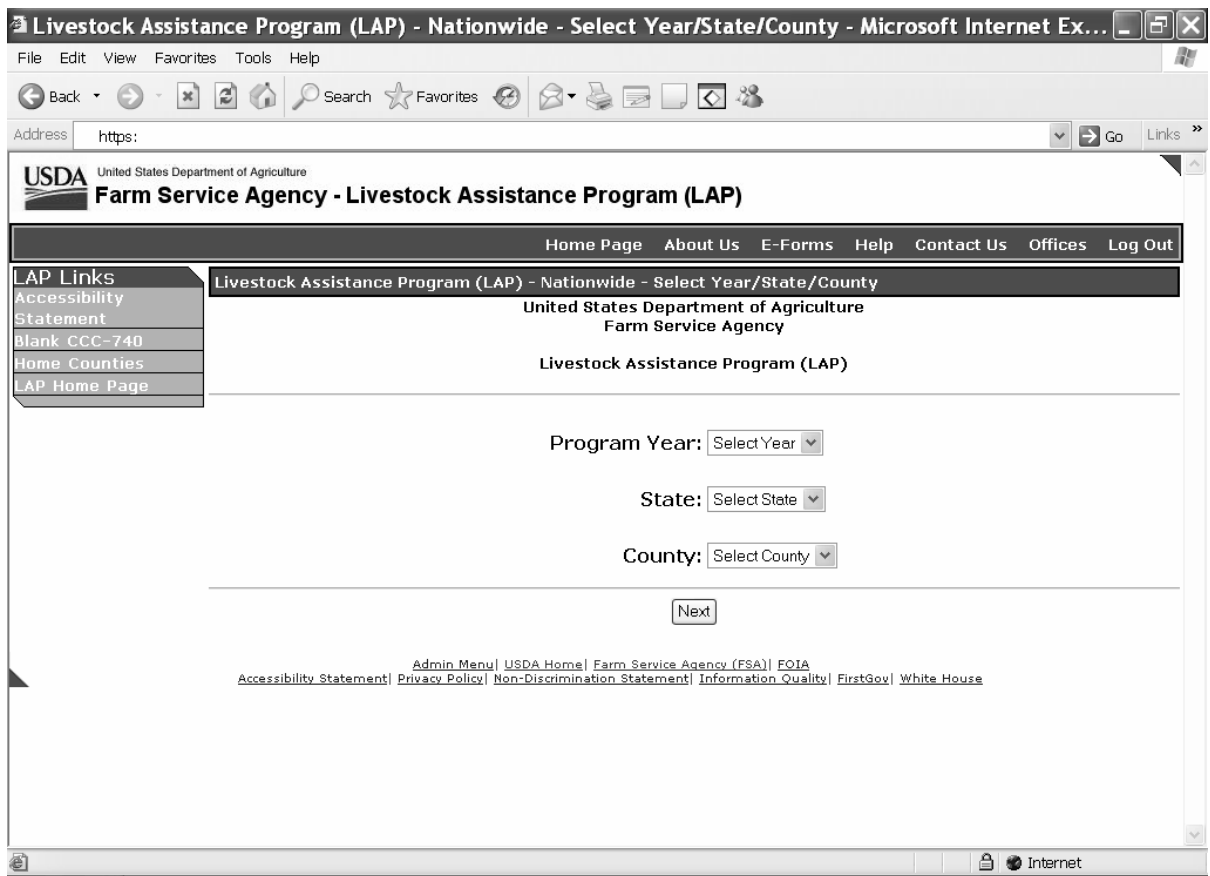
**\*--103 Nationwide Customer Service**

**A Overview**

The LAP software will allow for nationwide customer service. County Offices will have the ability to access and load an application for any producer nationwide. County Office employees loading nationwide applications will have limited authority.

Nationwide customer service can be accessed by selecting “Nationwide Customer Service” from the menu bar. The Nationwide - Select Year/State/County Screen will be displayed.

Following is an example of the Nationwide - Select Year/State/County Screen.



--\*

\*--103 Nationwide Customer Service (Continued)

**B Field Descriptions and Actions Available on Screen**

The following table provides the field descriptions and actions available on the Nationwide - Select Year/State/County Screen.

<b>Field/Button</b>	<b>Description</b>	<b>Action</b>
Program Year	Drop down box with the program years.	Select the applicable program year.
State	Drop down box with State names that have counties approved for LAP.	Select the applicable State. Only those States that have counties approved for LAP can be selected.
County	Drop down box with county names that have been approved for LAP.	Select the applicable county. Only those counties that have been approved for LAP can be selected.
Next	The Select Option Screen will be displayed.	

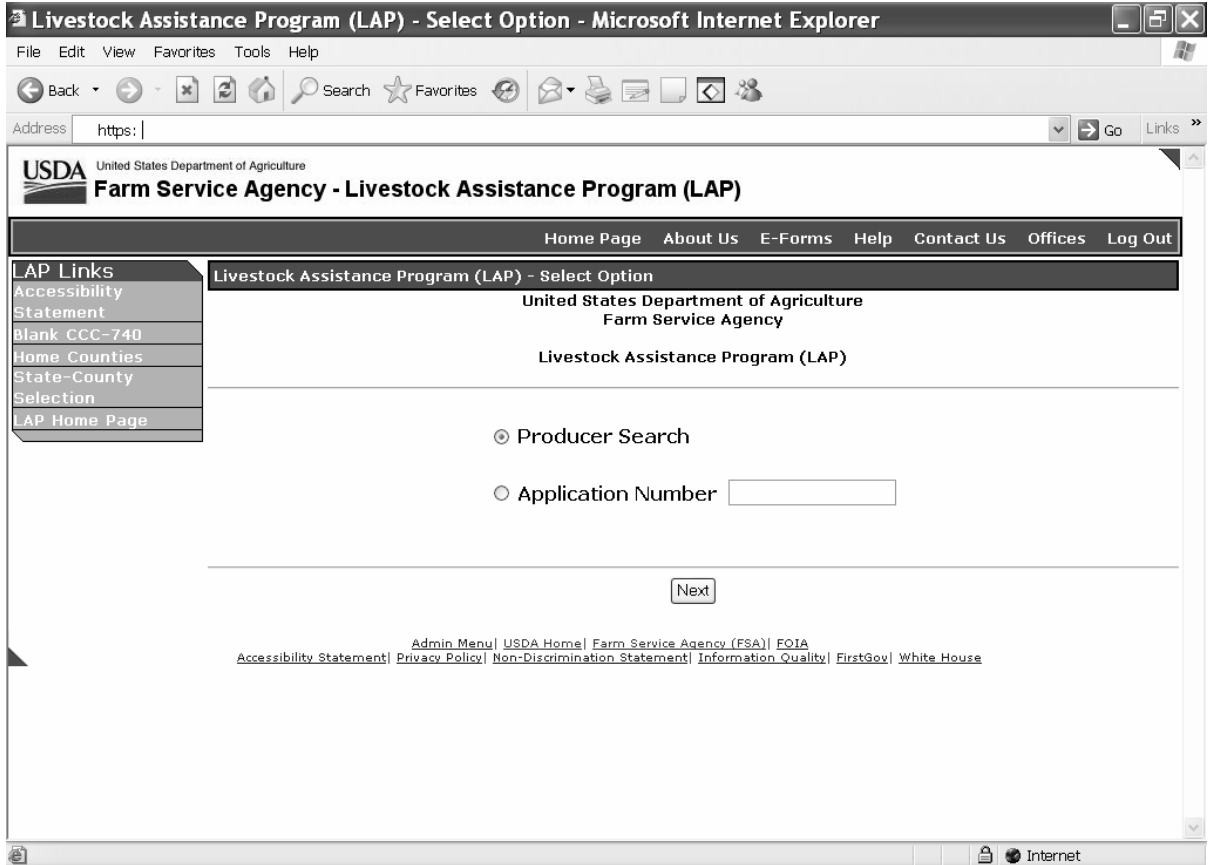
--\*



\*--103 Nationwide Customer Service (Continued)

C Select Option Screen

Following is an example of the Select Option Screen that will be displayed when selecting Nationwide Customer Service.



The ability to switch back to administrative counties is provided on the menu bar by selecting “Home Counties”.

The functionality of the Select Option Screen in the Nationwide Customer Service section is the same as applications being loaded in an administrative county with the exception of the “Approve Applications” option not being available. See paragraph 93 for searching by producer or application. Once a valid producer or application has been selected, the Operation Agreement Screen will be displayed.--\*

**103 Nationwide Customer Service (Continued)****D Operation Agreement Screen**

The functionality of the Operation Agreement Screen in the Nationwide Customer Service section is the same as applications being loaded in an administrative county. See paragraph 94.

**E Enter Participants Information Screen**

The functionality of the Enter Participants Information Screen in the Nationwide Customer Service section is the same as applications being loaded in an administrative county. See paragraph 95.

**F Enter Livestock Information Screen**

The functionality of the Enter Livestock Information Screen in the Nationwide Customer Service section is the same as applications being loaded in an administrative county. See paragraph 97.

**G Enter Pasture Information Screen**

The functionality of the Enter Pasture Information Screen in the Nationwide Customer Service section is the same as applications being loaded in an administrative county. See paragraph 98.

**H Summary Information Screen**

The functionality of the Summary Information Screen in the Nationwide Customer Service section is the same as applications being loaded in an administrative county with the exception that an approval/disapproval date cannot be entered. See paragraph 99.

**I County Office Action**

County Offices that process nationwide customer service applications must:

- immediately FAX a copy of the signed CCC-740 to the producer's administrative county
- mail the original CCC-740 to the producer's administrative county
- maintain a copy of the FAX record.

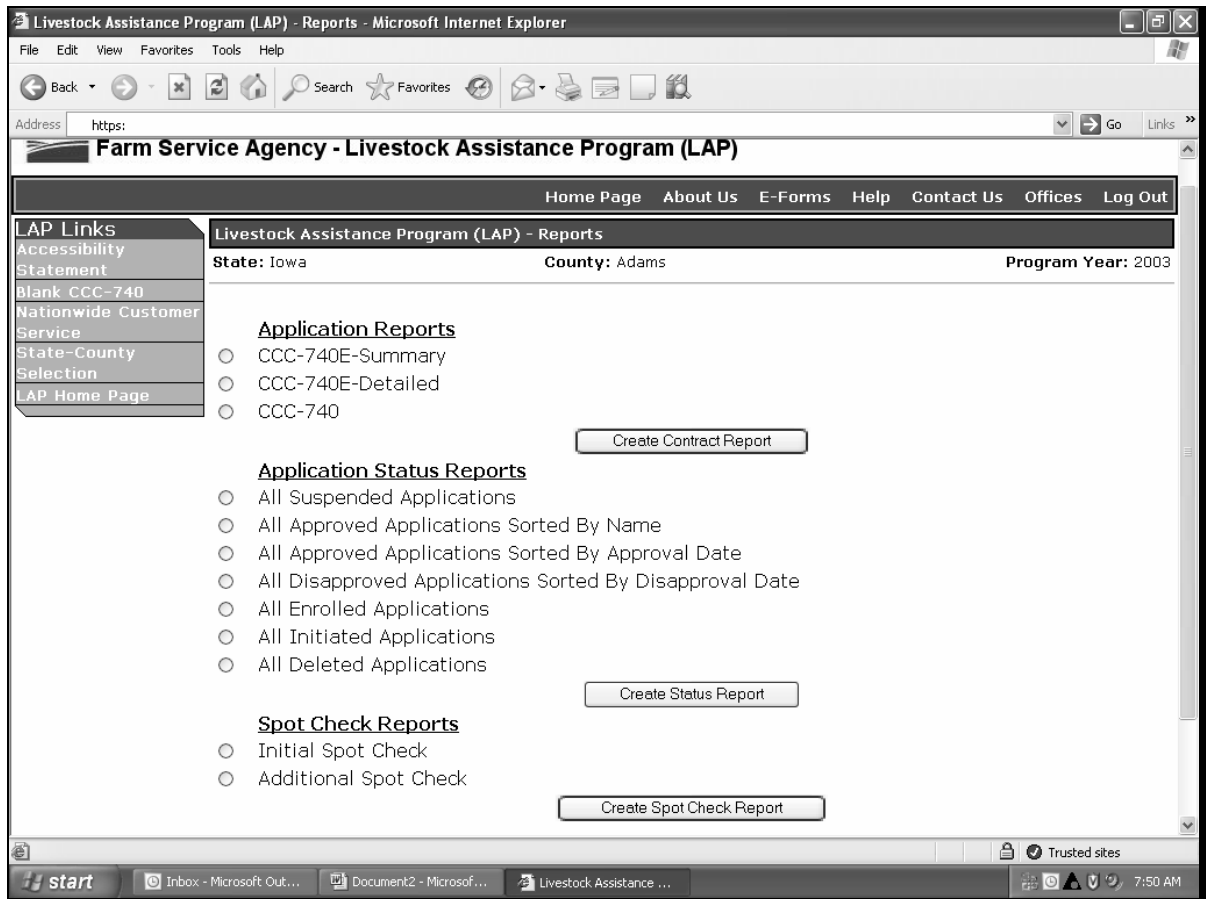
# 104 Reports

## A Overview

Several standard reports are being provided for County Offices to use as tools for LAP signup. To access the Reports Screen, select “Reports” on the Select Option Screen and click the “Next” button. The Reports Screen will be displayed.

Following is an example of the Reports Screen.

\*..



--\*

**Note:** Reports will be displayed as a view with the option to print.

104 Reports (Continued)

**B Description of Reports**

The following table provides the report, action required, and data elements on the report.

Only 1 report can be created at a time. Click the button in front of the applicable report and \*--click the “Create Contract” or “Create Status Report” button, as applicable. The report will be displayed in Acrobat Reader and can be printed if needed.

**Note:** Click the “New Search” button to return to the Select Option Screen.

Report	Description
CCC-740E-Summary	User will select applicable producer. CCC-740E-Summary Report will be displayed.
CCC-740E-Detailed	User will select applicable producer. All CCC-740E-Detailed Reports for the selected producer in the selected county will be displayed.
CCC-740	User will select applicable producer. All CCC-740’s for the selected producer in the selected county will be displayed.--*
All Suspended Applications	<p>Report will display the application number, customer name, and last 4 digits of the customer ID of all applications that have been suspended because of changes being made to the Program Load Table.</p> <p>The County Office shall access each application identified on the report. From the Summary Screen, click the “Submit” button. The application errors will be identified. Correct the errors as applicable. Once all errors are corrected, click the “Submit” button.</p> <p><b>Example:</b> The county average grazing loss percentage was changed from 80 percent to 60 percent on the Program Load Table. Applications that have greater than 60 percent as the percent grazing loss will have to be corrected. Producers will be required to sign the corrected CCC-740.</p>
All Approved Applications Sorted by Name	Report will display identifying all approved applications. Report will be sorted by customer name. The application number, customer name, last 4 digits of the customer ID, and the approval date will be displayed on the report.
All Approved Applications Sorted by Approval Date	Report will display identifying all approved applications. Report will be sorted by approval date. The application number, customer name, last 4 digits of the customer ID, and the approval date will be displayed on the report.
All Enrolled Applications	Report will display identifying all applications with a signature date, but no approval date. The application number, customer name, and last 4 digits of the customer ID will be displayed on the report.

104 Reports (Continued)

**B Description of Reports (Continued)**

<b>Report</b>	<b>Description</b>
All Initiated Applications	Report will display identifying all applications that have been initiated, but no signature date has been entered. The application number, customer name, and last 4 digits of the customer ID will be displayed on the report.
All Deleted Applications	Report will display identifying all applications that have been deleted. The application number, customer name, and last 4 digits of the customer ID will be displayed on the report.
*--Initial Spot Check	Report will display identifying applications that have been randomly selected for spot-check. The State and county name, producer name, producer ID number, LAP application number, year of LAP application (2003 or 2004), and the date the LAP application was selected for spot check will be displayed on the report. See paragraph 24 for additional information on the spot check reports.
Additional Spot Check	<p>Report will display identifying all applications that have been randomly selected for the additional spot check. No applications that were selected on the initial spot check report will be selected on this report. Additional spot check report cannot be generated unless the initial spot check report has been run.</p> <p>The State and county name, producer name, producer ID number, LAP application member, year of LAP application (2003 or 2004), and the date the LAP application was selected for spot check will be displayed on the report. See paragraph 24 for additional information on the spot check reports.--*</p>

**\*--105 Electronic Application Approval**

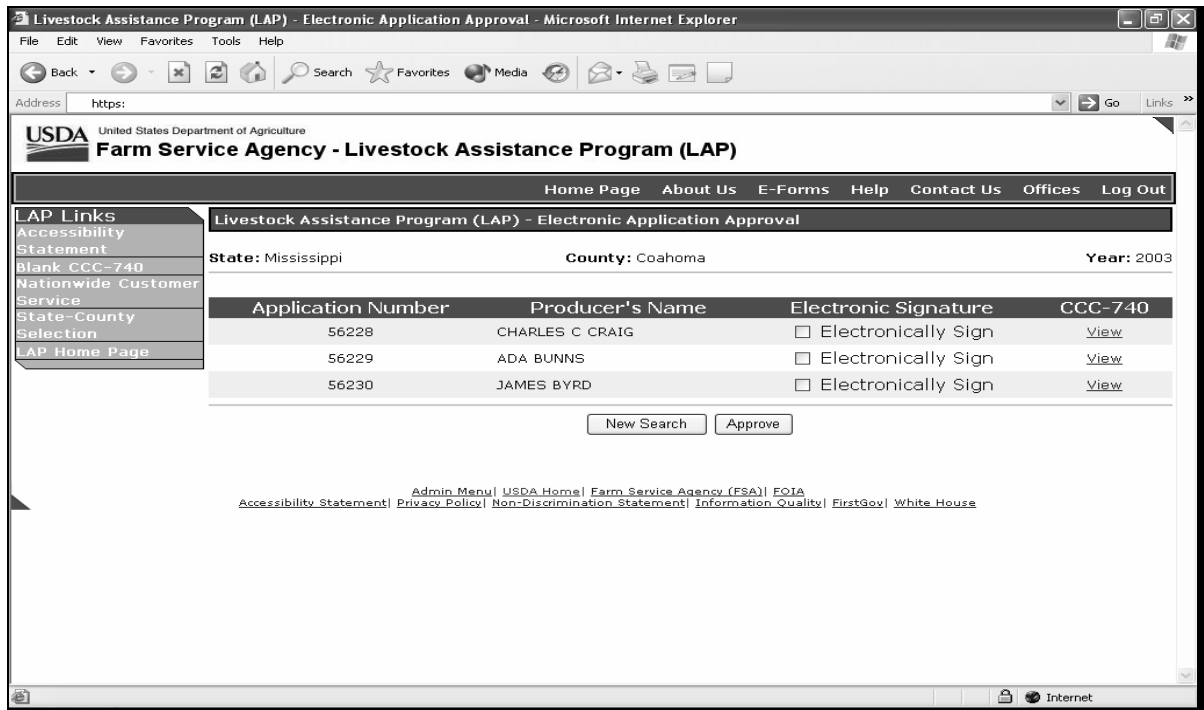
**A Overview**

An electronic CCC-740 approval process is being provided. All FSA County Office employees will have access to the Electronic Application Approval process; however, only those employees that are designated to approve CCC-740's shall access and electronically approve CCC-740.

The approving official's name will print in block 12A, "COC or Designee Signature", and the system date will be entered for the approval date.

**Note:** The "Approve Application" feature shall be used by employees after COC or designee has manually approved paper applications and the employee is bulk loading the approval dates. See paragraph 102.

Following is an example of the Electronic Application Approval Screen after the option is selected from the Select Option Screen.



**Note:** The application must have the producer signature date entered before it will be displayed on this screen for processing.--\*

\*--105 Electronic Application Approval (Continued)

**B Field Descriptions/Actions**

The following table provides the field descriptions and actions for the Electronic Application Approval Screen.

**Note:** The producer signature date must be entered or the application will not be displayed on this screen.

<b>Field/Button</b>	<b>Description</b>	<b>Action</b>
State	State as selected.	
County	County as selected.	
Year	Year as selected.	
Application Number	Application number as assigned by the system.	
Producer's Name	Producer's name.	
Electronic Signature/ Electronically Sign	Manual entry.	Authorized CCC representative shall click the "Electronically Sign" block when electronically approving the CCC-740.
CCC-740/View	Provides for electronic viewing of CCC-740.	Click on "View" to electronically view CCC-740.  <b>Note:</b> This is only a pre-approved view. The approver's name and date will not be displayed through this view option.

--\*

**\*--106 State Office Reports**

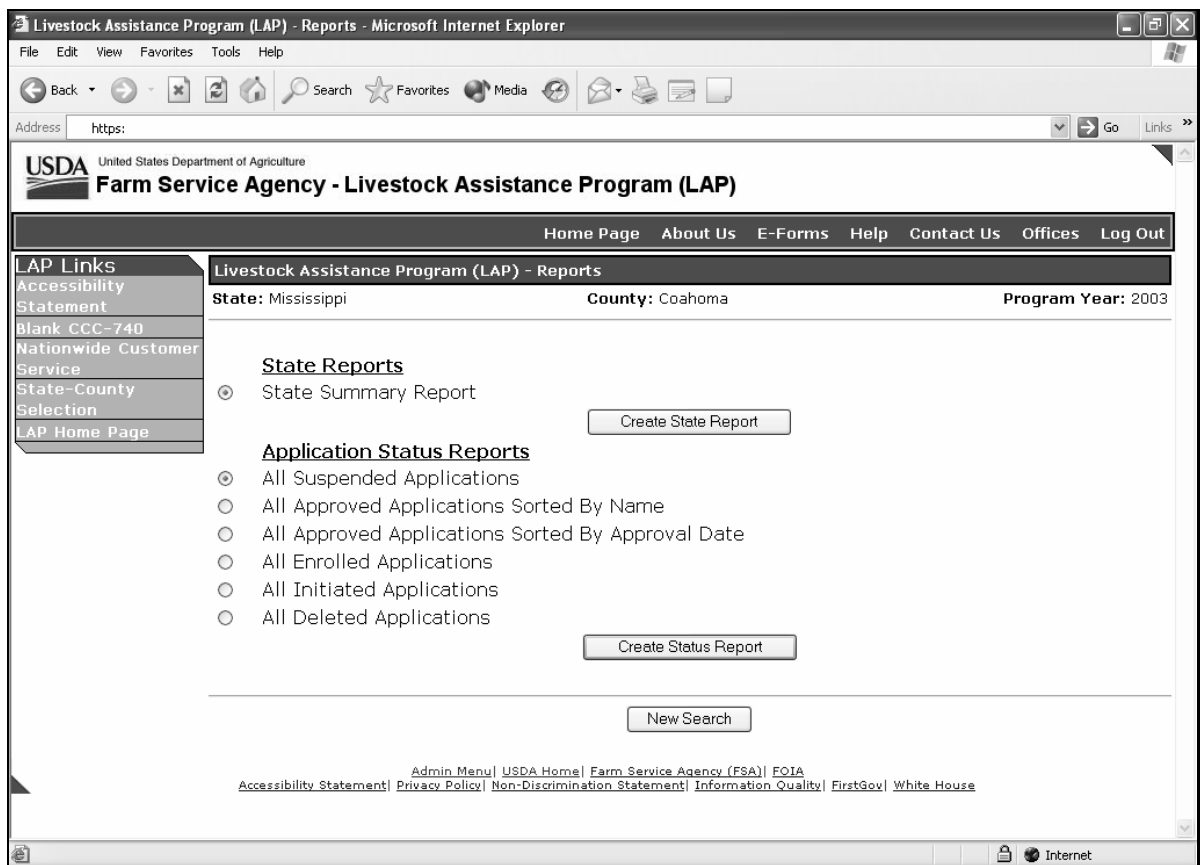
**A Overview**

State Office users will have access to a State Summary Report and Application Status Reports. The application status reports are identical to those that County Offices generate. See paragraph 104. The State Summary Report summarizes the application data for the eligible counties in the State.

To access the State Office Report, State Office users shall:

- log into LAP according to paragraph 91; Nationwide – Select Year/State/County Screen will be displayed according to paragraph 103
- select “State/County/Year”
- select the “Reports” option and click the “Next” button; Reports Screen will be displayed.

Following is an example of the State Reports Screen.



--\*



**\*--106 State Office Reports (Continued)**

**B Reports**

State Offices will have the option of viewing/printing the State Summary Report or viewing/printing specific reports for the selected county.

The State Summary Report will provide application status totals for all eligible counties in the State. The following table provides an explanation of the fields on the report.

<b>Field</b>	<b>Description</b>
County	All counties that have been marked as eligible on the Program Load Table will be displayed.
Suspended Applications	Displays the total number of applications by county that have been suspended due to changes being made to the Program Load Table.
Initiated Applications	Displays the total number of applications by county that have been initiated but no producer signature date has been entered.
Enrolled Applications	Displays the total number of applications by county that have been enrolled (producer has signed the application and a signature date has been entered into the system) but has not been approved by COC.
Approved Applications	Displays the total number of applications by county that have been approved by COC.
Disapproved Applications	Displays the total number of applications by county that have been disapproved by COC.
Deleted Applications	Displays the total number of applications by county that have been deleted.

--\*

**107-125 (Reserved)**



**\*--Part 6 AILFP Application Software****126 Accessing AILFP Software****A Overview**

The 2003/2004 AILFP contract software will be intuitive web-based software with a centralized data base. AILFP contracts can be initiated:

- and updated by County Office employees
- by FSA customers with Internet access and e-authentication level 2 security access.

**Notes:** FSA customers will not be able to make modifications to applications that have been submitted. All application modifications must be processed by the County Office.

County Office employees and designated State Office employees will be able to load a nationwide customer service application, which means that any designated employee can load an application for any customer nationwide.

**B User Access**

All County Office users will have:

- update capability to their county if their county has been approved for AILFP
- limited update capability to all counties that have been approved for AILFP, through the nationwide customer service option.

State Office employees who are designated users of the Program Load Table will also have access to the AILFP application process, through nationwide customer service. Any State Office employee can request access to the Program Load Table and nationwide customer service. See subparagraph 71 B for instructions on obtaining access.--\*

**\*--126 Accessing AILFP Software (Continued)**

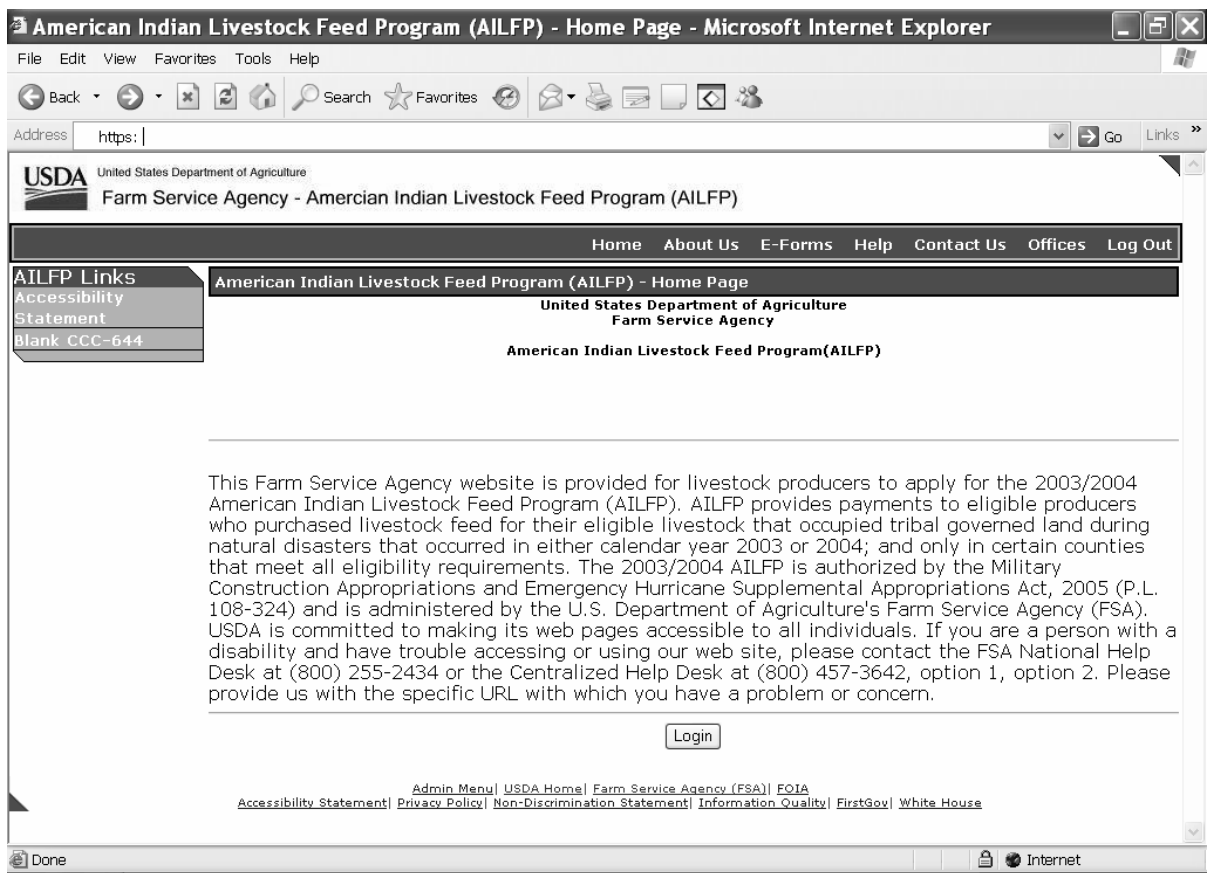
**C Accessing the AILFP Web Site**

Access the AILFP Home Page by clicking the “American Indian Livestock Feed Program” link on the FSA Intranet Home Page.

**Notes:** Internet Explorer shall be used when accessing the AILFP Home Page.

The “Back” button on the web browser shall not be used in the AILFP application software. Users shall use the navigation buttons on the left side of the screen to move between application screens. Using the “Back” button on the web browser will result in errors in the application process.

After entering the AILFP web site location, users will be taken to the AILFP Home Page. Click the “Login” button to continue.

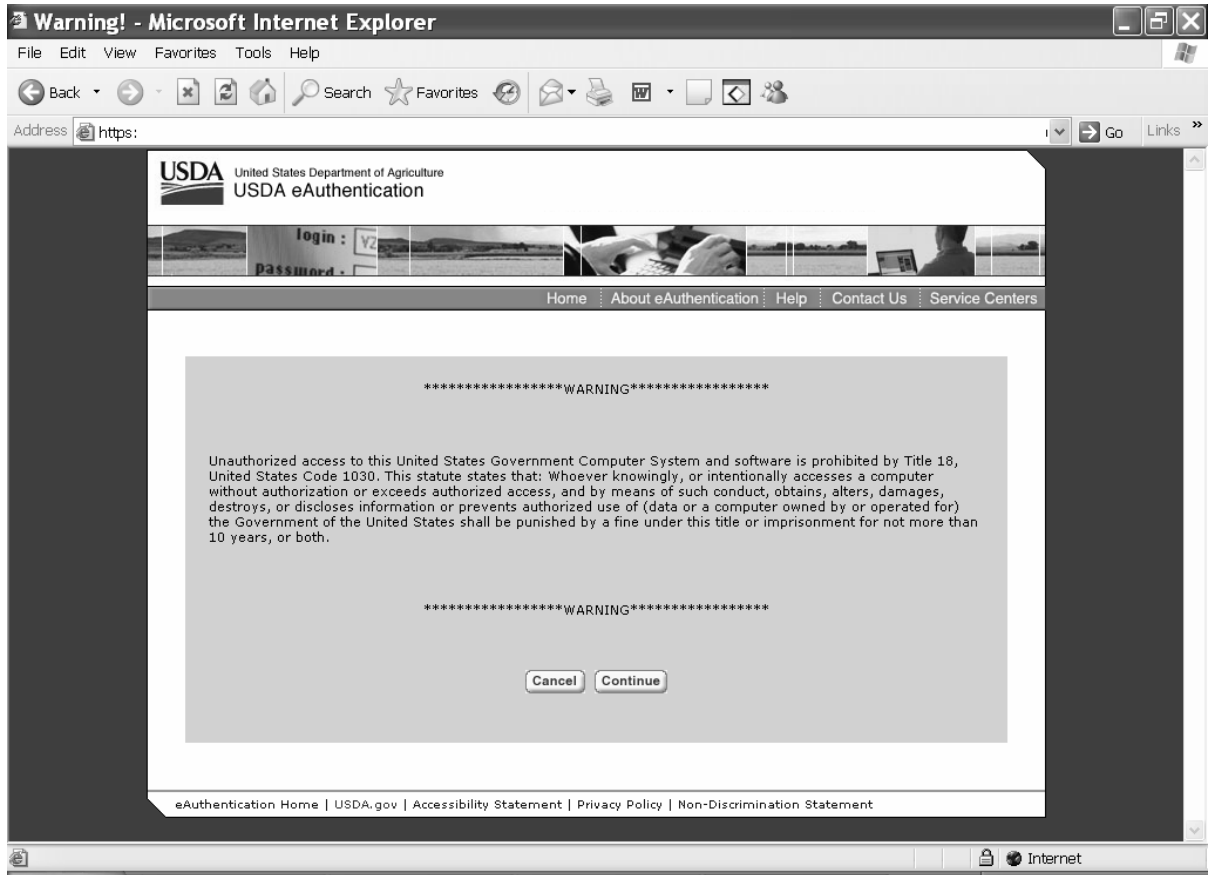


--\*

\*--126 Accessing AILFP Software (Continued)

C Accessing the AILFP Web Site (Continued)

Once the user has clicked the “Login” button, the USDA eAuthentication Warning Screen will be displayed. Users must click “Continue” to proceed or “Cancel” to end the process.



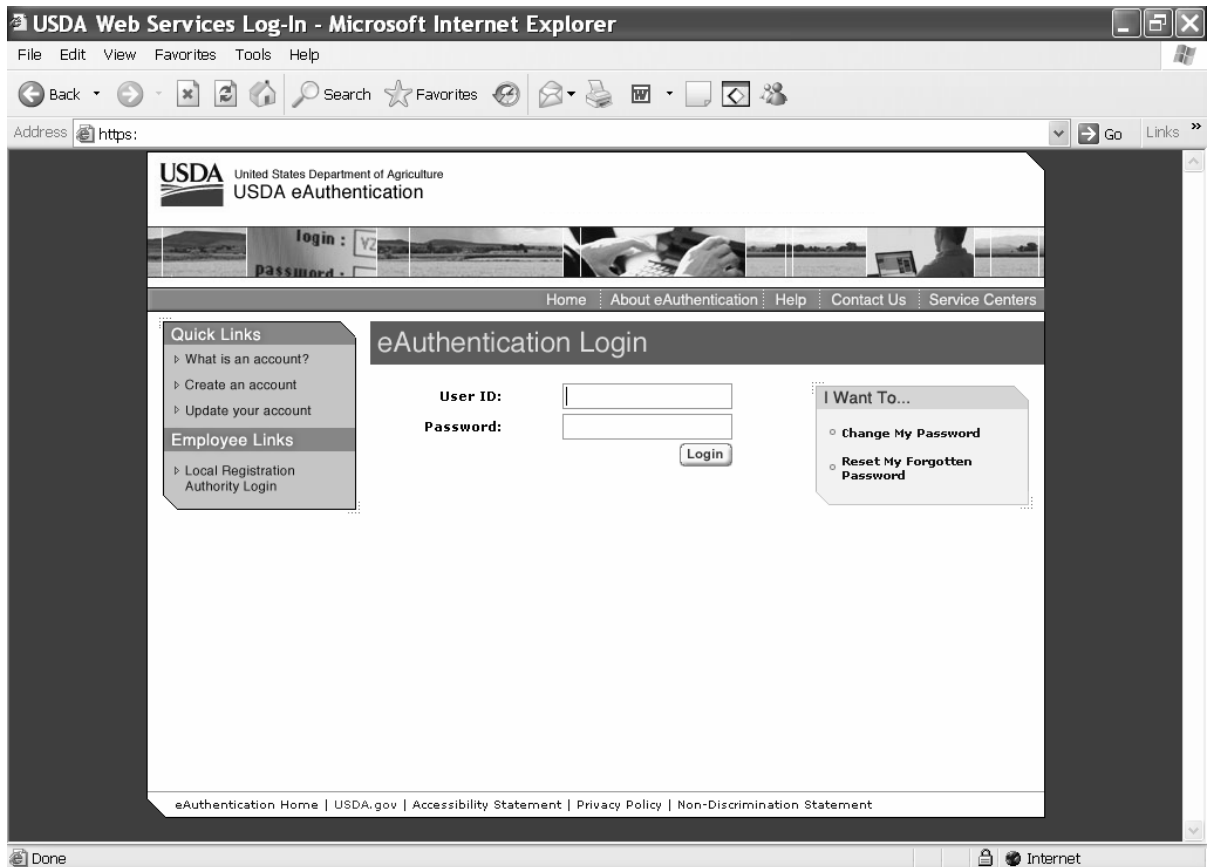
--\*

\*--126 Accessing AILFP Software (Continued)

C Accessing the AILFP Web Site (Continued)

Users must:

- enter the eAuthentication user ID
- enter the eAuthentication password
- click the “Login” button.



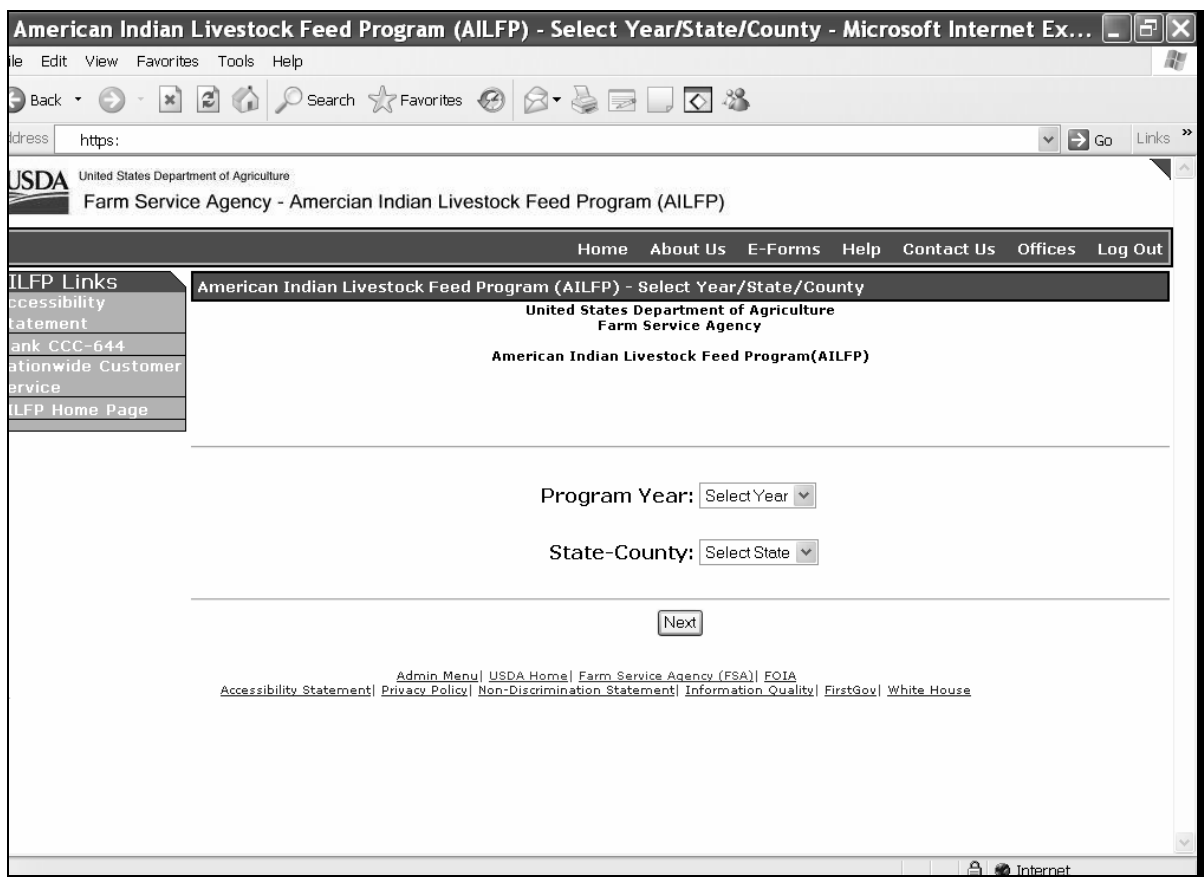
--\*

**\*--127 Selecting Year, State, and County**

**A Year, State, and County Selection**

Once a user is logged in and has been authenticated, users must select a year, State, and county to process applications in their Service Center. Only those counties whose data has been loaded on the Program Load Table and marked eligible for AILFP will be displayed on the screen. Applications cannot be taken in counties that have not been loaded on the Program Load Table.

County Office and designated State Office users will have the option of selecting the “Nationwide Customer Service” button from the menu. This will provide users with the ability to take an application for a producer from any Service Center nationwide. See paragraph 139.



**B Action**

User shall use the drop down boxes to select the applicable:

- crop year
- State/county.

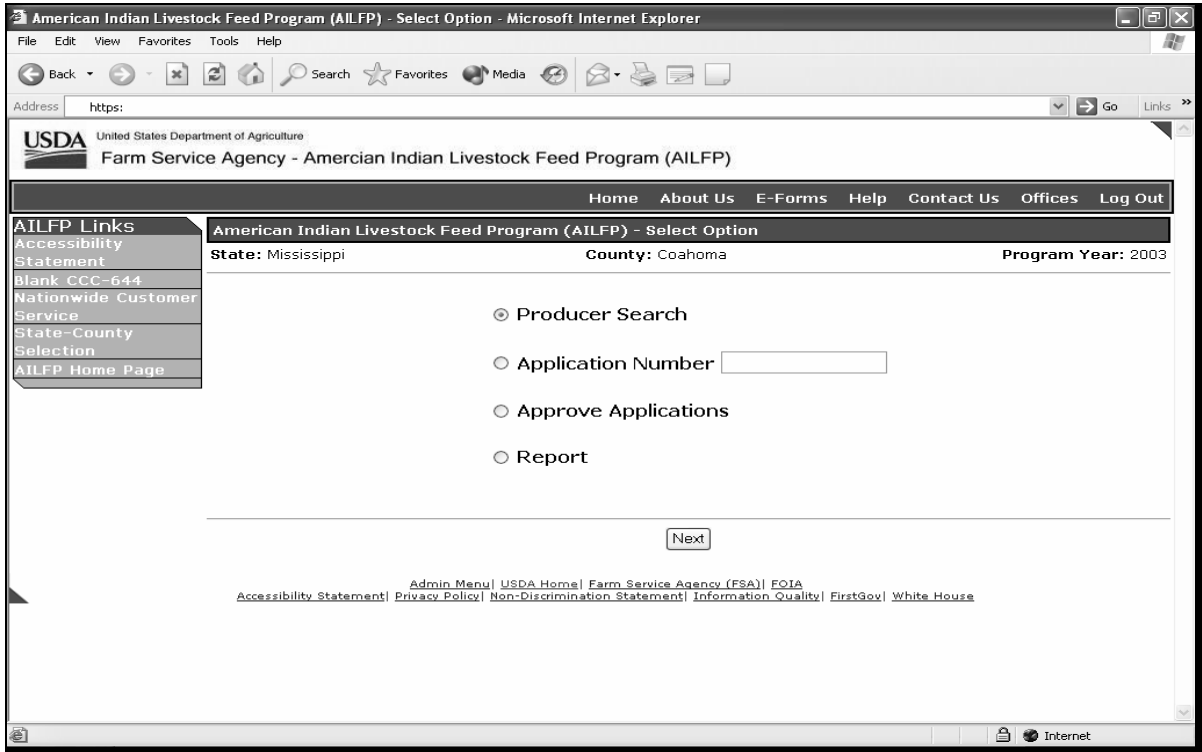
Click the “Next” button. The Select Option Screen will be displayed.--\*

128 Select Option Screen

A Overview

Once the user has selected the applicable program year and State/county, the Select Option Screen will be displayed. The user will have the option to select by producer or application number.

\*--



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Applications for 2003/2004 AILFP will be by the following:

- year
- administrative County Office
- “producer”
- operation
- tribe.

**Example:** Producer A owns Livestock Operation X with 100 percent share. Producer A shares Livestock Operation Y with Producer B with 50 percent share. Producer A is a member of General Partnership Z. General Partnership Z has a partnership ID and has 100 percent share in the livestock operation. In this example, Producer A would have 2 applications using his individual ID number. Producer B will have 1 application using his individual ID number. General Partnership Z will have 1 application using the partnership ID.



## \*--128 Select Option Screen (Continued)

**B Accessing by Producer**

If accessing by producer, click the radio button in front of “Producer Search” and click the “Next” button. The USDA Service Center Information Management System Customer Search Page will be displayed. The producer can be selected by type, name, tax ID, or other. See 1-CM for additional information.

' checkbox and a 'Service Center Details' button. The search criteria section is divided into four quadrants: '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:' and 'First:'. 'Tax ID' has an 'ID:' input field and an 'ID Type: Select One' dropdown menu with a 'Whole ID' radio button. 'Other' has input fields for 'Common Name:', 'Zip Code:', and 'Phone No:'. At the bottom of the search criteria are 'Search' and 'Reset' buttons. The browser status bar at the bottom shows 'Done' and 'Internet'."/>

**Note:** The user must select the producer based on search results by clicking the applicable producer.

Once a producer has been selected, either of the following screens will be displayed:

- Operation Agreement Screen

**Note:** If this is the first application for the selected producer for the selected year/county, see paragraph 129.

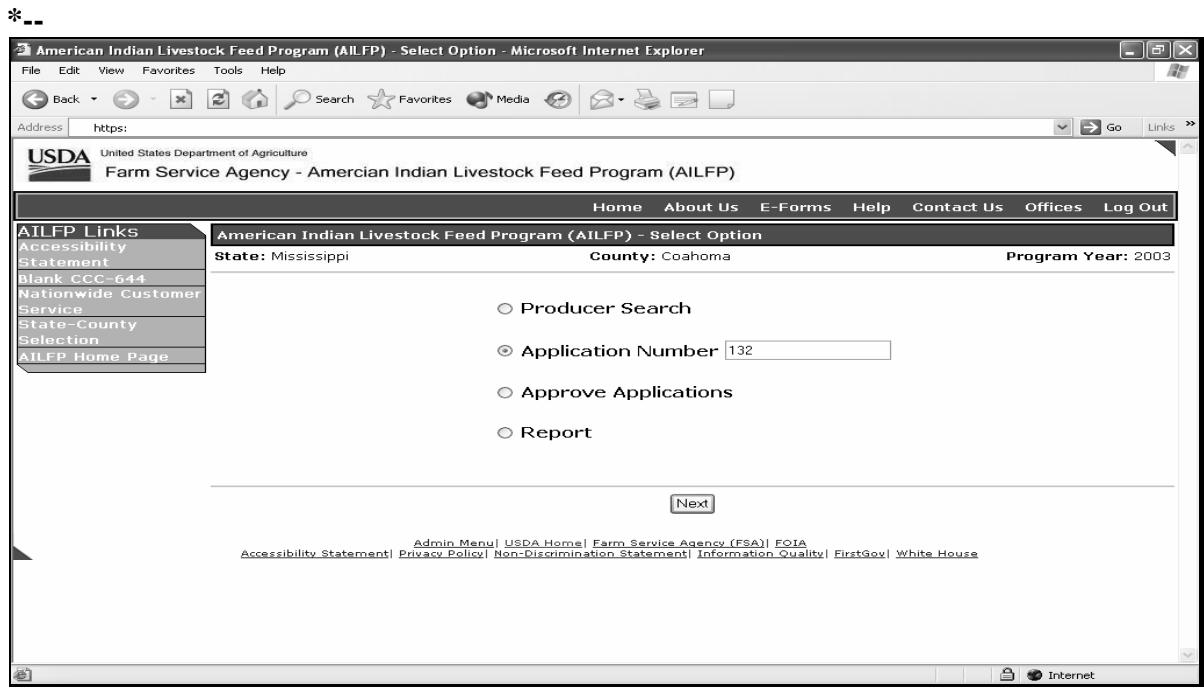
- Select Application Screen.

**Note:** If this is **not** the first application for the selected producer for the selected year/county, see paragraph 131.--\*

128 Select Option Screen (Continued)

C Accessing by Application Number

The following screen shows an example of selecting by application number.



To access by a specific application number:

- click the radio button in front of “Application Number”
- enter the applicable application number
- click the “Next” button.

The Operation Agreement Screen will be displayed.

**Note:** Application numbers are assigned by the system. The numbers are assigned nationwide without regard to State, county, or year. All applications numbers will be unique nationwide.

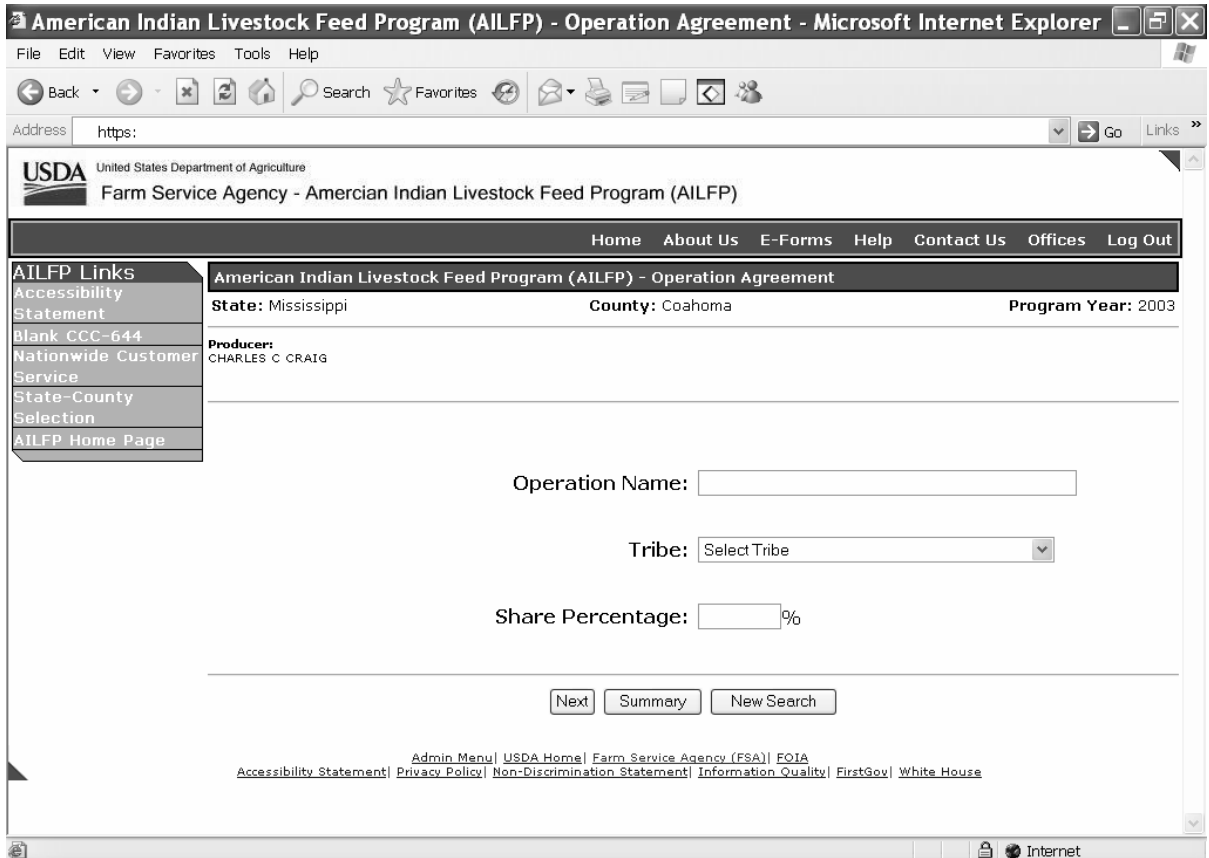
**\*--129 Operation Agreement Screen**

**A Overview**

The Operation Agreement Screen will be displayed if:

- this is the first application for the selected producer for the selected year and county
- a specific application number is selected on the Select Option Screen.

Following is an example of the Operation Agreement Screen.



--\*

\*--129 Operation Agreement Screen (Continued)

**B Field Descriptions and Actions Available on Screen**

The following table provides the field descriptions and actions available on the Operation Agreement Screen.

Field/Button	Description	Action
State	State as selected.	
County	County as selected.	
Program Year	Year as selected.	
Payment Beginning Date	AILFP payment period begin date as entered on the Program Load Table.	
Payment Ending Date	AILFP payment period end date as entered on the Program Load Table.	
Producer	Producer name, address, and last 4 digits of the producer's ID number is displayed.	
Operation Name	Manual entry by the user.	<p>Enter the operation name for the selected producer.</p> <p>This field is being used to assist County Offices in not taking duplicate applications for the same operation.</p> <p>Not all producers will have a formal operation name. In those events, the operation shall be given a name.</p> <p><b>Example:</b> John Smith and Paul Jones operate a livestock operation. They receive benefits using their individual tax ID numbers. They do not have a formal name for their operation. The County Office can enter "John Smith and Paul Jones" as the operation name.</p>

--\*

\*--129 Operation Agreement Screen (Continued)

**B Field Descriptions and Actions Available on Screen (Continued)**

Field/Button	Description	Action
Tribe	Drop down box with the tribal names that have been approved by DAFP for AILFP.	Select the applicable tribal name.
Share Percentage	Manual entry field for entering the producer's share of operation.	Enter the producer's share applicable to the operation. Enter share from 1 percent to 100 percent. Two decimal places may be entered if needed.  <b>Example:</b> Producer A and Producer B share 33⅓ percent and 66⅔ percent. Shares would be loaded as 33.33 percent and 66.67 percent.
Next	The Enter Participants Information Screen will be displayed.	
Summary	The Summary Information Screen will be displayed.	
New Search	The Select Option Screen will be displayed.	

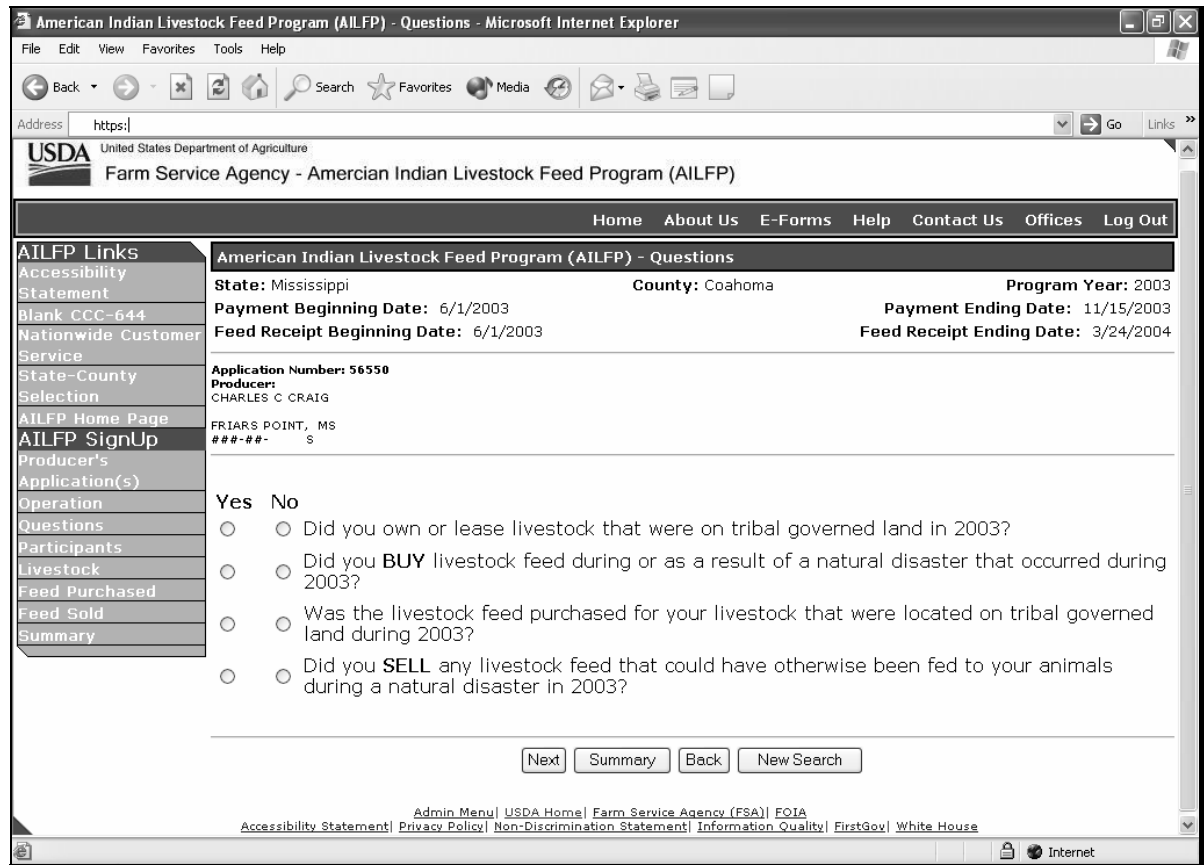
--\*

\*--129.5 Questions Screen

A Overview

Producers participating in AILFP are required to answer several questions on CCC-644. Software has been developed to allow the entry of the producer's answers on the screen. Users shall enter the answer to the questions as provided by the producer.

Following is an example of the Questions Screen.



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## \*--129.5 Questions Screen (Continued)

**B Field Descriptions and Actions Available on Screen**

The following table provides the descriptions and actions available on the Questions Screen.

<b>Field/Button</b>	<b>Description</b>	<b>Action</b>
State	State as selected.	
County	County as selected.	
Program Year	Year as selected.	
Payment Beginning Date	AILFP payment period begin date as entered on the Program Load Table.	
Payment Ending Date	AILFP payment period end date as entered on the Program Load Table.	
Feed Receipt Beginning Date	Feed receipt begin date as entered on the Program Load Table.	
Feed Receipt Ending Date	Feed receipt end date as entered on the Program Load Table.	
Application Number	Application numbers are assigned by the system nationwide. All applications nationwide will have a unique application number.	
Producer	Producer name, address, and last 4 digits of the producer's ID number are displayed.	
Questions	Questions for CCC-644.	Click the applicable "Yes" or "No" radio button for each question based on answers provided by the producer.

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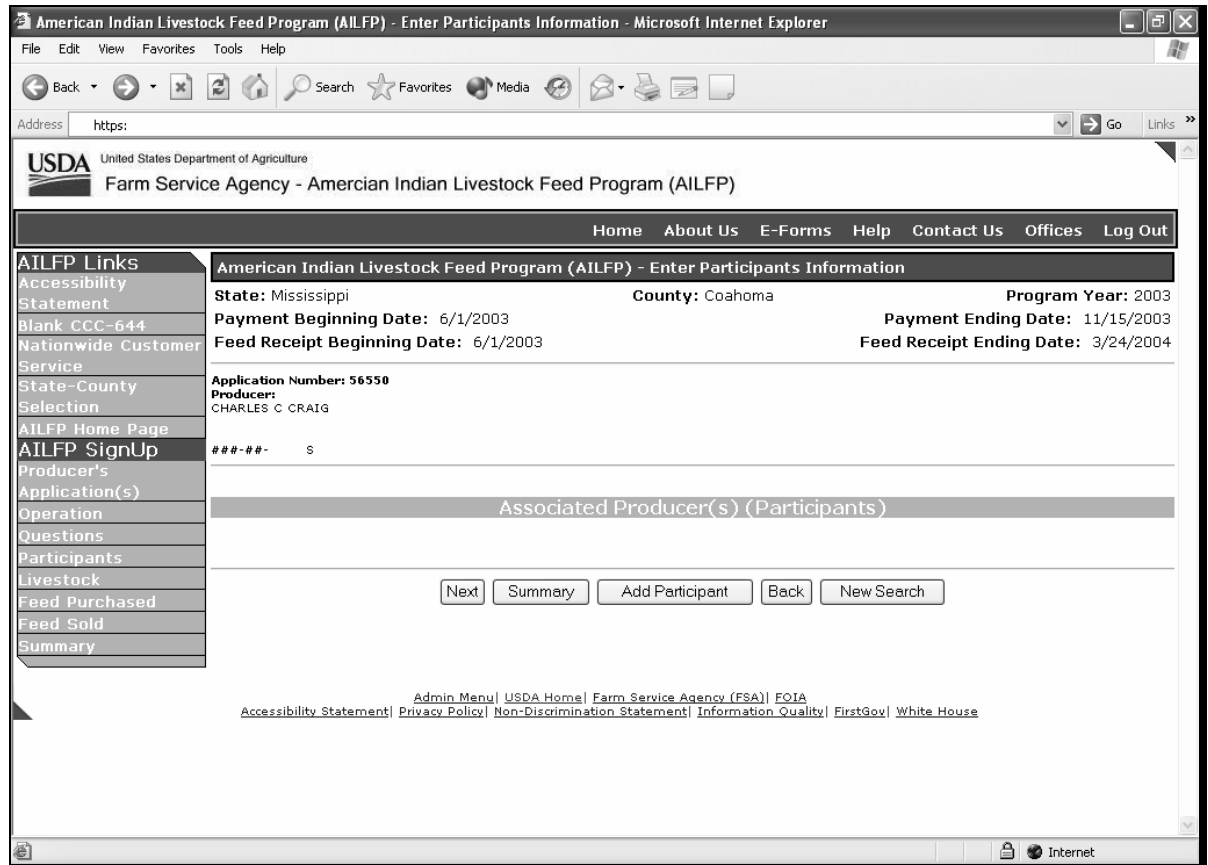
# 130 Enter Participants Information Screen

## A Overview

The Enter Participants Information Screen will be displayed when the “Next” button is clicked on the Operation Agreement Screen.

Following is an example of the Enter Participants Information Screen.

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130 Enter Participants Information Screen (Continued)

**B Field Descriptions and Actions Available on Screen**

The following table provides the field descriptions and actions available on the Enter Participants Information Screen.

Field/Button	Description	Action
State	State as selected.	
County	County as selected.	
Program Year	Year as selected.	
Payment Beginning Date	AILFP payment period begin date as entered on the Program Load Table.	
Payment Ending Date	AILFP payment period end date as entered on the Program Load Table.	
*--Feed Receipt Beginning Date	AILFP feed receipt begin date as entered on the Program Load Table.	
Feed Receipt Ending Date	AIFLP feed receipt end date as entered on the Program Load Table.--*	
Application Number	Application numbers are assigned by the system nationwide. All applications nationwide will have a unique application number.	
Producer	Producer name, address, and last 4 digits of the producer's ID number are displayed.	
Associated Producer(s) (Participants)  <b>Note:</b> Associated producers and participants are other owners that share in the livestock operation. See paragraph 137 for additional information.	Displayed if previously loaded through the "Add Participant" button.	

\*--130 Enter Participants Information Screen (Continued)

**B Field Descriptions and Actions Available on Screen (Continued)**

Field/Button	Description	Action
Next	The Enter Livestock Information Screen will be displayed.	
Summary	The Summary Information Screen will be displayed.	
Add Participant	<p>Manual entry by user.</p> <p>All livestock owners associated with the selected producer’s operation shall be loaded. This process is being used so that livestock and grazing data only needs to be loaded 1 time for an operation. Subsequent producer information will be retrieved based on the information provided by the original participant. Data can be modified as necessary.</p>	<p>Click the “Add Participant” button. The USDA Service Center Information Management System Customer Search Page will be displayed. Select the applicable producer. The producer will be displayed as an associated producer. The producer can be removed, if applicable, by clicking the “Remove” button.</p> <p><b>Notes:</b> Do not enter members of joint operations if the joint operation has a permanent ID number.</p> <p>Do not enter members of entities.</p>
New Search	The Select Option Screen will be displayed.	

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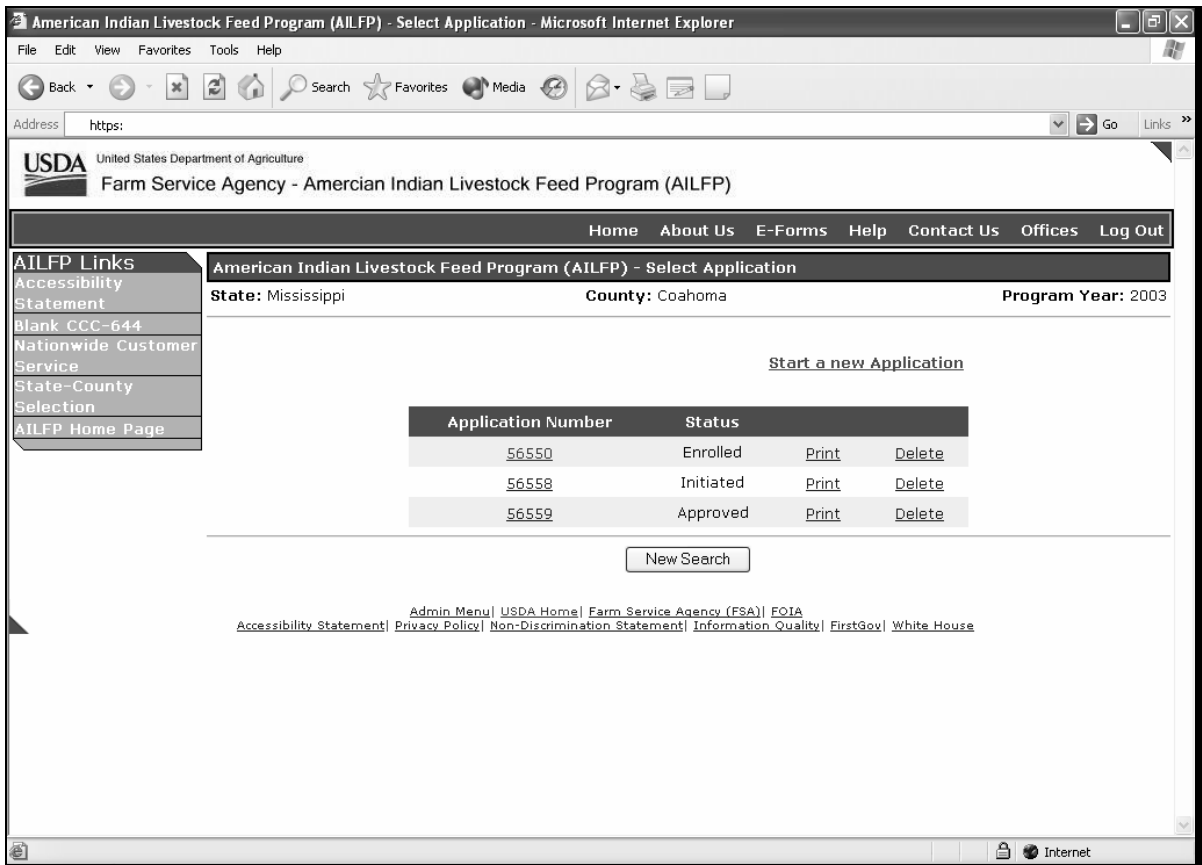
## 131 Select Application Screen

### A Overview

The Select Application Screen will be displayed if the selected producer has previous applications on file for the selected State, county, or year. The current status for each application is displayed.

Following is an example of the Select Application Screen.

\*..



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### B Action

Click on the following:

- applicable application number to modify an existing application
- “Start a new Application” to start a new application
- “Print” to print the applicable application
- “Delete” to delete the applicable application
- “Copy” to copy data to the associated producer’s application.

The Operation Agreement Screen will be displayed.

\*--131 Select Application Screen (Continued)

**C Application Status**

The application status will be displayed for each application that is on file for the selected producer. The following table provides an explanation of each application status.

<b>Application Status</b>	<b>Explanation</b>
Initiated	Application has been initiated, but producer’s signature date has not been entered. Application is not considered enrolled until producer’s signature date has been entered.
Enrolled	Producer’s signature date has been entered. Application is considered enrolled.
Approved	Application has been approved.
Disapproved	Application has been disapproved.
Associated	<p>Producer was listed on an application as an associated producer. Click on “Copy” to copy data to the associated producer’s application. See paragraph 137.</p> <p><b>Note:</b> The link for the “Associated” application will always remain in the “Status” block. Users shall only copy the application 1 time. The system will not permit additional copies to be made.</p>
Suspended	Application has been placed in suspended status because of Program Load Table changes.

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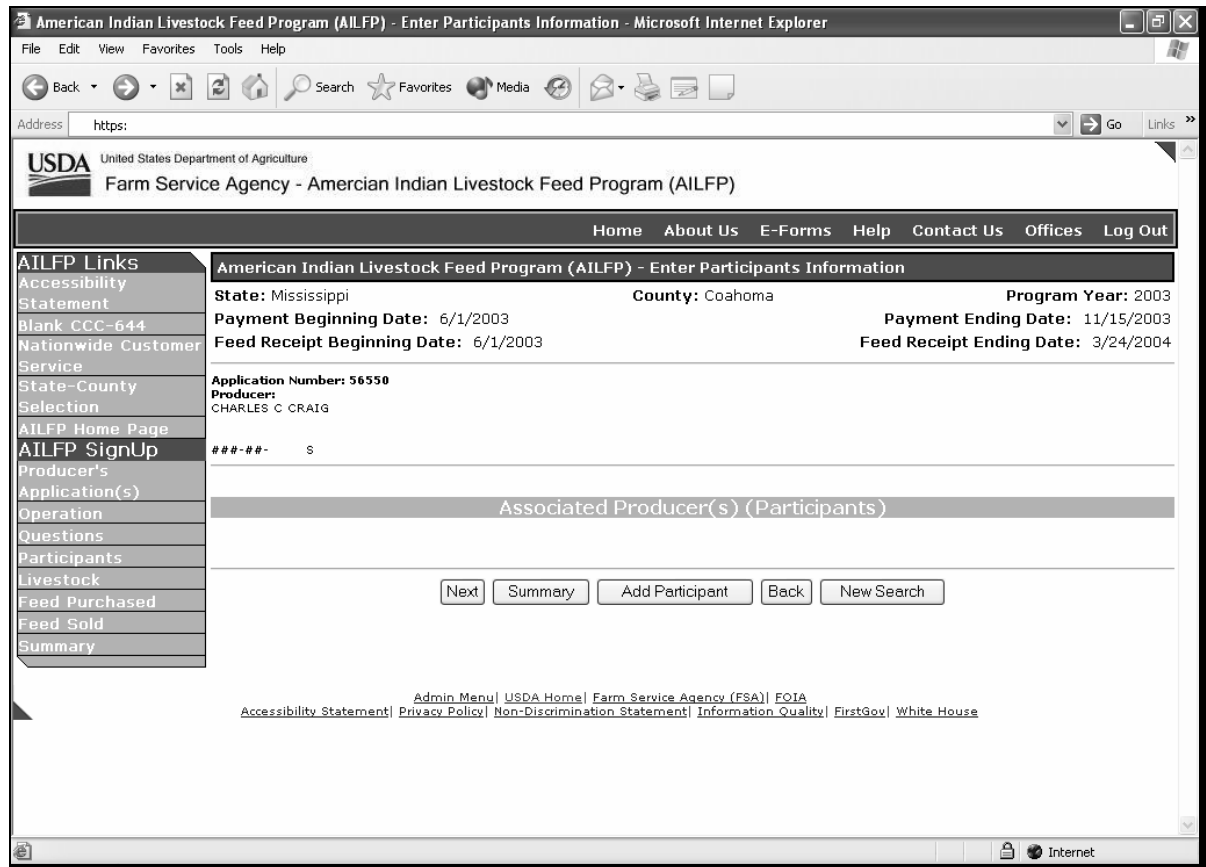
## 132 Enter Livestock Information Screen

### A Overview

The Enter Livestock Information Screen will be displayed when the “Next” button is clicked on the Enter Participants Information Screen. The Enter Livestock Information Screen will be used to load the livestock data for the operation.

Following is an example of the Enter Livestock Information Screen.

\*..



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## 132 Enter Livestock Information Screen (Continued)

**B Field Descriptions and Actions Available on Screen**

The following table provides the field descriptions and actions available on the Enter Livestock Information Screen.

<b>Field/Button</b>	<b>Description</b>	<b>Action</b>
State	State as selected.	
County	County as selected.	
Program Year	Year as selected.	
Payment Beginning Date	AILFP payment period begin date as entered on the Program Load Table.	
Payment Ending Date	AILFP payment period end date as entered on the Program Load Table.	
*--Feed Receipt Beginning Date	AILFP feed receipt begin date as entered on the Program Load Table.	
Feed Receipt Ending Date	AIFLP feed receipt end date as entered on the Program Load Table.--*	
Application Number	Application numbers are assigned by the system nationwide. All applications nationwide will have a unique application number.	
Producer	Producer name, address, and last 4 digits of the producer's ID number are displayed.	
Livestock Type	Drop down box with all livestock types eligible for the program.	Select the applicable livestock type.  <b>Note:</b> The same livestock type may be entered several times based on the begin and end dates used.
Weight Range	Drop down box with applicable weights for the selected livestock type.	Select the applicable weight range.  <b>Note:</b> If there is only 1 weight class for the selected livestock, it will be defaulted by the system.
Number of Head	Manual entry.	Enter the total number of head, for the operation, for the selected livestock type and weight range.  <b>Note:</b> The system will compute the producer's share of the eligible livestock.

\*--132 Enter Livestock Information Screen (Continued)

**B Field Descriptions and Actions Available on Screen (Continued)**

Field/Button	Description	Action
Begin Date	Defaulted to the AILFP payment period begin date as entered on the Program Load Table.	<p>User may change the begin date.</p> <p>All changes in the number of eligible livestock must be recorded. Dates must be within the AILFP payment period dates.</p>
End Date	Defaulted to the AILFP payment period end date as entered on the Program Load Table.	<p>User may change the end date.</p> <p>All changes in the number of eligible livestock must be recorded. Dates must be within the AILFP payment period dates.</p>
Mitigated	Manual entry.	Check the box if the livestock were sold because of disaster.
Add	Livestock information previously entered will be added to the producer’s application. “Add” must be clicked to add the entered data. Once a record is added, it is redisplayed as a view-only record at the bottom of the screen.	Click the “Add” button to add the livestock data previously entered. “Add” must be clicked to add the data that was previously entered.
Clear	Data previously entered will be cleared.	
Next	<p>The Enter Feed That Was Purchased Screen will be displayed.</p> <p><b>Note:</b> There are 2 “Next” buttons on this screen. Both buttons serve the same purpose. Two buttons are being provided for user convenience. The screen may become very full depending on the number of entries made, so the user will have the option of using the “Next” button at the top or at the bottom of the page.</p>	

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\*--132 Enter Livestock Information Screen (Continued)

**B Field Descriptions and Actions Available on Screen (Continued)**

Field/Button	Description	Action
Summary	<p>The Summary Information Screen will be displayed. See paragraph 135.</p> <p><b>Note:</b> There are 2 “Summary” buttons on this screen. Both buttons serve the same purpose. Two buttons are being provided for user convenience. The screen may become very full depending on the number of entries made, so the user will have the option of using the “Summary” button at the top or at the bottom of the page.</p>	
New Search	<p>The Select Option Screen will be displayed.</p> <p><b>Note:</b> There are 2 “New Search” buttons on this screen. Both buttons serve the same purpose. Two buttons are being provided for user convenience. The screen may become very full depending on the number of entries made, so the user will have the option of using the “New Search” button at the top or at the bottom of the page.</p>	
<p>The data entered will be redisplayed on the summary part of this screen each time the “Add” button is clicked. The most recent record will be added to the top of the list. This allows the user a visual of the data that has been previously added.</p>		
Edit	<p>This button allows the user to edit the entry if information was entered incorrectly.</p>	<p>Click the “Edit” button. Entry is redisplayed for update. Edit as applicable. Click the “Add” button when entry is complete.</p>
Delete	<p>This button allows the user to delete an entry.</p>	<p>Click the “Delete” button. Entry is deleted.</p>

--\*

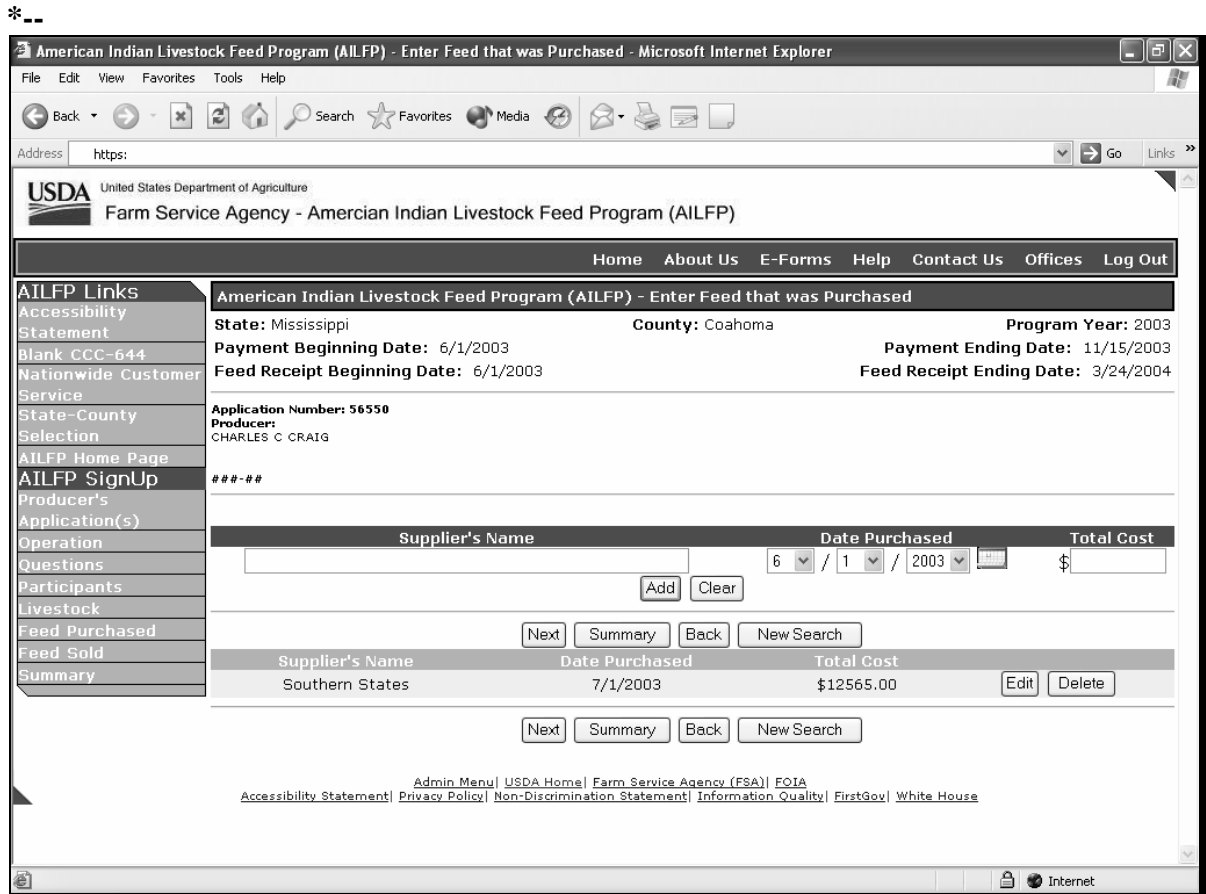


## 133 Enter Feed That Was Purchased Screen

### A Overview

The Enter Feed That Was Purchased Screen will be displayed when the “Next” button is clicked on the Enter Livestock Information Screen. The Enter Feed That Was Purchased Screen will be used to load the feed that was purchased for the operation.

Following is an example of the Enter Feed That Was Purchased Screen.



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## 133 Enter Feed That Was Purchased Screen (Continued)

**B Field Descriptions and Actions Available on Screen**

The following table provides the field descriptions and actions available on the Enter Feed That Was Purchased Screen.

<b>Field/Button</b>	<b>Description</b>	<b>Action</b>
State	State as selected.	
County	County as selected.	
Program Year	Year as selected.	
Payment Beginning Date	AILFP payment period begin date as entered on the Program Load Table.	
Payment Ending Date	AILFP payment period end date as entered on the Program Load Table.	
*--Feed Receipt Beginning Date	AILFP feed receipt begin date as entered on the Program Load Table.	
Feed Receipt Ending Date	AIFLP feed receipt end date as entered on the Program Load Table.--*	
Application Number	Application numbers are assigned by the system nationwide. All applications nationwide will have a unique application number.	
Producer	Producer name, address, and last 4 digits of the producer's ID number are displayed.	
Supplier's Name	Manual entry.	Enter the name of the supplier in which the feed was purchased.
Date Purchased	Manual entry.	Enter the date the feed was purchased.  The feed must have been purchased during the AILFP feed receipt acceptance period.
Total Cost	Manual entry.	Enter the total cost of the feed purchased.
Add	Feed information previously entered will be added to the producer's application. "Add" must be clicked to add the entered data. Once a record is added, it is redisplayed as a view-only record at the bottom of the screen.	Click the "Add" button to add the feed purchased information. "Add" must be clicked to add the data that was previously entered.
Clear	Data previously entered will be cleared.	

\*--133 Enter Feed That Was Purchased Screen (Continued)

**B Field Descriptions and Actions Available on Screen (Continued)**

Field/Button	Description	Action
Next	<p>The Enter Feed That Was Sold Screen will be displayed.</p> <p><b>Note:</b> There are 2 “Next” buttons on this screen. Both buttons serve the same purpose. Two buttons are being provided for user convenience. The screen may become very full depending on the number of entries made, so the user will have the option of using the “Next” button at the top or at the bottom of the page.</p>	
Summary	<p>The Summary Information Screen will be displayed. See paragraph 135.</p> <p><b>Note:</b> There are 2 “Summary” buttons on this screen. Both buttons serve the same purpose. Two buttons are being provided for user convenience. The screen may become very full depending on the number of entries made, so the user will have the option of using the “Summary” button at the top or at the bottom of the page.</p>	

--\*

\*--133 Enter Feed That Was Purchased Screen (Continued)

**B Field Descriptions and Actions Available on Screen (Continued)**

Field/Button	Description	Action
New Search	<p>The Select Option Screen will be displayed.</p> <p><b>Note:</b> There are 2 “New Search” buttons on this screen. Both buttons serve the same purpose. Two buttons are being provided for user convenience. The screen may become very full depending on the number of entries made, so the user will have the option of using the “New Search” button at the top or at the bottom of the page.</p>	
<p>The data entered will be redisplayed on the summary part of this screen each time the “Add” button is clicked. The most recent record will be added to the top of the list. This allows the user a visual of the data that has been previously added.</p>		
Edit	<p>This button allows the user to edit the entry if information was entered incorrectly.</p>	<p>Click the “Edit” button. Entry is redisplayed for update. Edit as applicable. Click the “Add” button when entry is complete.</p>
Delete	<p>This button allows the user to delete an entry.</p>	<p>Click the “Delete” button. Entry is deleted.</p>

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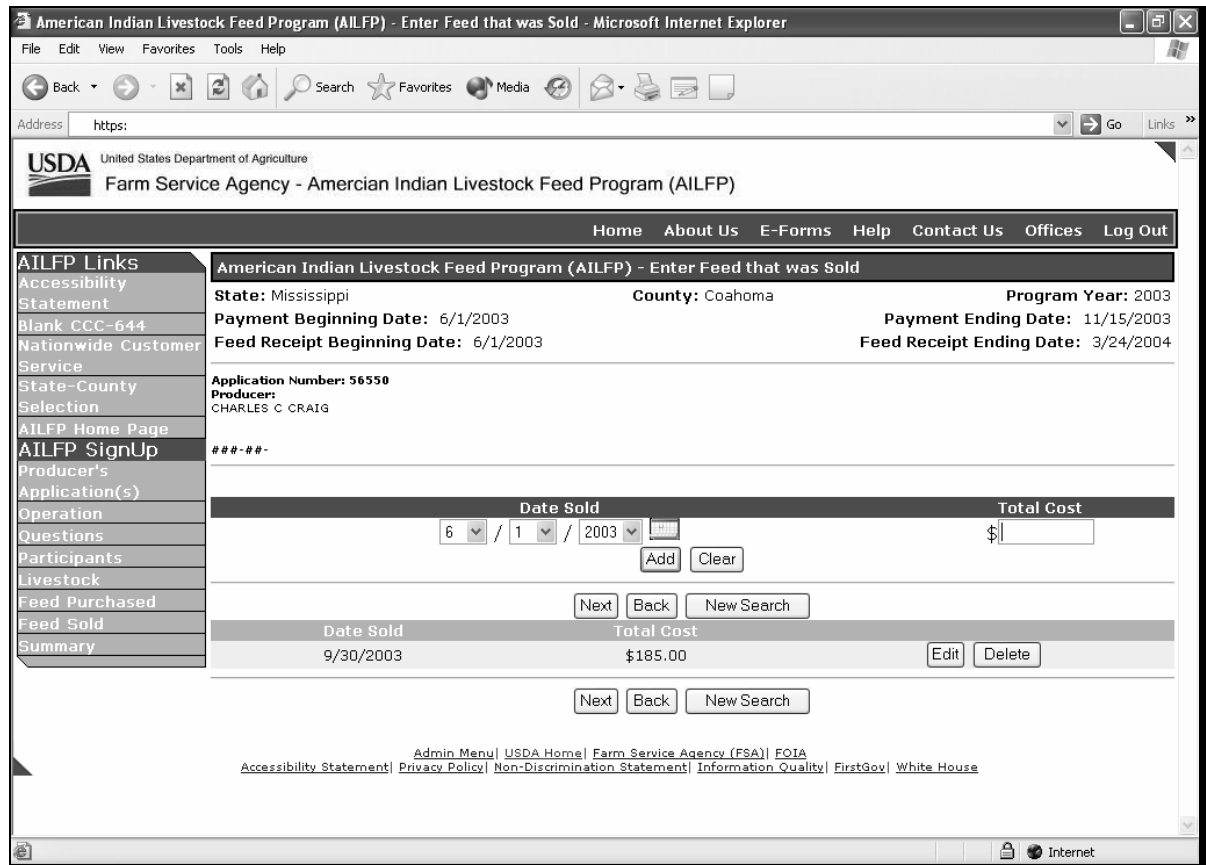
134 Enter Feed That Was Sold Screen

A Overview

The Enter Feed That Was Sold Screen will be displayed when the “Next” button is clicked on the Enter Feed That Was Purchased Screen. The Enter Feed That Was Sold Screen will be used to load the feed that was sold for the operation.

Following is an example of the Enter Feed That Was Sold Screen.

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## 134 Enter Feed That Was Sold Screen (Continued)

**B Field Descriptions and Actions Available on Screen**

The following table provides the field descriptions and actions available on the Enter Feed That Was Sold Screen.

<b>Field/Button</b>	<b>Description</b>	<b>Action</b>
State	State as selected.	
County	County as selected.	
Program Year	Year as selected.	
Payment Beginning Date	AILFP payment period begin date as entered on the Program Load Table.	
Payment Ending Date	AILFP payment period end date as entered on the Program Load Table.	
*--Feed Receipt Beginning Date	AILFP feed receipt begin date as entered on the Program Load Table.	
Feed Receipt Ending Date	AIFLP feed receipt end date as entered on the Program Load Table.--*	
Application Number	Application numbers are assigned by the system nationwide. All applications nationwide will have a unique application number.	
Producer	Producer name, address, and last 4 digits of the producer's ID number are displayed.	
Date Sold	Manual entry.	Enter the date the feed was sold.
Total Cost	Manual entry.	Enter the total cost of the feed sold.
Add	Feed information previously entered will be added to the producer's application. "Add" must be clicked to add the entered data. Once a record is added, it is redisplayed as a view-only record at the bottom of the screen.	Click the "Add" button to add the feed sold information. "Add" must be clicked to add the data that was previously entered.
Clear	Data previously entered will be cleared.	

\*--134 Enter Feed That Was Sold Screen (Continued)

**B Field Descriptions and Actions Available on Screen (Continued)**

Field/Button	Description	Action
Next	<p>The Summary Information Screen will be displayed.</p> <p><b>Note:</b> There are 2 “Next” buttons on this screen. Both buttons serve the same purpose. Two buttons are being provided for user convenience. The screen may become very full depending on the number of entries made, so the user will have the option of using the “Next” button at the top or at the bottom of the page.</p>	
New Search	<p>The Select Option Screen will be displayed.</p> <p><b>Note:</b> There are 2 “New Search” buttons on this screen. Both buttons serve the same purpose. Two buttons are being provided for user convenience. The screen may become very full depending on the number of entries made, so the user will have the option of using the “New Search” button at the top or at the bottom of the page.</p>	

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## \*--134 Enter Feed That Was Sold Screen (Continued)

**B Field Descriptions and Actions Available on Screen (Continued)**

Field/Button	Description	Action
	The data entered will be redisplayed on the summary part of this screen each time the “Add” button is clicked. The most recent record will be added to the top of the list. This allows the user a visual of the data that has been previously added.	
Edit	This button allows the user to edit the entry if information was entered incorrectly.	Click the “Edit” button. Entry is redisplayed for update. Edit as applicable. Click the “Add” button when entry is complete.
Delete	This button allows the user to delete an entry.	Click the “Delete” button. Entry is deleted.

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135 Summary Information Screen

A Overview

The Summary Information Screen will be displayed when the:

- “Next” button is clicked on the Enter Feed That Was Sold Screen
- “Summary” button is clicked.

Following is an example of the Summary Information Screen.

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## 135 Summary Information Screen (Continued)

**B Field Descriptions and Actions Available on Screen**

The following table provides the field descriptions and actions available on the Summary Information Screen.

<b>Field/Button</b>	<b>Description</b>	<b>Action</b>
State	State as selected.	
County	County as selected.	
Program Year	Year as selected.	
Payment Beginning Date	AILFP payment period begin date as entered on the Program Load Table.	
Payment Ending Date	AILFP payment period end date as entered on the Program Load Table.	
*--Feed Receipt Beginning Date	AILFP feed receipt begin date as entered on the Program Load Table.	
Feed Receipt Ending Date	AIFLP feed receipt end date as entered on the Program Load Table.--*	
Application Number	Application numbers are assigned by the system nationwide. All applications nationwide will have a unique application number.	
Producer	Producer name, address, and last 4 digits of the producer's ID number are displayed.	
Share	Share as entered on the Enter Participants Information Screen.	
Signature	Manual entry.	Enter the date the producer signed CCC-644.
Approve/Disapprove Date	Manual entry. <b>Note:</b> The approval date will be removed by the system if updates are made to the application after it is approved.	Click the "Approve" or "Disapprove" block as applicable. Enter the approval/disapproval date. <b>Note:</b> Applications can also be approved through the "Approve Applications" option on the Select Option Screen. This will allow multiple applications to be updated with the same approval date. See paragraph 138.

## 135 Summary Information Screen (Continued)

## B Field Descriptions and Actions Available on Screen (Continued)

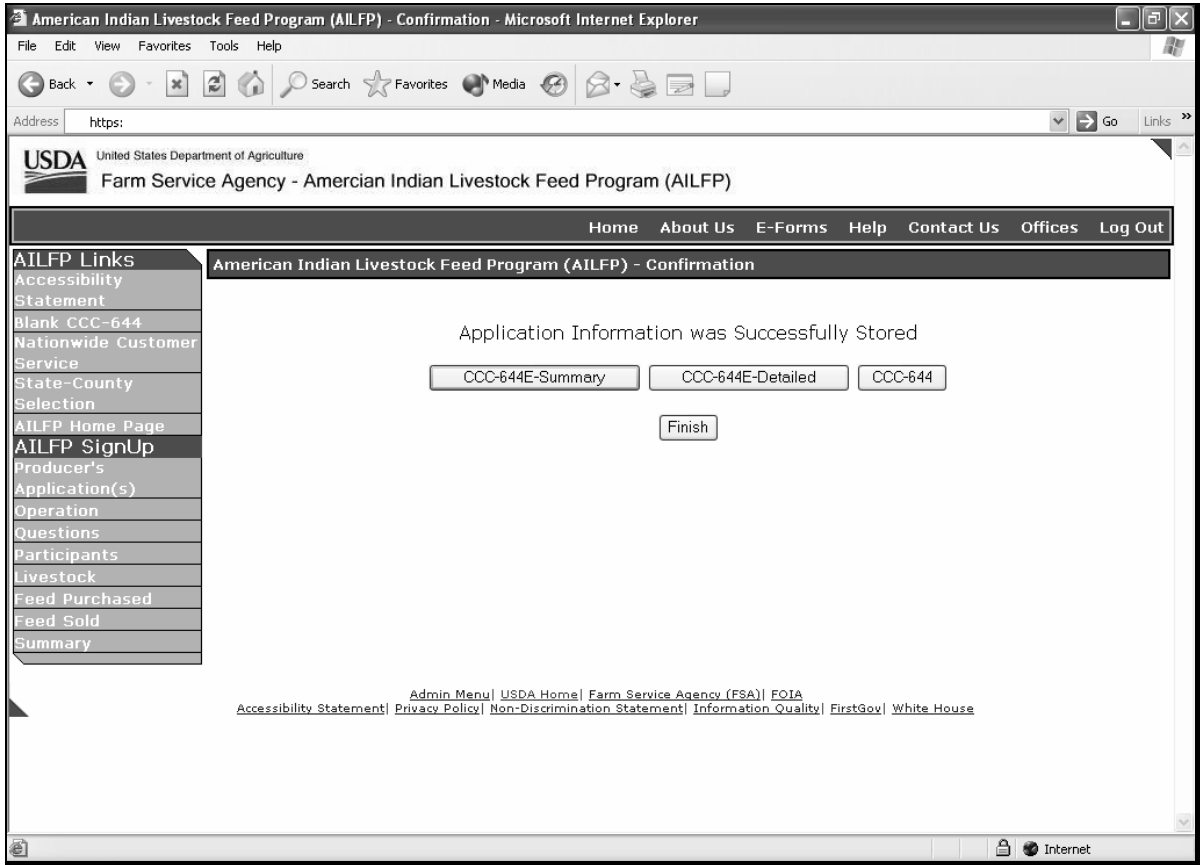
Field/Button	Description	Action
*--Questions	Field displays the questions and answers as updated on Questions Screen.	If an answer to a question needs to be updated, the "Update Questions" button can be clicked. The Questions Screen will be displayed.--*
Participant(s) Information	Field displays the associated producers who were updated on the Enter Participants Information Screen.	If associated producers need to be updated, the "Update Participant(s)" button can be clicked. The Enter Participants Information Screen will be displayed.
Livestock Information	Field displays the livestock information that was updated on the Enter Livestock Information Screen.	If livestock data needs to be updated, the "Update Livestock" button can be clicked. The Enter Livestock Information Screen will be displayed.
Feed Purchased	Field displays the feed that was purchased information that was updated on the Enter Feed That Was Purchased Screen.	If feed data needs to be updated, the "Update Feed Purchased" button can be clicked. The Enter Feed That Was Purchased Screen will be displayed.
Feed Sold	Field displays the feed that was sold information that was updated on the Enter Feed That Was Sold Screen.	If feed data needs to be updated, the "Update Feed Sold" button can be clicked. The Enter Feed That Was Sold Screen will be displayed.
Submit	The application is submitted and updated in the data base.  <b>Note:</b> Data is saved during the application process when the "Add" or "Next" button is clicked.	Click the "Submit" button to store the application data. The Confirmation Screen will be displayed.
New Search	The Select Option Screen will be displayed.  Data previously entered is saved because the data is saved throughout the application process.	

136 Confirmation Screen

A Overview

The Confirmation Screen will be displayed when the “Submit” button is clicked on the Summary Information Screen. Following is an example of the Confirmation Screen.

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B Action

Click the following:

- “Finish” to complete the process; the Select Option Screen will be displayed
- “Summary Entitlement” to view and/or print the Summary Entitlement Report
- “Detailed Entitlement” to view and/or print the Detailed Entitlement Report
- “CCC-644” to view and/or print CCC-644.

**Note:** The “Summary Entitlement” and “Detailed Entitlement” buttons will only be displayed on this screen if the producer’s signature date has been entered.

## 137 Associated Producers

## A Overview

Applications for 2003/2004 AILFP are taken based on the following:

- year
- \*--administrative County Office--\*
- “producer”
- operation
- tribe.

Each producer is responsible for filing their own CCC-644. A process has been added to the AILFP application process to load associated producers and participants to applications. Associated producers and participants are owners who share in the livestock operation. This process will provide a copy feature that will copy all the information from the original producer’s application to the other owners’ applications. This will prevent County Offices from reloading the same data on multiple applications.

**Example:** Producer A, Producer B, and Producer C jointly own and operate a livestock operation. The 3 producers operate using their own Social Security numbers and have not obtained an official tax ID number for the operation. Producer A visits the Service Center to apply for LAP. When the program technician completes Producer A’s application, Producer B and Producer C are listed as associated producers and participants. The program technician completes all the data entries for the livestock and pasture and submits the application. The program technician can now access Producer B and retrieve the data loaded for Producer A’s application.

Members of joint operations shall not be loaded as associated producers if the joint operation has a permanent ID number.

**Example 1:** Producer A is a general partnership with a permanent ID number. The partnership is made up of Member B and Member C. The AILFP application is taken for Producer A since the partnership has a permanent ID number. Members B and C **will not** be loaded as associated producers because they are members of the general partnership.

**Example 2:** Producer A is a general partnership with a permanent ID number. The partnership is made up of Member B and Member C. Producer D shares in the livestock operation. Producer A visits the FSA office and applies for AILFP. Producer D is loaded as an associated producer because Producer D is a joint owner of the livestock operation. Member B and Member C are not loaded as associated producers because they are members of the general partnership.

137 Associated Producers (Continued)

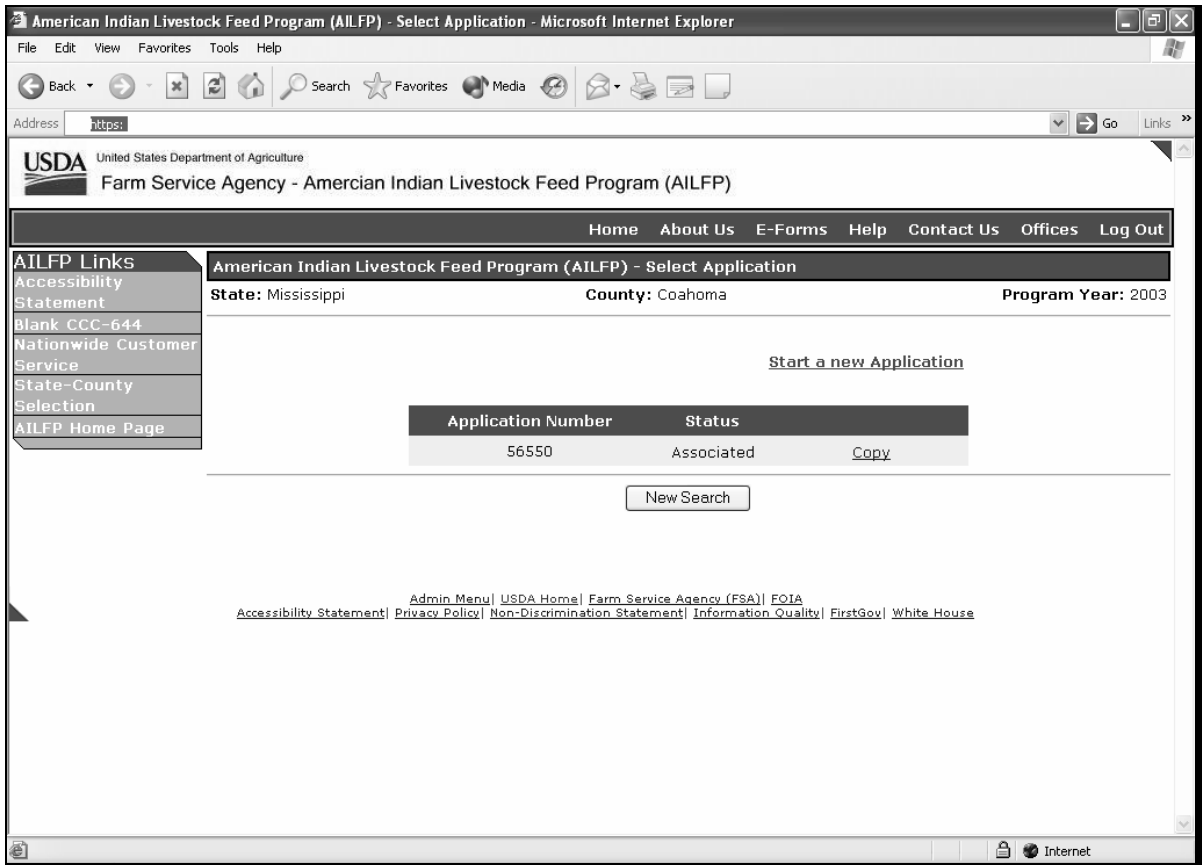
A Overview (Continued)

Members of entities shall not be loaded as associated producers.

**Example:** Producer A is a corporation. The AILFP application is taken for the corporation. The members shall not be loaded as associated producers.

Following is an example of the Select Application Screen that will be displayed when an associated producer is retrieved through the “Producer Search” option.

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**\*--137 Associated Producers (Continued)****B Updating Applications for Associated Producer**

The status of “Associated” will be displayed if the participant has been named as an associated producer on an application. Select the application by clicking on the application number.

The data loaded on the original application will be brought forward. A unique application number will be assigned by the system. Data can be modified, if necessary.

Associated producers cannot be added to applications that had a status of “Associated”.

**Example:** Producer B was listed as an associated producer on Producer A’s application. When Producer B’s application is updated, associated producers cannot be added to the application. If other producers are associated to the operation, they must be added to Producer A’s application.--\*

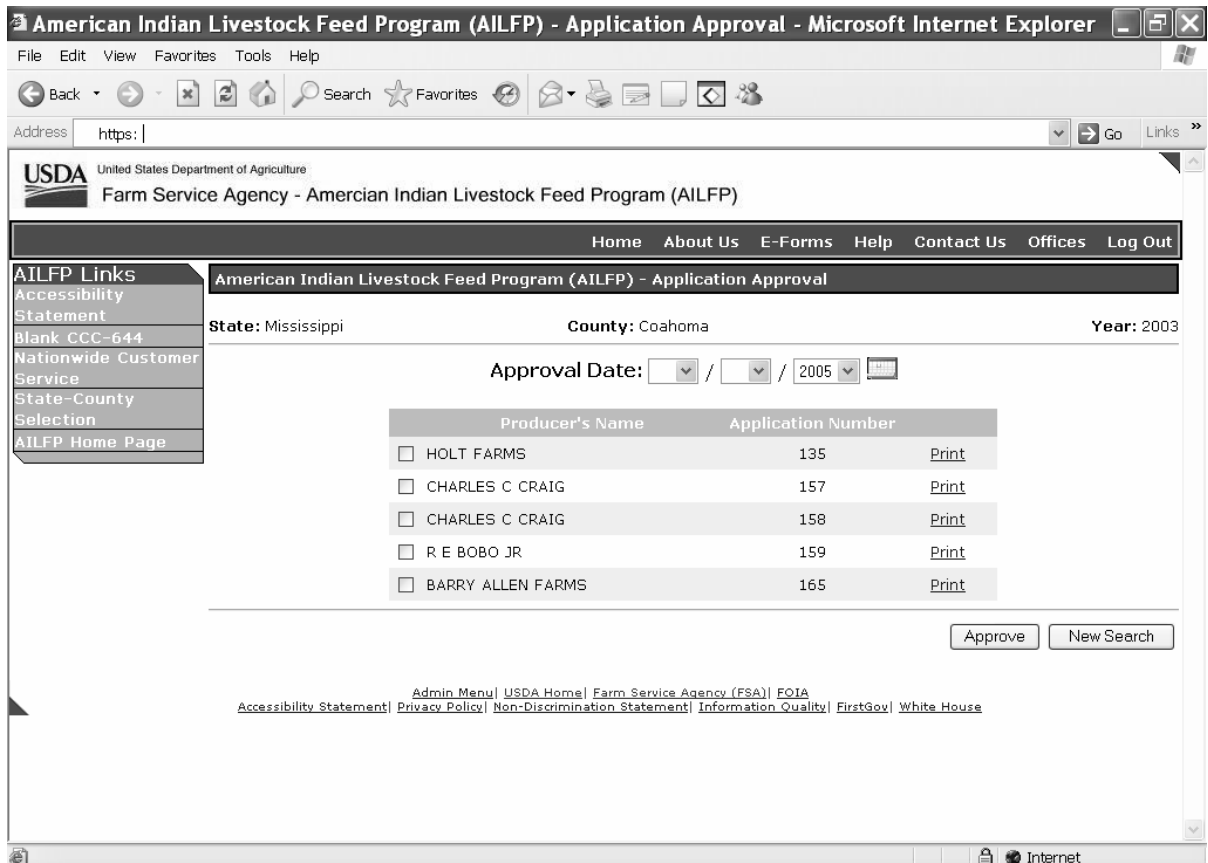
**\*--138 CCC-644 Approval Process**

**A Overview**

A process to enter the same approval date to multiple CCC-644's is being provided in the software. To access the multiple CCC-644 process, click the radio button in front of "Approve Applications" on the Select Option Screen.

**Note:** The CCC-644 approval date can also be entered by specific application number on the Summary Information Screen.

Following is an example of the Application Approval Screen.



The applications must have a producer's signature date entered for the application to be included on the multiple approval process.--\*



**\*--138 CCC-644 Approval Process (Continued)**

**B Field Descriptions and Actions Available on Screen**

The following table provides the field descriptions and actions available on the Application Approval Screen.

<b>Field/Button</b>	<b>Description</b>	<b>Action</b>
State	State as selected.	
County	County as selected.	
Year	Year as selected.	
Approval Date	Manual entry.	Enter the approval date to apply to the applicable applications. Only 1 date can be entered at a time.
Producer's Name	Producers who meet the criteria in subparagraph A.	Click the block to the left of the producer's name and application number for each application that the approval date applies to.
Application Number	Application numbers that meet the criteria in subparagraph A.	
Approve	Applies the approval date to all contracts that have been selected.	
New Search	The Select Option Screen will be displayed.	

--\*

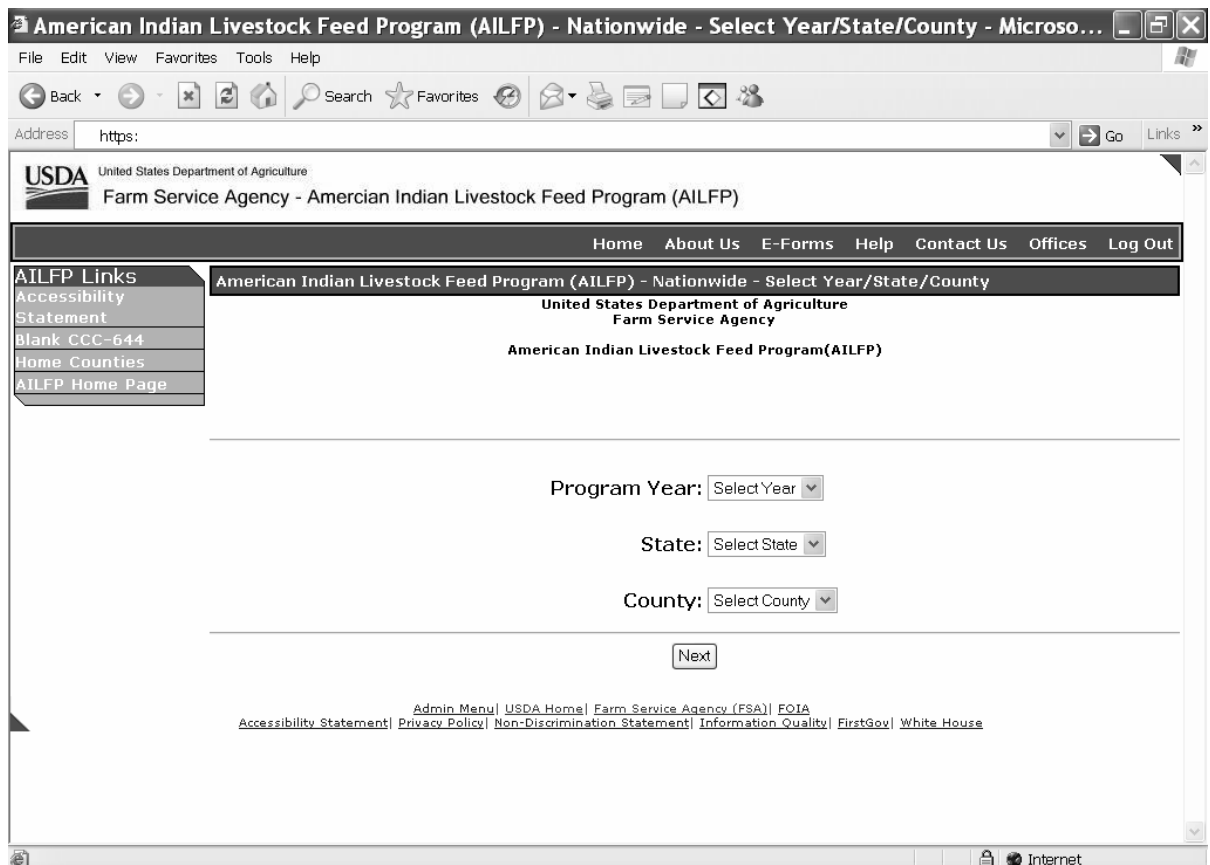
\*--139 Nationwide Customer Service

A Overview

The AILFP software will allow for nationwide customer service. County Offices will have the ability to access and load an application for any producer nationwide. County Office employees loading nationwide applications will have limited authority.

Nationwide customer service can be accessed by selecting “Nationwide Customer Service” from the menu bar. The Nationwide - Select Year/State/County Screen will be displayed.

Following is an example of the Nationwide - Select Year/State/County Screen.



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**\*--139 Nationwide Customer Service (Continued)**

**B Field Descriptions and Actions Available on Screen**

The following table provides the field descriptions and actions available on the Nationwide - Select Year/State/County Screen.

<b>Field/Button</b>	<b>Description</b>	<b>Action</b>
Program Year	Drop down box with the program years.	Select the applicable program year.
State	Drop down box with State names that have counties approved for AILFP.	Select the applicable State. Only those States that have counties approved for AILFP can be selected.
County	Drop down box with county names that have been approved for AILFP.	Select the applicable county. Only those counties that have been approved for AILFP can be selected.
Next	The Select Option Screen will be displayed.	

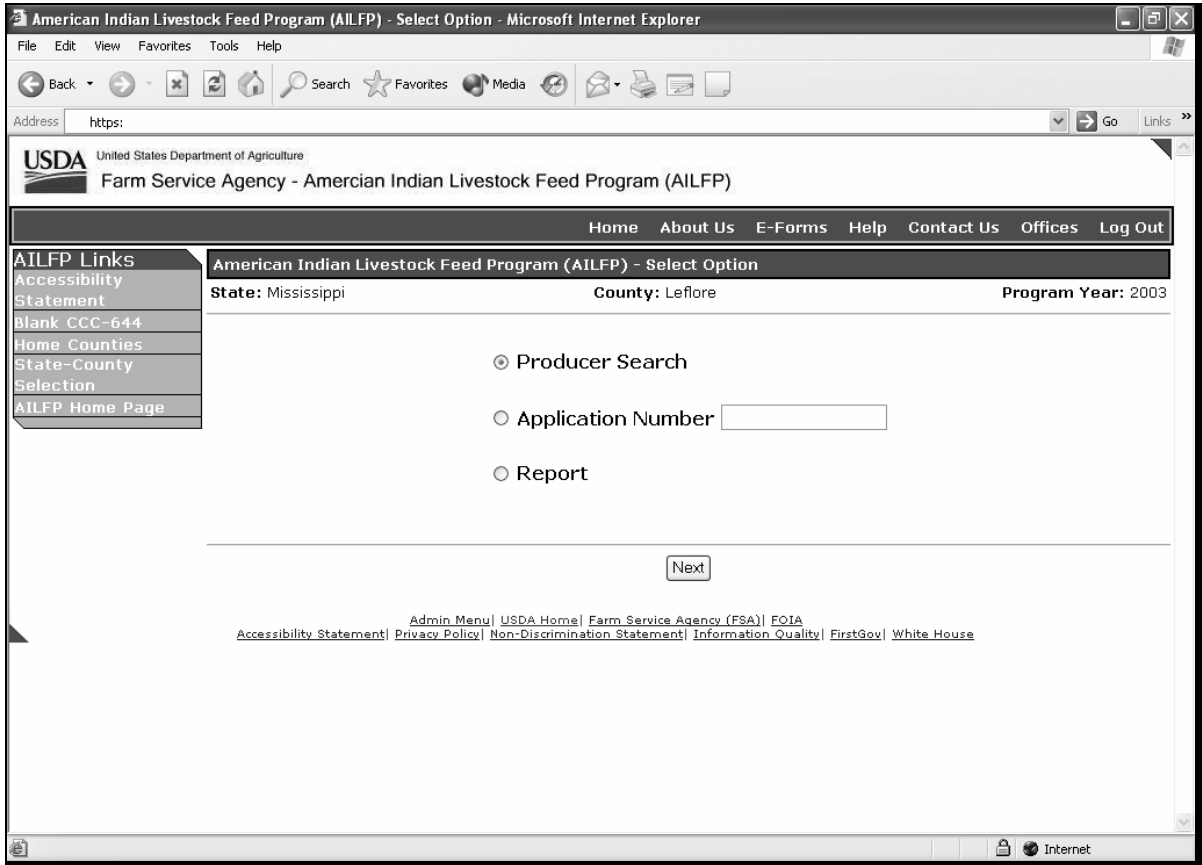
--\*

139 Nationwide Customer Service (Continued)

**C Select Option Screen**

Following is an example of the Select Option Screen that will be displayed when selecting Nationwide Customer Service.

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The ability to switch back to administrative counties is provided on the menu bar by selecting “Home Counties”.

The functionality of the Select Option Screen in the Nationwide Customer Service section is the same as applications being loaded in an administrative county with the exception of the “Approve Applications” option not being available. See paragraph 128 for searching by producer or application. Once a valid producer or application has been selected, the Operation Agreement Screen will be displayed.

**D Operation Agreement Screen**

The functionality of the Operation Agreement Screen in the Nationwide Customer Service section is the same as applications being loaded in an administrative county. See paragraph 129.

**139 Nationwide Customer Service (Continued)****\*--E Questions Screen**

The functionality of the Questions Screen in Nationwide Customer Service section is the same as applications being loaded in an administrative county. See paragraph 129.5.--\*

**F Enter Participants Information Screen**

The functionality of the Enter Participants Information Screen in the Nationwide Customer Service section is the same as applications being loaded in an administrative county. See paragraph 130.

**G Enter Livestock Information Screen**

The functionality of the Enter Livestock Information Screen in the Nationwide Customer Service section is the same as applications being loaded in an administrative county. See paragraph 132.

**H Enter Feed That Was Purchased Screen**

The functionality of the Enter Feed That Was Purchased Screen in the Nationwide Customer Service section is the same as applications being loaded in an administrative county. See paragraph 133.

**I Enter Feed That Was Sold Screen**

The functionality of the Enter Feed That Was Sold Screen in the Nationwide Customer Service section is the same as applications being loaded in an administrative county. See paragraph 134.

**J Summary Information Screen**

The functionality of the Summary Information Screen in the Nationwide Customer Service section is the same as applications being loaded in an administrative county with the exception that an approval/disapproval date cannot be entered. See paragraph 135.

**K County Office Action**

County Offices that process nationwide customer service applications must:

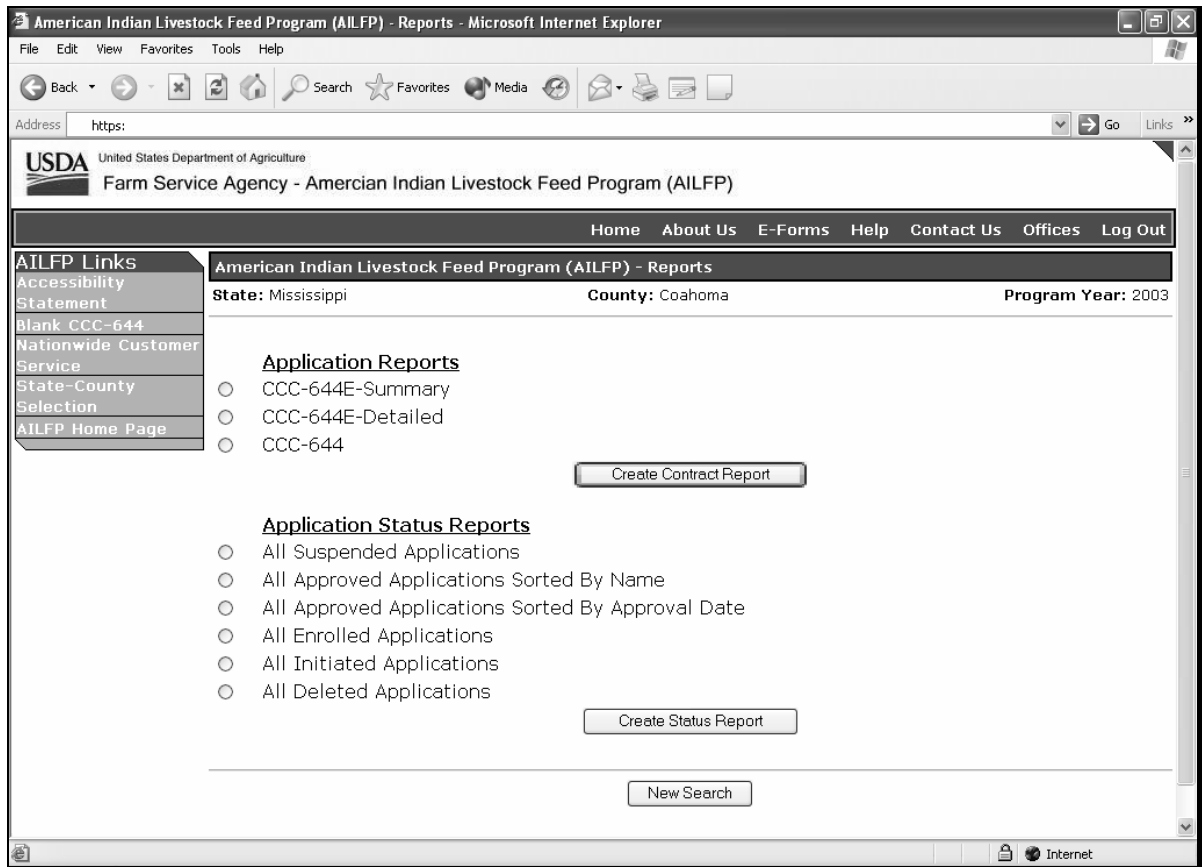
- immediately FAX a copy of the signed CCC-644 to the producer's administrative county
- mail the original CCC-644 to the producer's administrative county
- maintain a copy of the FAX record.

**\*--140 Reports**

**A Overview**

Several standard reports are being provided for County Offices to use as tools for AILFP signup. To access the Reports Screen, select “Reports” on the Select Option Screen and click the “Next” button. The Reports Screen will be displayed.

Following is an example of the Reports Screen.



**Note:** Reports will be displayed as a view with the option to print.--\*

**\*--140 Reports (Continued)**

**B Description of Reports**

The following table provides the report, action required, and data elements on the report. Only 1 report can be created at a time. Click the button in front of the applicable report and click the “Create Contract Report” or “Create Status Report” button, as applicable. The report will be displayed in Acrobat Reader and can be printed if needed.

**Note:** Click the “New Search” button to return to the Select Option Screen.

<b>Report</b>	<b>Description</b>
CCC-644E-Summary	User will select applicable producer. CCC-644E-Summary will be displayed.
CCC-644E-Detailed	User will select applicable producer. All CCC-644E-Detailed reports for the selected producer in the selected county will be displayed.
CCC-644	User will select applicable producer. All CCC-644’s for the selected producer in the selected county will be displayed.
All Suspended Applications	<p>Report will be displayed with the application number, customer name, and last 4 digits of the customer ID of all applications that have been suspended because of changes being made to the Program Load Table.</p> <p>The County Office shall access each application identified on the report. From the Summary Screen, click the “Submit” button. The application errors will be identified. Correct the errors as applicable. Once all the errors are corrected, click the “Submit” button.</p>
All Approved Applications Sorted by Name	Report will be displayed identifying all approved applications. Report will be sorted by customer last or business name. The application number, customer name, last 4 digits of the customer ID, and the approval date will be displayed on the report.
All Approved Applications Sorted by Approval Date	Report will be displayed identifying all approved applications. Report will be sorted by approval date. The application number, customer name, last 4 digits of the customer ID, and the approval date will be displayed on the report.

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140 Reports (Continued)

**B Description of Reports (Continued)**

<b>Report</b>	<b>Description</b>
All Enrolled Applications	Report will be displayed identifying all applications with a signature date but no approval date. The application number, customer name, and last 4 digits of the customer ID will be displayed on the report.
All Initiated Applications	Report will be displayed identifying all applications that have been initiated, but no signature date has been entered. The application number, customer name, and last 4 digits of the customer ID will be displayed on the report.
All Deleted Applications	Report will be displayed identifying all applications that have been deleted. The application number, customer name, and last 4 digits of the customer ID will be displayed on the report.

141-200 (Reserved)



**\*--Part 7 LAP/AILFP Payment Processing****Section 1 Program Payment Provisions****201 General Provisions****A Introduction**

This part contains the following:

- general provisions applicable to LAP and AILFP payments
- provisions for:
  - processing LAP and AILFP payments and overpayments
  - canceling LAP and AILFP payments and overpayments, when applicable
- information about the pending payment, nonpayment, and overpayment registers
- procedure for printing and information about:
  - the producer payment history process
  - CCC-740E, summary and detailed statement of calculated payment amount reports
  - CCC-644E, summary and detailed statement of calculated payment amount reports.

**B Obtaining FSA-325**

FSA-325 shall be completed, according to 1-CM, by individuals or entities requesting payments **earned** by a producer who has died, disappeared, or been declared incompetent subsequent to applying for disaster benefits. Payments shall be issued to the individuals or entities requesting payment using the deceased, incompetent, or disappeared producer's ID number.

**Note:** If CCC-740 and/or CCC-644 has been filed by the producer, a revised CCC-740 and/or CCC-644 is not required when payments are issued under the deceased, incompetent, or disappeared producer's ID number.

**C Administrative Offset**

2003 and 2004 LAP and AILFP payments are subject to administrative offsets.

**D Bankruptcy**

State and County Offices shall contact the OGC Regional Attorney for guidance before issuing LAP and AILFP payments for all bankruptcy cases.--\*

**\*--201 General Provisions (Continued)****E Assignments**

County Offices shall process assignments and joint payments according to 63-FI.

**F Issuing Payments Less Than \$10**

The LAP/AILFP payment process will:

- issue payments that round to at least \$1
- **not** issue payments less than 50 cents.

**G Prompt Payment Interest and Due Dates**

The Prompt Payment Act applies to 2003/2004 LAP and AILFP. See 61-FI for additional information.

The LAP/AILFP payment system is designed to determine the prompt payment due date based on the following factors.

- producer signature date on the LAP or AILFP application
- the following dates from the web-based eligibility system:
  - date the producer filed the CCC-502
  - date the producer certified compliance with disaster gross revenue provisions
  - date the producer signed the continuous certification on the AD-1026.

The LAP/AILFP payment system will determine the later of the dates identified above and send that information to NPS for each application being paid. NPS will determine if late payment interest should be applied to the payment, and if so, automatically add the interest amount to the payment being issued.

**H Funds Control**

Funding is not limited for 2003/2004 LAP or AILFP. Therefore, 100 percent of the final payment for the most beneficial year shall be issued as soon as all of the following conditions exist:

- LAP/AILFP payment software is available
- producer has provided all required program documentation
- COC approves the producer's CCC-740 or CCC-644, as applicable
- program regulations are published.

Even though funding is not limited, the funds control process will be used to allocate funds to each County Office through State Offices. Initial amounts will be set for each State and County Office by the National Office.--\*

**\*--201 General Provisions (Continued)**

**I Policy Regarding Typewritten Checks**

County Offices **are not authorized** to issue manual or typewritten checks under any circumstance. Program policy prohibiting issuance of typewritten checks was developed to:

- maintain fiscal integrity
- prevent mistakes to the extent possible.

Disciplinary action may be taken against any employee who:

- issues a typewritten check
- authorizes issuance of a typewritten check.--\*

**\*--202 Payment Limitation Provisions**

**A Payment Limitation Information for LAP**

LAP payments are limited to \$40,000 per “person”. Unlike disaster programs administered on the System 36, the LAP payment limitation will be controlled by the LAP/AILFP payment application. County Offices are not required to allocate funds between counties for multi-county producers.

As each payment is processed through to NPS, the available payment limitation for the “person” will be reduced until:

- all LAP payments are issued for the “person”
- the \$40,000 limitation is reached.

See paragraph 210 for additional information on how the LAP/AILFP payment process functions.

**B Payment Limitation Information for AILFP**

AILFP payments are not subject to payment limitation provisions.--\*

**\*--203 Payment Eligibility Provisions**

**A Introduction**

The payment process reads the web-based eligibility system, **for the year associated with CCC-740 or CCC-644**, to determine if a producer or member of a joint operation is eligible to be paid for that year. If the producer or member is ineligible to be paid, the payment will not be issued for that year and the producer or member is listed on the nonpayment register with the applicable message. County Offices shall ensure that eligibility determinations are updated properly to ensure that the producer receives the most beneficial payment.

**Reminder:** Eligibility determinations/certifications should accurately reflect COC determinations and producer certifications, as applicable.

**B LAP/AILFP Eligibility**

The following table identifies web-based eligibility determinations applicable to LAP and AILFP and how the system will use the web-based eligibility data for payment processing.

Eligibility Determination/ Certification	Value	Eligible for LAP	Eligible for AILFP	Exceptions
AD-1026	Certified	Yes		The determination is not applicable if the “Farm/Tract Eligibility” is set to “No Association for:  • AILFP producers • members of joint operations.
	Awaiting Certification	No		
	Not Filed	No		
	Good Faith Determination	Yes		
	COC Exemption	Yes		
	Awaiting Affiliate Certification	No		
	Affiliate Violation	No		
Conservation Compliance – Farm/Tract Eligibility	In Compliance	Yes		The determination is not applicable if the “Farm/Tract Eligibility” is set to “No Association for:  • AILFP producers • members of joint operations.
	Partial Compliance	Yes		
	In Violation	No		
	No Association	No	Yes	
	Past Violation	No		
	Reinstated	Yes		
Controlled Substance	No Violation	Yes		
	Growing	No		
	Trafficking	No		
	Possession	No		
FCIC Fraud	Compliant	Yes		
	Not Compliant	No		
Gross Revenue for Disaster	Certified	Yes	Not Applicable	For LAP, this determination is applicable for members of joint operations, not the joint operation itself.
	Not Filed	No		
	Not Compliant - COC	No		
	Not Compliant - Producer	No		
Person	COC Determination Completed	Yes	Not Applicable	
	Not Filed	No		
	Awaiting Determination	No		
	Awaiting Revision	No		

--\*

## \*--204 Most Beneficial Year Determinations

### A Introduction

Section 101 (b) of the Military Construction Appropriations and Emergency Hurricane Supplemental Appropriations Act, 2005, provides that assistance be provided to producers that have incurred qualifying losses for the 2003 or 2004 (as elected by the producer), but limited to **only** 1 year.

### B Determining Most Beneficial Year

Determining the most beneficial year for most producers is simple because these producers are participating in counties that are only approved for 1 year and producers are only applying for LAP or AILFP, but not both. However, in some cases, producers are eligible to apply for both years and both programs. To further complicate the process, the following factors must be taken into consideration when determining the producer's most beneficial year.

- payment eligibility requirements for each year
- payment eligibility requirements for members of joint operations for each year
- payment limitation for LAP.

The statute requires that producers are only eligible to receive payment for 1 year. In order to meet the statutory requirements, the LAP/AILFP payment process is designed to compare payment amounts for both programs and both years, **by county**, and determine which year is more beneficial to the producer. To ensure that the system accurately computes the most beneficial payment for the producer, County Offices shall ensure that:

- all application data is recorded accurately in the system according to Parts 5 and 6
- eligibility determinations are updated properly in the web-based eligibility system according to 3-PL, Part 3
- combined producer information is updated properly in the system for each applicable year
- joint operation information is updated properly in the system for each applicable year.

Failure to update the system properly may result in producers being overpaid or underpaid.--\*

**\*--204 Most Beneficial Year Determinations (Continued)**

**C Initial Most Beneficial Year Determination**

When the LAP/AILFP payment process is released, a process will run to identify all applications that have been approved for payment. During this process, the system will determine the most beneficial year for each producer with an approved application. The following table outlines the process for this determination.

Step	Action	
1	A process is run to determine whether the producer has approved LAP and AILFP applications on file for both 2003 and 2004. This determination is made on a county-by-county basis. As a result, the producer's most beneficial year can change from 1 county to another.	
	<b>IF the producer...</b>	<b>THEN...</b>
	does not have approved applications on file for both years	the year associated with the approved application(s) is the most beneficial year for the producer.
	has approved applications on file for both years	continue to step 2.
2	The system computes the payments on approved applications for eligible producers and members of joint operations.	
3	LAP application payment amounts are totaled for all applications by year and county.	
	<b>Note:</b> For joint operations, the amount is totaled for each member.	
	<b>IF the total amount for the producer or member for either or both years...</b>	<b>THEN...</b>
	exceeds \$40,000	the total is \$40,000 for the applicable year.
	does not exceed \$40,000	the accumulated total is the amount applicable for that year.
4	AILFP application payment amounts are totaled for all applications by year and county. Payment limitation provisions do not apply to AILFP.	
	<b>Note:</b> For joint operations, the amount is totaled for each member.	
5	For joint operations, the amounts determined for each member by year and county in steps 3 and 4 are accumulated.	
6	The amounts determined in steps 3, 4, and 5 are accumulated by producer. The year with the highest amount is the most beneficial year for the designated producer in the applicable county.	
	<b>Note:</b> If the amount for both years is equal, then 2003 is the most beneficial year.	

**D Most Beneficial Year Determinations After Payments Have Been Issued**

Once a payment has been issued to a producer, the year paid is the most beneficial for the producer. If additional information becomes available or the system is updated that makes the other year more beneficial, the following must occur:

- the original payment is listed on the overpayment register as the least beneficial year
- the overpayment for the full amount paid originally must be transferred to NPS, which will result in a \$0 net payment for the producer in the applicable county
- the payment for the more beneficial year will be sent to NPS and offset for the amount of the receivable established for the year originally paid. The producer will receive an additional payment for the difference between the new calculated payment and the original payment issued.--\*

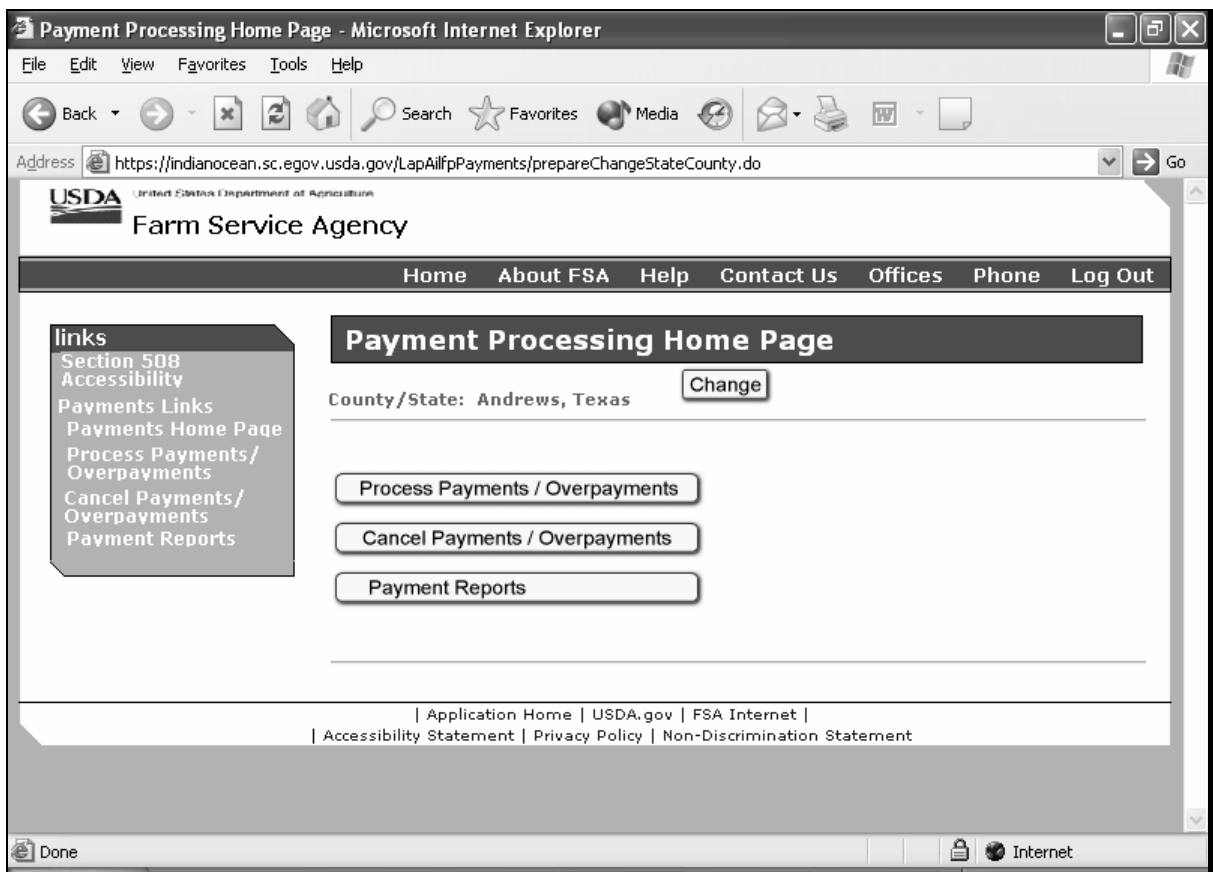
**\*--205 General Information About the LAP and AILFP Payment System**

**A Accessing the LAP and AILFP Payment Home Page**

Access the LAP/AILFP Payment Home Page according to this table.

Step	Action
1	Access the LAP/AILFP payment web-based application by typing the following URL:  <b><u><a href="https://indianocean.sc.egov.usda.gov/LapAilfpPayments/paymentProcessingMenu.do">https://indianocean.sc.egov.usda.gov/LapAilfpPayments/paymentProcessingMenu.do</a></u></b>
2	The USDA eAuthentication Warning Page is displayed. Any FSA user with level 2 access authority can log into the LAP/AILFP payment application.
3	The eAuthentication Login Page is displayed if the user continues from the warning page. Users shall take the following action to continue to the LAP/AILFP payment application: <ul style="list-style-type: none"> <li>• enter their eAuthentication users ID and password</li> <li>• click the “Login” button.</li> </ul>

**B Example of LAP/AILFP Payment Processing Home Page**



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**\*--205 General Information About the LAP and AILFP Payment System (Continued)****C Processing/Viewing LAP and AILFP Payments Information**

Any FSA employee can view data in the LAP/AILFP payment system.

- FSA County Office employees associated with the applicable County Office have the ability to:
  - process payments and overpayments for the county associated with their eAuth user ID
  - view LAP and AILFP payment data for any county nationwide.
- FSA State Office and National Office employees with a valid eAuth user ID have the ability to view payment information for any county nationwide.

**D Navigating Through the Payment Application**

Generally, there are 3 primary functional areas for the LAP/AILFP payment application.

- processing payments and overpayments
- canceling payments and overpayments
- reports.

Initially, users will have the capability to access options to process payments and print nonpayment register and payment history summary reports. As the application continues to be developed, additional functionality will be released.

The application has been developed to provide all needed options on the applicable web-pages. Options have been provided on the left side of the web page that allows users to “jump” from 1 section of the application to another. Users can also proceed through the application by clicking the “buttons” provided on the web page.

**Critical:** Users **shall not** use the “Back” and “Forward” buttons on the web browser. Buttons have been provided on the web page that allows the user to go back to a previous page. The web browser buttons may allow the user to move more quickly through the application; however, data is **not** refreshed when these buttons are used. In order to maintain the integrity of the payment data, it is critical that the most current data is always displayed on the web page.--\*

**\*--205 General Information About the LAP and AILFP Payment System (Continued)**

**E Change County Web Page**

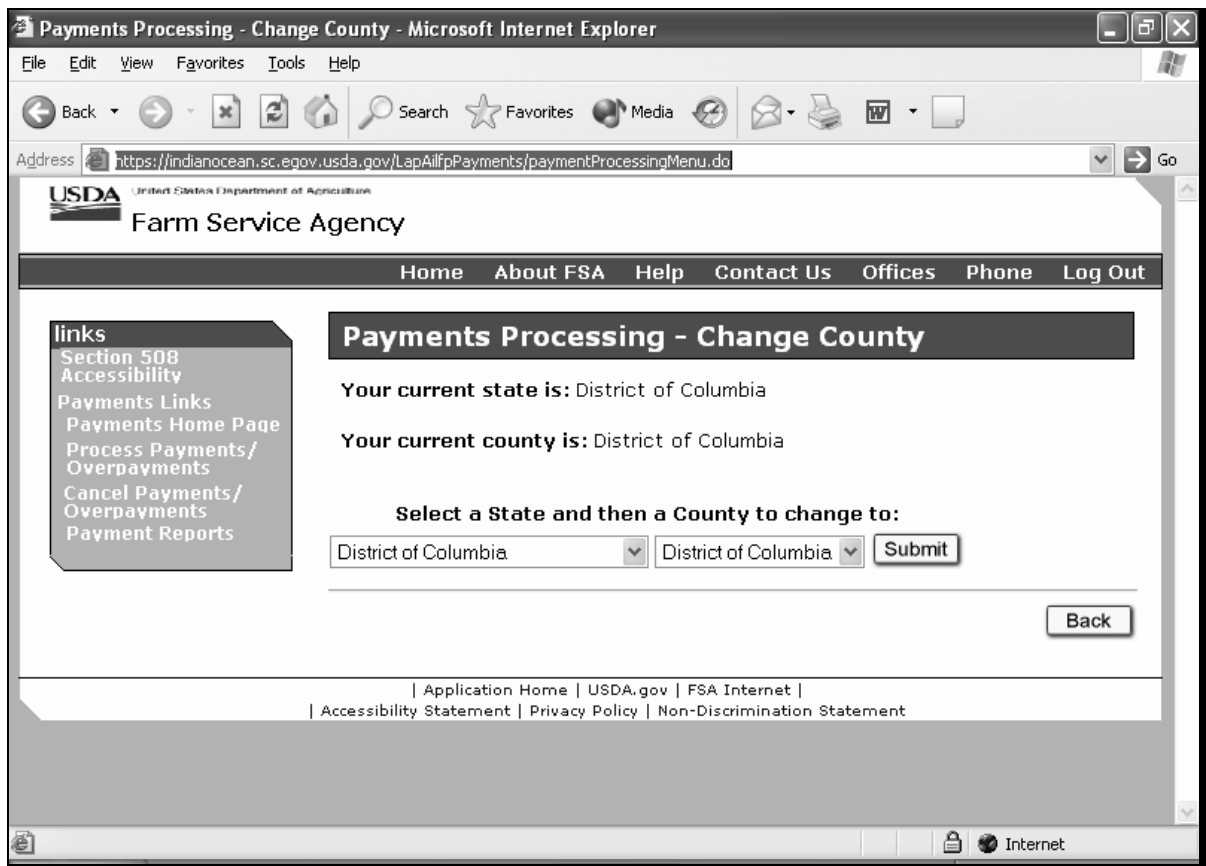
Once a user has successfully logged in through the eAuthentication process, the system will evaluate the user’s ID to determine if the user is:

- associated with 1 or more County Offices
- a State level user
- a National level user.

If the user is only associated with 1 County Office, the LAP/AILFP Payment Processing Home Page will be displayed. For all other users, the Change County Web Page will be displayed that allows the user to select a county.

**F Example of Change County Web Page**

The following is an example of the Change County Web Page that is displayed for National level users.



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**206-208 (Reserved)**

**\*--Section 2 Issuing LAP/AILFP Payments**

**209 General Provisions for Issuing Payments**

**A Supporting Files for Integrated Payment Processing**

LAP/AILFP payment process is a web-based integrated process that reads a wide range of files to determine whether a payment should be issued and how much should be issued. For payments to be calculated correctly, all supporting files must be updated correctly, including all the following.

<b>Type of Information</b>	<b>How Information Is Used for Payment Processing</b>	<b>Source</b>
Application Data	The information from the LAP and AILFP application is used to compute the payment amount for the application.	Web-based LAP and AILFP application process.
Payment Eligibility Information	Used to determine whether the producer and/or member of joint operation is eligible for payment for the year in which the application was filed.	Web-based eligibility system.
General Name and Address Information	Used to determine the producer's business type and general name and address information.	SCIMS
Joint Operation Information	Used to determine the following for the year in which an application is filed. <ul style="list-style-type: none"> <li>• members of general partnerships and joint ventures</li> <li>• each member's share of the joint operation.</li> </ul>	Joint operation file on the KC mainframe.
Combined Producer Information	Used to determine whether LAP producers or members of joint operations are combined with other producers. This information is used to ensure the \$40,000 payment limitation for LAP is controlled properly.	Combined producer file on the KC mainframe.
Financial Related Information	Used to determine the whether the producer has: <ul style="list-style-type: none"> <li>• a receivable or claim</li> <li>• elected to receive payment via direct deposit</li> <li>• an assignment or joint payment.</li> </ul>	NPS

**Note:** Data for joint operations and combined producers is recorded on the System 36. As a result, it must be uploaded to the KC mainframe for use by the LAP/AILFP payment process. Therefore, there is a 4 to 7 calendar day delay before the information is available on the mainframe. County Offices shall ensure that all joint operation and combined producer information is recorded correctly on the System 36 before payments are issued to affected producers.--\*

**\*--209 General Provisions for Issuing Payments (Continued)**

**B Prerequisites for Issuing Payments**

Certain actions must be completed to ensure that the producer is eligible for payment. This table contains actions that must be completed in order to issue payments properly. COC, CED, or designee shall ensure that the action is completed.

<b>Step</b>	<b>Action</b>
1	Ensure that CCC-740 or CCC-644 has been approved by COC or tribal government, as applicable, and that the approval date has been recorded in the system according to paragraphs 99 and 135.
2	Ensure that AD-1026 is on file for the applicable year for producers seeking benefits and the eligibility information is recorded in the web-based eligibility system.
3	For LAP, ensure that CCC-502 is on file and "person" determinations are completed according to 1-PL for the applicable year for producers and members of joint operations seeking benefits.
4	Ensure that all other eligibility determinations, such as the Gross Revenue for Disaster certification, have been updated according to the determinations made by COC for producers and members of joint operations. See 3-PL.
5	Ensure that the joint operation files are updated correctly for the applicable year. See 2-PL.
6	Ensure that the combined producer files are updated correctly for the applicable year. See 2-PL.
7	Ensure that NPS has been updated properly for producers with direct deposit. See 1-FI.
8	Ensure that all assignments and joint payees have been updated in NPS if CCC-36, CCC-37, or both were filed for LAP and/or AILFP.

--\*

**\*--210 Payment Processing**

**A Computing Payments**

The LAP and AILFP payment process is an integrated process that reads a wide range of files to:

- determine whether a payment should be issued
- determine which year is the most beneficial for the producer in the county
- calculate the amount that should be issued.

This table describes the system processing sequence to calculate LAP and AILFP payments for producers.

Step	Action	Result	
1	Initiate the payment process.	See subparagraph B.	
2	Determine whether the application is approved for payment and the producer has a valid ID number and business type.	<b>IF the...</b> application is approved for payment	<b>THEN...</b> continue to step 3.
		application is not approved for payment	the application will be skipped.
		producer does not have a valid ID type or business type	the payment data will be recorded on the nonpayment register for each application.
3	Compute the application-level payment amount for all applications <b>approved for payment</b> for each year.	<b>IF the payment amount for the application is...</b> greater than \$0	<b>THEN...</b> continue to step 4.
		\$0	the payment data will be recorded on the nonpayment register for each application.
4	Determine the member information for each applicable year for producers that are general partnerships and joint ventures.		
5	Determine whether the producer and members of joint operations are eligible for payment.	<b>IF the producer/member is...</b> eligible	<b>THEN...</b> continue to step 6.
		not eligible	the payment data will be recorded on the nonpayment register for each application.
6	Compute the application payment for each eligible member of the joint operation.	<b>IF the member payment amount is...</b> greater than \$0	<b>THEN...</b> continue to step 7.
		\$0	the payment data will be recorded on the nonpayment register for each member.

--\*

\*--210 Payment Processing (Continued)

A Computing Payments (Continued)

Step	Action	Result	
7	For LAP, determine whether the producer and/or member are combined with another producer for 2003 and 2004.  <b>Note:</b> The combined data for both 2003 and 2004 regardless of the year in which the application was filed.	<b>IF the producer and/or member is...</b>	<b>THEN...</b>
		combined with other producers	<ul style="list-style-type: none"> <li>determine the ID number for each producer combined with the producer or member for 2003 and 2004</li> <li>continue to step 8.</li> </ul>
		not combined with any other producers	continue to step 8.
8	Accumulate net prior payments issued to the producer, member, or any producer combined with the producer/member determined in step 7.	<b>IF the producer has...</b>	<b>THEN...</b>
		not received payments for either LAP or AILFP for either year	continue to step 9.
		has received a payment that has not been fully refunded	<ul style="list-style-type: none"> <li>determine the year paid</li> <li>continue step 10.</li> </ul>
9	Determine the most beneficial year for the producer.		
10	Re-compute the payment amount earned by subtracting the following: <ul style="list-style-type: none"> <li>earned amount determined in step 6, minus</li> <li>net payments already issued.</li> </ul>	<b>IF the payment amount is...</b>	<b>THEN...</b>
		greater than \$0	<ul style="list-style-type: none"> <li>continue to step 11 for LAP</li> <li>continue to step 12 for AILFP.</li> </ul>
		\$0	the producer has been paid in full and no additional action is required.
11	Determine whether the producer has reached the LAP payment limitation by totaling the following: <ul style="list-style-type: none"> <li>LAP payments previously issued to the producer</li> <li>LAP payments previously issued to producers combined with the producer.</li> </ul>	<b>IF the total amount...</b>	<b>THEN...</b>
		total amount does not exceed \$40,000	<ul style="list-style-type: none"> <li>additional payments can be issued however, the amount cannot exceed \$40,000 minus the amount previously paid to the "person"</li> <li>continue to step 12.</li> </ul>
		equals or exceeds \$40,000	the payment data for any application that has not been paid in full will be sent to the nonpayment register.
12	Determine the interest start date for the payment.		
13	Determine whether sufficient funds have been allotted to the county to cover the total disbursement for the application.	<b>IF the funds are...</b>	<b>THEN...</b>
		available	continue to step 14.
		not available	the payment data will be recorded on the nonpayment register.
14	Send the payment data to the pending payment register and to NPS for certification and signature.		

--\*

**\*--210 Payment Processing (Continued)**

**B Triggering Payments**

LAP and AILFP payments can be triggered by 3 methods.

<b>Trigger Type</b>	<b>Description</b>
Initial	Upon release of the payment software, a process will automatically run to determine all applications that have been approved for payment. This will initiate the process described in subparagraph A and does not require any County Office user interaction. Payments to eligible producers will be sent to NPS for certification and signature.
Primary	<p>Once the initial payments are triggered, subsequent payments will be initiated when County Office users approve an application in LAP and/or AILFP application process. Recording the COC approval date initiates the payment process for the selected applications.</p> <p><b>Notes:</b> Since applications for LAP and AILFP are not approved in the same process, application data will not be initiated immediately after the application is approved. The application data will be “held” until the end of the day and will be processed overnight.</p> <p>This functionality will not be included in the initial release of the payment application.</p>
Scheduled	<p>Payments that cannot be issued during any payment process are sent to the nonpayment register. On a scheduled basis, payment data on the nonpayment register will be “re-processed” to determine if conditions have changed that allows the payment to be issued. Initially the scheduled process will run nightly for LAP and AILFP; however, that schedule may change as the program activity declines.</p> <p><b>Note:</b> This functionality will not be included in the initial release of the payment application.</p>

--\*

**\*--211 Payment Processing Home Page**

**A Introduction**

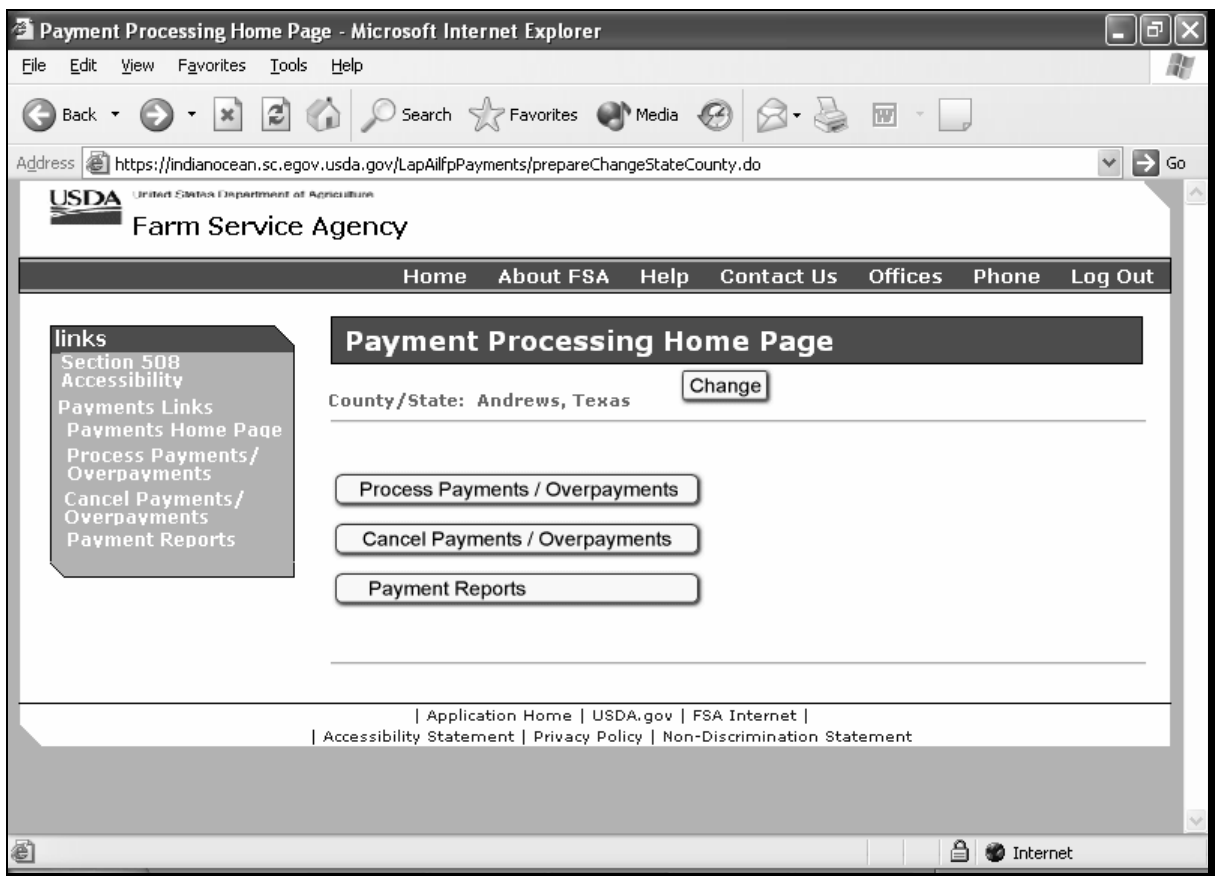
Once a user has successfully logged into the LAP/AILFP payment system, the Payment Processing Home Page will be displayed.

**Reminder:** The Change County Web Page will be displayed if the user is:

- associated with more than 1 county
- a national or state level user.

**B Example of LAP/AILFP Payment Processing Home Page**

The following is an example of the LAP/AILFP Payment Processing Home Page.



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**\*--211 Payment Processing Home Page (Continued)**

**C Available Options on the Payment Processing Home Page**

From the Payment Processing Home Page, users have the option to:

- process payments and overpayments
- cancel payments and overpayments
- access report options.

This table describes the action that should be taken from this home page.

<b>IF the user wants to...</b>	<b>THEN CLICK...</b>	<b>Result</b>
access the overpayment, nonpayment, and pending payment registers	“Process Payments/Overpayments.	The Payment/Overpayment Processing Home Page will be displayed. See paragraph 212 for additional information.
cancel a payment or overpayment that was sent to NPS erroneously	“Cancel Payments/Overpayments”.	This option is not currently available.
print a producer payment history report	“Reports”.	This option is not currently available.

--\*

**\*--212 Payment/Overpayment Processing Home Page**

**A Introduction**

The Payment/Overpayment Processing Web Page allows users to access the following payment registers:

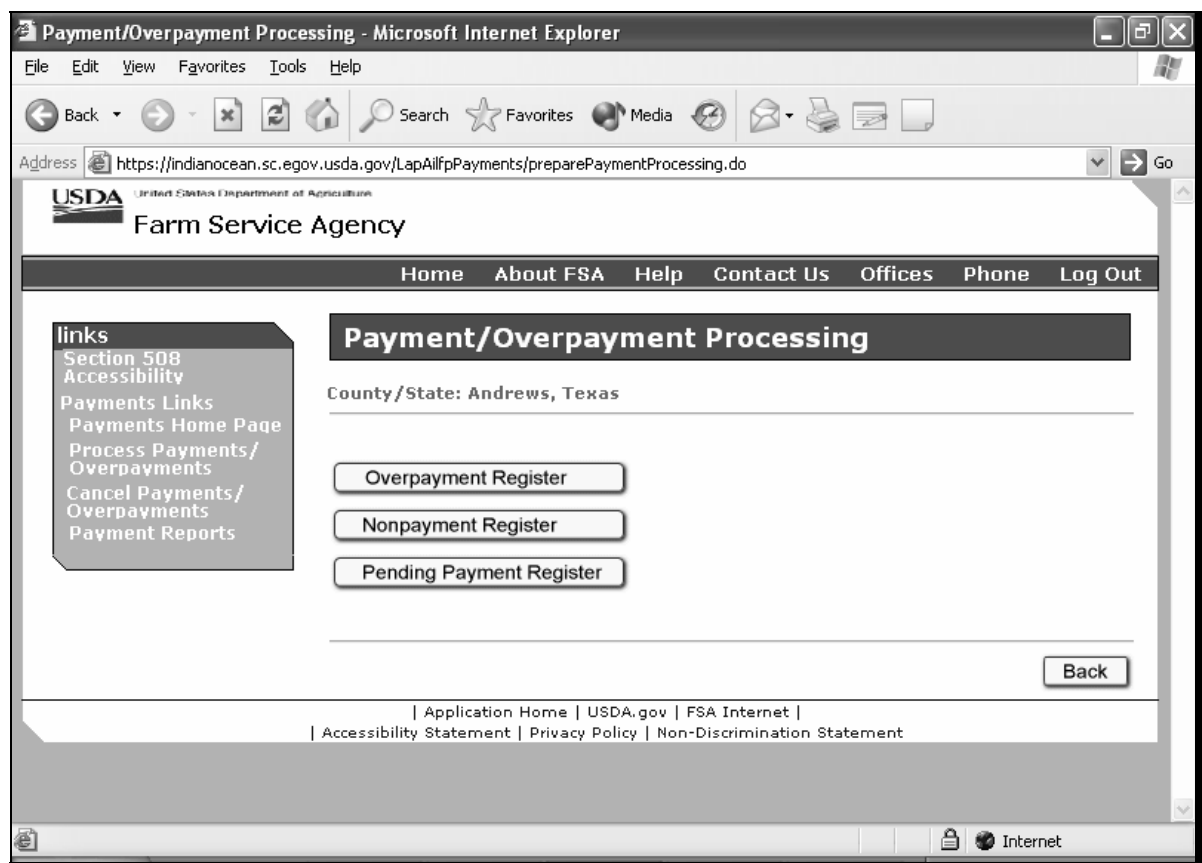
- overpayment register
- nonpayment register
- pending payment register.

County Offices shall use these registers to monitor payment processing activity and identify situations that are preventing payments from being issued properly or cause producers to be listed as overpaid.

**Note:** The overpayment register process is not included in the initial release of the software.

**B Example of LAP/AILFP Payment/Overpayment Processing Home Page**

The following is an example of the Payment/Overpayment Processing Home Page.



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**\*--212 Payment/Overpayment Processing Home Page (Continued)**

**C Available Options on the Payment/Overpayment Processing Home Page**

From the Payment/Overpayment Processing Web Page, users have the option to access any of the applicable payment registers. This table describes the action that should be taken from this web page.

<b>IF the user wants to...</b>	<b>THEN CLICK...</b>	<b>Result</b>
access the overpayment register and transfer overpayment amounts to NPS	“Overpayment Register”.	This option is not currently available.
access the nonpayment register to view information regarding producers that were not sent to NPS	“Nonpayment Register”.	The Nonpayment Register Summary Page will be displayed. See paragraph 218 for additional information.
access the pending payment register to view information regarding producers that are pending transfer to NPS for disbursement.	“Pending Payment Register”.	The Pending Payment Register Summary Page will be displayed. See paragraph 225 for additional information.

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**213-216 (Reserved)**



**\*--217 Nonpayment Register Process**

**A Introduction**

The nonpayment register process is designed to be a “holding” area for all producers on approved applications that cannot be paid for any reason. Once the payment process is triggered, any producer that is ineligible to be paid will be moved to the nonpayment register.

**B Reviewing the Nonpayment Register**

County Offices shall access the nonpayment register process to view the information available for producers that were not transferred to NPS and take corrective action as necessary. The nonpayment register process allows County Offices to:

- view summary level information for LAP and AILFP producers that cannot be paid
- view detail level information for each payment that cannot be issued
- print the nonpayment register report.--\*

**\*--218 Nonpayment Register Summary Information**

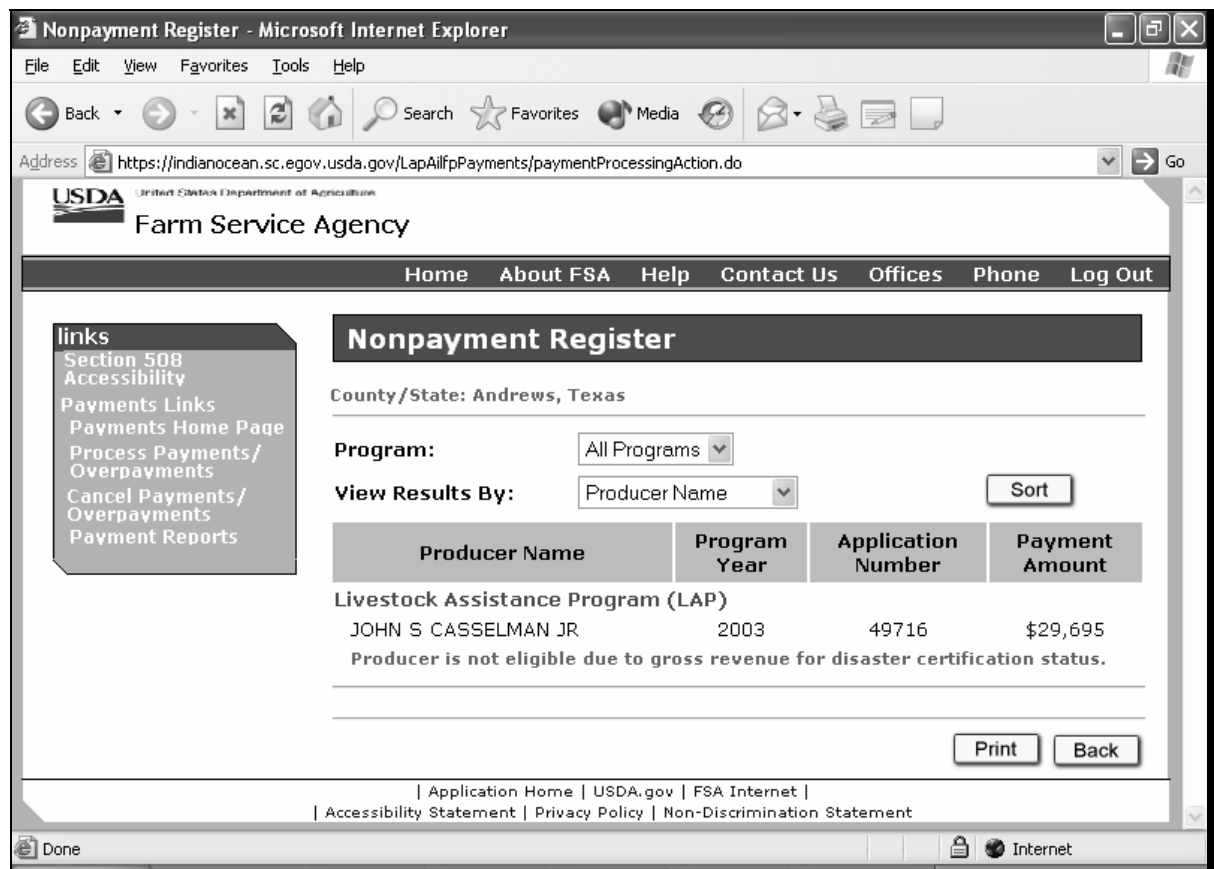
**A Nonpayment Register Summary Page**

When users access the nonpayment register process from the Payments/Overpayment Processing Web Page, a list of all LAP and AILFP producers that are on approved applications, but were not paid, will be displayed.

**Note:** Producers on applications that are not approved for payment are not considered to be in a payment status so they are bypassed when payments are processed. These producers are not displayed on the nonpayment register. County Offices shall use the report options available in the LAP application software to identify applications that are not approved for payment. See paragraph 104 for additional information on LAP application reports.

**B Example of the Nonpayment Register Summary Page**

The following is an example of the Nonpayment Register Summary Page.



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**\*--218 Nonpayment Register Summary Information (Continued)**

**C Information Displayed on the Nonpayment Register Summary Page**

The following information is displayed on the Nonpayment Register Summary Page.

<b>Field</b>	<b>Description</b>
Sort Options	See subparagraph E for additional information.
Program Name	The name of the affected program. Depending on the sort option selected, the payment records will be displayed following the program name.
Producer Name	Name of the affected producer.
Program Year	Year associated with the application that was filed by the affected producer.
Application Number	LAP or AILFP application number.
Payment Amount	Amount of the payment associated with the affected producer and application.  <b>Note:</b> Clicking on the amount displays additional information regarding the payment. See paragraph 219.
Reason	Reason the payment cannot be issued. See subparagraph D for additional information.

**D Nonpayment Register Reasons**

County Offices shall resolve exception messages printed on the nonpayment register according to this table.

<b>Message</b>	<b>Reason for Message</b>	<b>County Office Action</b>
Application not approved for payment	This message will only be displayed if the payment was originally processed and went to the nonpayment register. The system reevaluates the application to ensure it is approved during subsequent attempts to issue the payment. If the application is no longer approved for payment, this message is displayed/printed.	Update the system to reflect the COC's determination for the application in question.
Producer is not eligible due to AD-1026 certification status.	The producer's eligibility information is not updated to an eligible payment value in the subsidiary web application.	Update the subsidiary web-based application according to 3-PL.
Producer is not eligible due to conservation compliance violation.		
Producer is not eligible due to controlled substance violation.		
Producer is not eligible due to gross revenue for disaster certification status.		
Producer is not eligible due to person determination status.		
Producer is not eligible due to FCIC Fraud violation.		

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\*--218 Nonpayment Register Summary Information (Continued)

**D Nonpayment Register Reasons (Continued)**

Message	Reason for Message	County Office Action
Producer has reached payment limitation.	Payments issued to the producer have reached the effective payment limitation. This message is only applicable to LAP.	Review the producer payment history report for all of the following to determine if the \$40,000 limitation has been reached for: <ul style="list-style-type: none"> <li>• producer or member of a joint operation, as applicable</li> <li>• any producer combined with the affected producer/member.</li> </ul>
Payment computed to zero for the application.	The payment for the producer or member of a joint operation calculated to zero for any of the following reasons: <ul style="list-style-type: none"> <li>• net payment amount on the application is less than 50 cents</li> <li>• producer did not meet the 40 percent grazing loss threshold for LAP.</li> </ul>	Ensure that all application data is loaded correctly in the system.
Payment computed to zero for the member of the joint operation.		
Member information not found for the joint operation.	The producer on the application is a joint operation and member information is not found on the KC mainframe.	Ensure the member information is loaded correctly in the joint operation file according to 2-PL.  <b>Reminder:</b> Joint operation member information is read from the KC mainframe so the data recorded on the System 36 must be uploaded. The upload occurs during the normal subsidiary upload/download process.
Year associated with the application is not determined to be the most beneficial year for the producer.	The producer applied for both 2003 and 2004 losses. All applications associated with the least beneficial year will be displayed on the nonpayment register.	This message is primarily informative, but County Offices shall ensure that all application data is loaded properly in the system.
Producer is on an approved application but the ID number and/or business type is not valid for payment purposes.	The producer's ID type or business type is incorrect.	Correct the business type, producer ID type, or both if they are not loaded in SCIMS correctly.
Producer is a federal entity and not eligible for program benefits.	Entity type in SCIMS is federally owned.	Federal entities are not eligible for program benefits; therefore, no corrective action is required.
Payment cannot be issued due to insufficient funds.	Producer met all payment eligibility requirements, but there are insufficient funds in the eFunds process for the county to issue the payment.	Contact the State Office to request an additional eFunds allocation.

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**\*--218 Nonpayment Register Summary Information (Continued)****E Sorting Information on the Nonpayment Register Summary**

Initially, the Nonpayment Register Summary Page is displayed for “All Programs” by “Producer Last Name”. Various sort options have been provided that allows users to change the information displayed and the sort order.

- Users can leave the default for all programs or click on the drop down box to select a specific program. When “all programs” is selected, the nonpayment records will be listed alphabetically, by producer last name, by program. The program name is highlighted in red text. If a specific program is selected, only the nonpayment records for that program will be displayed.
- Once the choice is made as to which programs should be displayed, users have the ability to sort the nonpayment records by:
  - by producer last name, which is the default option
  - by producer ID number
  - by application number.

After these options are selected from the applicable drop down boxes, users shall CLICK on “Sort” button and the nonpayment records will be sorted and redisplayed in the desired manner.

**F Viewing/Printing the Nonpayment Register**

In addition to the displayed information provided on the Nonpayment Register Summary Page, users have the ability to print a nonpayment register based on the sorted information described in subparagraph E.

If a printed report is needed, County Offices shall:

- scroll to be the bottom of the Nonpayment Register Summary Web Page
- CLICK the “Print” button.

A new Internet Explorer browser will open and the report can be printed by clicking on the following.

- “File” from the menu options
- “Print”
- “OK”.

When completed, the Internet Explorer browser can be closed in the normal manner and the nonpayment register summary information will continue to be displayed in the window that was opened originally.--\*

**\*--218 Nonpayment Register Summary Information (Continued)**

**G Other Options Available on the Nonpayment Register Summary Page**

In addition to the options provided in subparagraphs C and D, users have the following additional options available on the Nonpayment Register Summary Page.

<b>Option</b>	<b>Description</b>
Dollar Amount	The dollar amount displayed is a link that allows users to access additional information about the payment in question. When users click on the dollar amount, the Nonpayment Register – Details Page will be displayed. See paragraph 219 for additional information.
“Back” Button	<p>The “Back” button that is available in the lower right corner of the web page allows users to go to the previous screen that was displayed. It is critical that users use this button or the links on the left side of the web page when navigating through the payment application.</p> <p><b>Reminder:</b> Users <b>shall not</b> use the “Back” and “Forward” buttons on the web browser. The web browser buttons may allow the user to move more quickly through the application; however, data is <b>not</b> refreshed when these buttons are used. In order to maintain the integrity of the payment data, it is critical that the most current data is always displayed on the web page.</p>

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**\*--219 Nonpayment Register Detail Information**

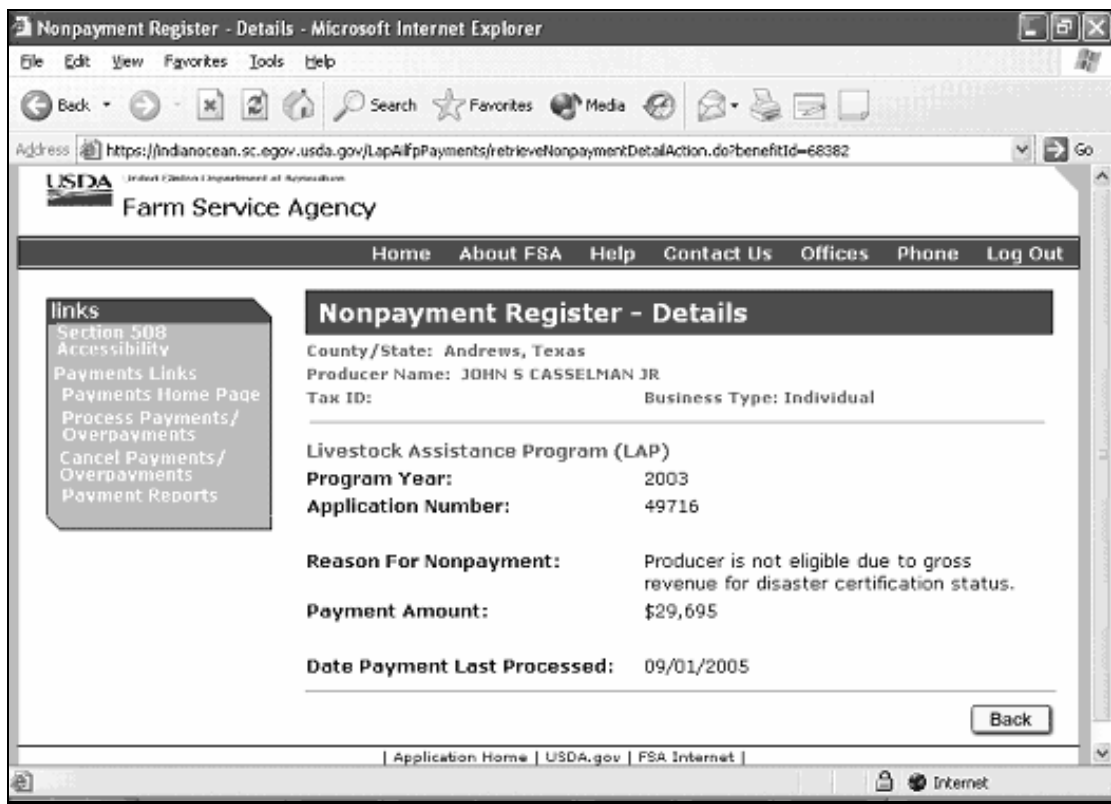
**A Nonpayment Register Detail Page**

The Nonpayment Register Detail Page provides information regarding the applicable payment. Much of the information is also repeated from the Nonpayment Register Summary Page; however, the following additional information is also displayed:

- producer tax ID number and business type
- date the payment was last processed.

**B Example of the Nonpayment Register Detail Page**

The following is an example of the Nonpayment Register Detail Page.



**C Other Options Available on the Nonpayment Register Detail Page**

The only option on the Nonpayment Register Detail Page is the “Back” button to return to the Nonpayment Register Summary Page. County Offices shall:

- use this button to return to the previous page
- **not** use the browser “Back” button.--\*

220-224 (Reserved)



**\*--225 Pending Payment Register Information**

**A Pending Payment Register Summary Page**

The Pending Payment Register Page provides information about payments that are in the process of being transferred to NPS. In most cases, County Offices will **not** find specific payment data on the pending payment register. However, payment information may be displayed for some of the following reasons.

- Payment data is sent to NPS 1 payment at a time. Therefore, if a large batch of payments is processing, payment information may be available on the pending payment register until it is successfully transferred.
- An attempt was made to send payment data to NPS; however, the NPS system was not available. The payment system will continue to attempt to transfer the payment information until NPS is available.

**B Example of the Pending Payment Register Page**

The following is an example of the Pending Payment Register Page.



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**\*--225 Pending Payment Register Information (Continued)****C Sorting Information on the Pending Payment Register Summary**

Initially, the Pending Payment Register Page is displayed for “All Programs” by “Producer Last Name”. Various sort options have been provided that allow users to change the information displayed and the sort order.

- Users can leave the default for “all programs” or click on the drop down box to select a specific program. When “all programs” is selected, the payment records will be listed alphabetically by program. The program is highlighted in red text. If a specific program is selected, only the payment records for that program will be displayed.
- Once the choice is made as to which programs should be displayed, users have the ability to sort the payment records by:
  - producer last name, which is the default option
  - producer ID number
  - application number.

After these options are selected from the applicable drop down boxes, users shall CLICK on “Sort” button and the payment records will be sorted and redisplayed in the desired manner.

**D Viewing/Printing the Pending Payment Register**

In addition to the displayed information provided on the Pending Payment Register Page, users have the ability to print a pending payment register based on the sorted information described in subparagraph C.

If a printed report is needed, County Offices shall:

- scroll to be the bottom of the Pending Payment Register Web Page
- Click the “Print” button.

A new Internet Explorer browser will open and the report can be printed by clicking on the following.

- “File” from the menu options
- “Print”
- “OK”.

When completed, the Internet Explorer browser can be closed in the normal manner and the nonpayment register summary information will continue to be displayed in the window that was opened originally.--\*

**\*--225 Pending Payment Register Information (Continued)**

**E Other Options Available on the Pending Payment Register Page**

In addition to the options provided in subparagraphs C and D, users have the following additional options available on the Pending Payment Register Page.

<b>Option</b>	<b>Description</b>
Dollar Amount	The dollar amount displayed is a link that allows users to access additional information about the payment in question. When users click on the dollar amount, the Pending Payment Register Detail Page will be displayed.
"Back" Button	<p>The "Back" button that is available in the lower right corner of the web page allows users to go to the previous screen that was displayed. It is critical that users use this button or the links on the left side of the web page when navigating through the payment application.</p> <p><b>Reminder:</b> Users <b>shall not</b> use the "Back" and "Forward" buttons on the web browser. The web browser buttons may allow the user to move more quickly through the application; however, data is <b>not</b> refreshed when these buttons are used. In order to maintain the integrity of the payment data, it is critical that the most current data is always displayed on the web page.</p>

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**\*--226 Pending Payment Register Detail Information**

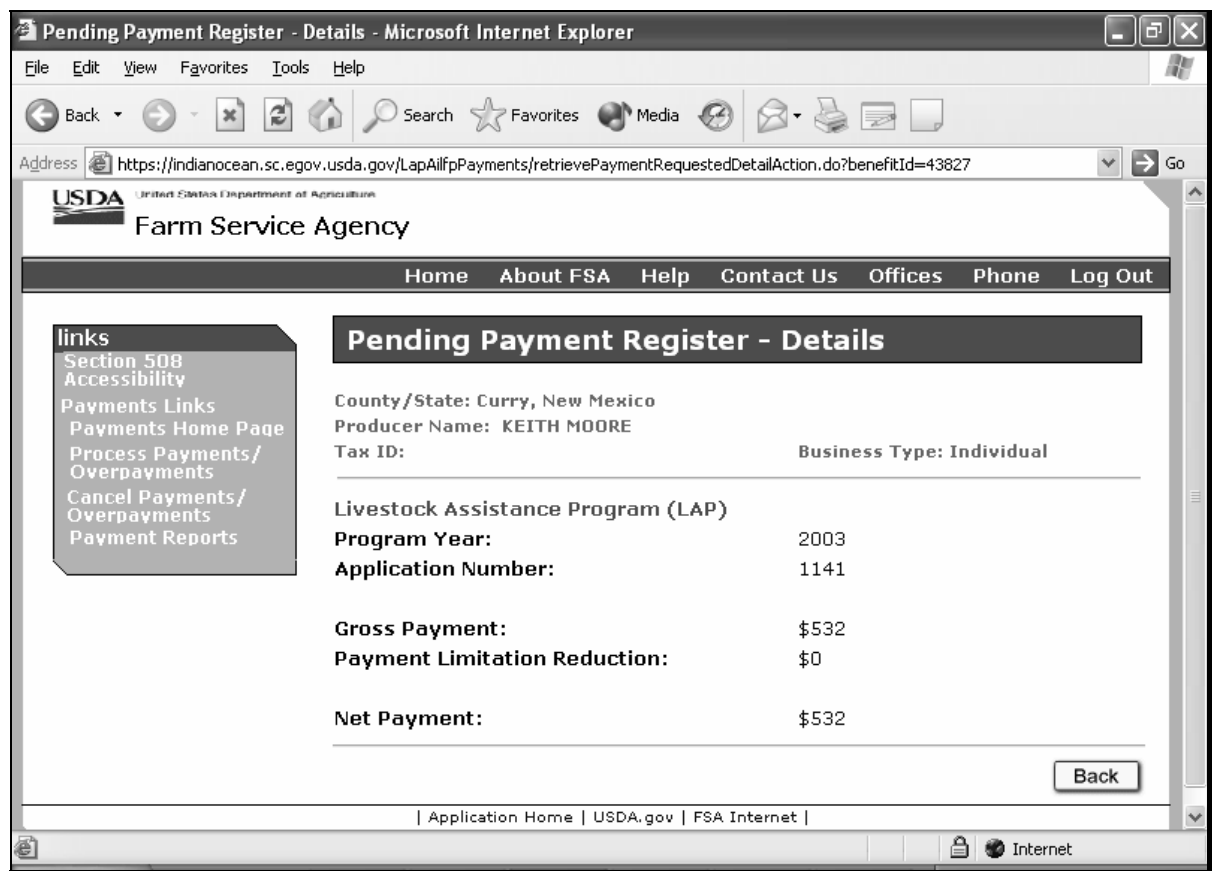
**A Pending Payment Register Detail Page**

The Pending Payment Register Detail Page provides information regarding the applicable payment. Much of the information is also repeated from the Pending Payment Register Summary Page; however, the following additional information is also displayed:

- producer tax ID number and business type
- gross payment amount
- amount of a reduction that was applied due to payment limitation
- net payment amount.

**B Example of the Pending Payment Register Detail Page**

The following is an example of the Pending Payment Register Detail Page.



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**\*--226 Pending Payment Register Detail Information (Continued)**

**C Other Options Available on the Nonpayment Register Detail Page**

The only option on the Pending Payment Register Detail Page is the “Back” button to return to the Pending Payment Register Summary Page. County Offices shall:

- use this button to return to the previous page
- **not** use the browser “Back” button.--\*

**227-240 (Reserved)**



**241 CCC-740E, Statement of Calculated Payment Amounts - Detailed Report****A Introduction**

The CCC-740E detailed report is a computer-generated document that prints the following calculated payment amounts based on the data currently loaded in the LAP application process:

- value feed needs
- pasture value
- producer's average grazing loss percentage
- net calculated payment amount for the application.

**B Distributing the Report**

County Offices **shall** provide producers with a copy of the CCC-740E detailed report.

**C Information on the Report**

CCC-740E, Statement of Calculated Payment Amounts - Detailed Report:

- contains all the information recorded for the livestock operation
- can be printed once the producer's signature date is recorded in the system
- is organized according to the following:
  - Part A includes detailed payment calculation data for determining livestock feed needs
  - Part B includes detailed payment calculation data for determining pasture values
  - Part C computes the average grazing loss percentage for the producer for all pastures
  - Part D includes the calculation for determining the net payment amount for the application.

241 CCC-740E, Statement of Calculated Payment Amounts - Detailed Report (Continued)

C Information on the Report (Continued)

This table describes all the information printed on the CCC-740E detailed report.

Field	Description	Reference	
		CCC-740	CCC-741
Producer Name, Address, and ID Number	Producer's name, mailing address, and the last 4 digits of the ID number.	Items 1A and 1B	Items 3 and 5
Crop Year	The crop year recorded on the producer's application.	Item 4	Item 6
Application Number	The system-generated number assigned to the producer's application.	Item 6B	
Application Status	Status of the application is determined according to the following.		Items 11 and 12A
	<b>IF the application has a producer's signature date...</b>	<b>THEN the application status is...</b>	
	but no approval or disapproval date	"Enrolled".	
	and an approval date entered	"Approved".	
	and a disapproval date entered	"Disapproved".	
<b>Part A - Livestock Feed Allowance</b>			
Part A contains the detailed payment calculation data for determining livestock feed needs. The following information is printed for each type of livestock recorded on the producer's application.			
Corn Price per Pound	<p>The corn price per pound is computed by dividing the following:</p> <ul style="list-style-type: none"> <li>the corn price per bushel for the applicable year from the program load table, divided by</li> <li>56.</li> </ul> <p>The result is rounded to 7 decimal places using traditional rounding rules.</p> <p><b>Note:</b> This data is printed just 1 time regardless of how many types of livestock are recorded on the producer's application.</p>		CCC-741, Page 2

241 CCC-740E, Statement of Calculated Payment Amounts - Detailed Report (Continued)

C Information on the Report (Continued)

Field	Description	Reference	
		CCC-740	CCC-741
Type of Livestock	The type of livestock and applicable weight range recorded on the producer’s application.	Item 9A	Item 8
Weight Range		Item 9B	
Quantity of Corn Per Day	Quantity of corn per day needed to support the applicable type of livestock and weight range.		CCC-741, Page 2
Maintenance Cost per Head Per Day	<p>The maintenance cost per head per day is computed by multiplying the following:</p> <ul style="list-style-type: none"> <li>• calculated corn price per pound, times</li> <li>• quantity of corn per day.</li> </ul> <p>The result is rounded to 7 decimal places using traditional rounding rules.</p>		Item 11
Number of Head	Number of head of livestock recorded on the producer’s application for the applicable type of livestock and weight range.	Item 9	Item 9
Number of Payment Days	Computed payment days for the payment period recorded on the producer’s application for the applicable type of livestock and weight range. This calculation includes both the beginning and ending day in the payment period range.		Item 10
Value Feed Needs	<p>The value feed needs for each type of livestock and weight range is computed by multiplying the following:</p> <ul style="list-style-type: none"> <li>• maintenance cost per day, times</li> <li>• number of head of livestock, times</li> <li>• number of payment days.</li> </ul> <p>The result is rounded to 2 decimal places using traditional rounding rules.</p>		Item 12
Total Feed Needs for All Livestock	<p>The total feed needs for all livestock is the accumulated total for the value feed needs for all types of livestock and weight ranges.</p> <p>The result is rounded to whole dollars.</p>		Item 13

241 CCC-740E, Statement of Calculated Payment Amounts - Detailed Report (Continued)

C Information on the Report (Continued)

Field	Description	Reference	
		CCC-740	CCC-741
<b>Part B - Pasture Value</b>			
Part B contains the detailed payment calculation data for determining the pasture value for the operation. The following information is printed for each type of pasture recorded on the producer's application.			
Grazing Value per Animal Unit/Acre	<p>The grazing value per animal unit per acre is set nationally as follows:</p> <ul style="list-style-type: none"> <li>• \$0.5803 for 2003</li> <li>• \$0.5411 for 2004.</li> </ul> <p><b>Note:</b> This data is printed just 1 time regardless of how many pastures are recorded on the producer's application.</p>		
Pasture Type	Type of pasture recorded on the producer's application.	Item 10A	Item 14
Pasture Location	Pasture location for the type of pasture recorded on the producer's application.	Item 10B	
Number of Payment Days	<p>Computed days for:</p> <ul style="list-style-type: none"> <li>• payment period if short-term grazing is not recorded</li> <li>• the short-term grazing period specified.</li> </ul>		Item 18
Acres	Number of acres recorded on the producer's application for the applicable type of pasture and pasture location.	Item 10C	Item 15
Acres per Animal Unit	Acres per animal unit recorded on the producer's application for the applicable type of pasture.		Item 16

241 CCC-740E, Statement of Calculated Payment Amounts - Detailed Report (Continued)

C Information on the Report (Continued)

Field	Description	Reference	
		CCC-740	CCC-741
Maximum Animal Units	<p>The maximum animal units is computed by dividing the following:</p> <ul style="list-style-type: none"> <li>• acres for the pasture, divided by</li> <li>• acres per animal unit.</li> </ul> <p>The result is rounded to 4 decimal places using traditional rounding rules.</p>		Item 17
Pasture Value	<p>The pasture value is computed by multiplying the following:</p> <ul style="list-style-type: none"> <li>• maximum animal units, times</li> <li>• grazing value per animal unit/acre, times</li> <li>• number of payment days.</li> </ul> <p>The result is rounded to 2 decimal places using traditional rounding rules.</p>		Item 20
Total Pasture Value	<p>The total pasture value is the accumulated total for all pastures recorded on the producer's application.</p> <p>The result is rounded to whole dollars.</p>		Item 21
<p><b>Part C - Producer's Average Grazing Loss Percentage</b></p> <p>Part C contains the detailed payment calculation data for determining the producer's average grazing loss percentage based on the producer's certified grazing loss for each pasture. The following information is printed for each type of pasture recorded on the producer's application.</p>			
Pasture Type	Type of pasture recorded on the producer's application.	Item 10A	Item 22
Pasture Location	Pasture location for the type of pasture recorded on the producer's application.	Item 10B	
Acres	Number of acres recorded on the producer's application for the applicable type of pasture and pasture location.	Item 10C	Item 23
Acres per Animal Unit	Acres per animal unit recorded on the producer's application for the applicable type of pasture.		Item 24

241 CCC-740E, Statement of Calculated Payment Amounts - Detailed Report (Continued)

C Information on the Report (Continued)

Field	Description	Reference	
		CCC-740	CCC-741
Animal Units	<p>The animal units are computed by dividing the following:</p> <ul style="list-style-type: none"> <li>• acres for the pasture, divided by</li> <li>• acres per animal unit.</li> </ul> <p>The result is rounded to 4 decimal places using traditional rounding rules.</p>		Item 25
Producer's Certified Grazing Loss	<p>Producer's certified grazing loss recorded on the producer's application for the applicable type of pasture and pasture location.</p>	Item 10E	Item 26
Lost Animal Units	<p>The lost animal units are computed by multiplying the following:</p> <ul style="list-style-type: none"> <li>• producer's certified grazing loss, times</li> <li>• animal units.</li> </ul> <p>The result is rounded to 4 decimal places using traditional rounding rules.</p>		Item 27
Producer's Average Grazing Loss Percentage	<p>The producer's average grazing loss percentage is computed by dividing the following:</p> <ul style="list-style-type: none"> <li>• accumulated lost animal units for all pastures, divided by</li> <li>• accumulated animal units for all pastures.</li> </ul> <p>The result is rounded to a whole percentage using traditional rounding rules.</p>		Item 30



241 CCC-740E, Statement of Calculated Payment Amounts - Detailed Report (Continued)

C Information on the Report (Continued)

Field	Description	Reference	
		CCC-740	CCC-741
<b>Part D - Net Payment Calculation for Application</b>			
Part D contains the overall payment calculation information for the application. The following information is printed.			
Gross Calculated Payment Amount	<p>The producer’s gross calculated payment amount is the smaller of either of the following:</p> <ul style="list-style-type: none"> <li>• “Total Feed Needs for All Livestock” determined in Part A</li> <li>• “Total Pasture Value” for all pastures determined in Part B.</li> </ul>		Item 31
Producer’s Share	The producer’s share of the operation recorded on the producer’s application.		Item 32
Producer’s Average Grazing Loss Percentage	The producer’s average grazing loss percentage computed in Part C.		Item 33
Maximum Allowable Program Loss Percentage	The maximum allowable program loss percentage is set nationally at 50 percent.		Item 34
Net Calculated Payment Amount	<p>The net calculated payment amount for the application is computed by multiplying the following:</p> <ul style="list-style-type: none"> <li>• gross calculated payment amount, times</li> <li>• producer’s share, times</li> <li>• producer’s average grazing percentage, times</li> <li>• maximum allowable loss percentage.</li> </ul> <p>The result is rounded to whole dollars.</p> <p><b>Note:</b> If the “Producer’s Average Grazing Loss Percentage” is less than 40 percent, then the producer is not eligible for payment and the net calculated payment amount is zero.</p>		Item 35

242 CCC-740E, Statement of Calculated Payment Amounts - Summary Report

**A Introduction**

The CCC-740E summary report is a computer-generated document that summarizes the net payment amounts for each application filed by the producer:

- by county
- by year.

**B Distributing the Report**

County Offices **shall** provide producers with a copy of the CCC-740E summary report.

**C Information on the Report**

CCC-740E, Statement of Calculated Payment Amounts - Summary Report:

- summarizes the payment data by county and application
- computes a projected payment for each CCC-740 that has been enrolled and/or approved for payment.

This table describes all the information printed on the CCC-740E summary report.

<b>Field</b>	<b>Description</b>
Producer Name, Address, and ID Number	Producer’s name, mailing address, and the last 4 digits of the ID number.
State and County	The administrative State and county responsible for reviewing the application filed by the producer with subsequent approval or disapproval authority.
Application Number	The system-generated number assigned to the producer’s application.
Eligible Benefit Type	The gross calculated payment for the application is the smaller of the computed value feed needs or computed pasture value. This field identifies which type of benefit is applicable for the application.
Calculated Payment	The net calculated payment amount for the applicable application and year. Separate columns are provided for applications filed in 2003 and 2004.
County Totals for Enrolled Applications	The total projected payment for the producer based on all applications filed in the applicable administrative county. This amount includes all applications filed by the producer without regard to whether COC has acted upon the request. Separate amounts are computed for 2003 and 2004.

242 CCC-740E, Statement of Calculated Payment Amounts - Summary Report (Continued)

C Information on the Report (Continued)

Field	Description
County Totals for Approved Applications	The total projected payment for the producer based on all applications filed in the applicable administrative county. This amount includes all applications filed by the producer that have been approved by COC. Separate amounts are computed for 2003 and 2004.
Projected Payment for All Applications Filed and Approved for Payment	The total projected payment for the producer based on all applications filed nationwide. This amount only includes applications that have been approved by the applicable COC. Separate amounts are computed for 2003 and 2004.

243 Viewing/Printing CCC-740E Reports

A Viewing/Printing Reports From the Application Process

The summary and detailed statement of calculated payment reports can be viewed or printed after both of the following:

- producer’s signature date is recorded for the application
- application data has been submitted.

**Note:** See paragraph 100 for additional information.

Once accessed, the report can be printed by either of the following:

- clicking on the printer icon on the Adobe toolbar
- clicking on the following:
  - “File” from the menu options
  - “Print”
  - “OK”.

B Viewing/Printing Reports From the Application Reports Option

A future enhancement to the software will allow users to print the detailed and summary statement of calculated payment reports without requiring the user to access the producer’s application data. Until that software is released, follow paragraph 100 to print the reports.

244 (Reserved)



245 CCC-644E, Statement of Calculated Payment Amounts - Detailed Report

**A Introduction**

The CCC-644E detailed report is a computer-generated document that prints the following calculated payment amounts based on the data currently loaded in the AILFP application process:

- value feed needs minus livestock feed sold
- livestock feed purchased minus livestock feed sold
- net calculated payment amount for the application.

**B Distributing the Report**

County Offices **shall** provide producers with a copy of the CCC-644E detailed report.

**C Information on the Report**

CCC-644E, Statement of Calculated Payment Amounts - Detailed Report:

- contains all the information recorded for the livestock operation
- can be printed once the producer’s signature date is recorded in the system
- is organized according to the following:
  - Part A includes detailed payment calculation data for determining livestock feed needs
  - Part B includes detailed payment calculation data for determining net livestock feed purchased
  - Part C includes the calculation for determining the net payment amount for the application.

This table describes all the information printed on the CCC-644E detailed report.

Field	Description	Reference
		CCC-644
Producer Name, Address, and ID Number	Producer’s name, mailing address, and the last 4 digits of the ID number.	Items 1, 2, and 3
Crop Year	The crop year recorded on the producer’s application.	Item 4
Application Number	The system-generated number assigned to the producer’s application.	

245 CCC-644E, Statement of Calculated Payment Amounts - Detailed Report (Continued)

C Information on the Report (Continued)

Field	Description	Reference CCC-644	
Application Status	Status of the application is determined according to the following.	Items 11A and 13A	
	<b>IF the application has a producer's signature date...</b>		<b>THEN the application status is...</b>
	but no approval or disapproval date		"Enrolled".
	and an approval date entered		"Approved".
	and a disapproval date entered	"Disapproved".	
<p><b>Part A - Animal Information</b></p> <p>Part A contains the detailed payment calculation data for determining net AUD payment amount for application. The following information is printed for each type of livestock recorded on the producer's application.</p>			
Corn Price per Pound	<p>The corn price per pound is computed by dividing the following:</p> <ul style="list-style-type: none"> <li>• the corn price per bushel for the applicable year from the program load table, divided by</li> <li>• 56.</li> </ul> <p>The result is rounded to 7 decimal places using traditional rounding rules.</p> <p><b>Note:</b> This data is printed just 1 time regardless of how many types of livestock are recorded on the producer's application.</p>		
Type of Livestock	The type of livestock and applicable weight range recorded on the producer's application.	Item 10A	
Weight Range			
Quantity of Corn Per Day	Quantity of corn per day needed to support the applicable type of livestock and weight range.		
Maintenance Cost per Head/Day	<p>The maintenance cost per head per day is computed by multiplying the following:</p> <ul style="list-style-type: none"> <li>• calculated corn price per pound, times</li> <li>• quantity of corn per day.</li> </ul> <p>The result is rounded to 7 decimal places using traditional rounding rules.</p>		
Number of Head	Number of head of livestock recorded on the producer's application for the applicable type of livestock and weight range.	Item 10B	

245 CCC-644E, Statement of Calculated Payment Amounts - Detailed Report (Continued)

C Information on the Report (Continued)

Field	Description	Reference
		CCC-644
Number of Payment Days	Computed payment days for the payment period recorded on the producer's application for the applicable type of livestock and weight range. This calculation includes both the beginning and ending day in the payment period range.	Items 10C and 10D
Calculated AUD Payment Amount	<p>The AUD payment amount for each type of livestock and weight range is computed by multiplying the following:</p> <ul style="list-style-type: none"> <li>• maintenance cost per day, times</li> <li>• number of head of livestock, times</li> <li>• number of payment days.</li> </ul> <p>The result is rounded to 2 decimal places using traditional rounding rules.</p>	
Total AUD Payment Amount for All Livestock	<p>Accumulated total for the computed AUD payment amount for all line items of feed needs eligible for payment.</p> <p>The result is rounded to whole dollars using traditional rounding rules.</p>	
Maximum Allowable Percentage of Feed Needs	The maximum allowable percentage of feed needs is set nationally at 30 percent.	
Maximum AUD Payment Amount	<p>The maximum AUD payment amount is computed by multiplying the following:</p> <ul style="list-style-type: none"> <li>• total AUD payment amount for all livestock, times</li> <li>• maximum allowable percentage of feed needs.</li> </ul> <p>The result is rounded to whole dollars using traditional rounding rules.</p>	
Total Livestock Feed Sold	<p>Accumulated total of all receipts for livestock feed sold recorded on the producer's application.</p> <p>The result is rounded to whole dollars using traditional rounding rules.</p>	Item 9D
Net AUD Payment Amount	<p>The net AUD payment amount is computed by subtracting the following:</p> <ul style="list-style-type: none"> <li>• maximum AUD payment amount, minus</li> <li>• total livestock feed sold.</li> </ul>	

245 CCC-644E, Statement of Calculated Payment Amounts - Detailed Report (Continued)

C Information on the Report (Continued)

Field	Description	Reference CCC-644
<p><b>Part B - Livestock Feed Purchased</b></p>		
<p>Part B contains the detailed payment calculation data for determining the livestock feed purchased for the operation. The following information is printed for information recorded on the producer's application.</p>		
Total Feed Purchased	<p>Accumulated total of all livestock feed purchased for receipts recorded on the producer's application.</p> <p>The result is rounded to whole dollars using traditional rounding rules.</p>	Item 8F
Total Livestock Feed Sold	<p>Accumulated total of all livestock feed sold for receipts recorded on the producer's application.</p> <p>The result is rounded to whole dollars using traditional rounding rules.</p> <p><b>Note:</b> This is the same amount determined in Part A.</p>	Item 9D
Net Livestock Feed Purchased	<p>The net livestock feed purchased is computed by subtracting the following:</p> <ul style="list-style-type: none"> <li>• total feed purchased, minus</li> <li>• total livestock feed sold.</li> </ul>	
<p><b>Part C - Net Payment Calculation for Application</b></p>		
<p>Part C contains the overall payment calculation information for the application. The following information is printed.</p>		
Gross Calculated Payment Amount	<p>The producer's gross calculated payment amount is the smaller of either of the following:</p> <ul style="list-style-type: none"> <li>• "Net AUD Payment Amount" determined in Part A</li> <li>• "Net Livestock Feed Purchased" determined in Part B.</li> </ul>	
Producer's Share	<p>The producer's share of the operation recorded on the producer's application.</p>	Item 6
Net Calculated Payment Amount	<p>The net calculated payment amount for the application is computed by multiplying the following:</p> <ul style="list-style-type: none"> <li>• gross calculated payment amount, times</li> <li>• producer's share.</li> </ul> <p>The result is rounded to whole dollars using traditional rounding rules.</p>	



246 CCC-644E, Statement of Calculated Payment Amounts - Summary Report

**A Introduction**

The CCC-644E summary report is a computer-generated document that summarizes the net payment amounts for each application filed by the producer:

- by county
- by year.

**B Distributing the Report**

County Offices **shall** provide producers with a copy of the CCC-644E summary report.

**C Information on the Report**

CCC-644E, Statement of Calculated Payment Amounts - Summary Report:

- summarizes the payment data by county and application
- computes a projected payment for each CCC-644 that has been enrolled and/or approved for payment.

This table describes all the information printed on the CCC-644E summary report.

<b>Field</b>	<b>Description</b>
Producer Name, Address, and ID Number	Producer’s name, mailing address, and the last 4 digits of the ID number.
State and County	The administrative State and county responsible for reviewing the application filed by the producer with subsequent approval or disapproval authority.
Application Number	The system-generated number assigned to the producer’s application.
Eligible Benefit Type	The gross calculated payment for the application is the smaller of the computed AUD payment or livestock feed purchased. This field identifies which type of benefit is applicable for the application.
Calculated Payment	The net calculated payment amount for the applicable application and year. Separate columns are provided for applications filed in 2003 and 2004.
County Totals for Enrolled Applications	The total projected payment for the producer based on all applications filed in the applicable administrative county. This amount includes all applications filed by the producer without regard to whether the tribal government has acted upon the request. Separate amounts are computed for 2003 and 2004.

246 CCC-644E, Statement of Calculated Payment Amounts - Summary Report (Continued)

C Information on the Report (Continued)

Field	Description
County Totals for Approved Applications	The total projected payment for the producer based on all applications filed in the applicable administrative county. This amount includes all applications filed by the producer that have been approved by the tribal government. Separate amounts are computed for 2003 and 2004.
Projected Payment for All Applications Filed and Approved for Payment	The total projected payment for the producer based on all applications filed nationwide. This amount only includes applications that have been approved by the applicable tribal government. Separate amounts are computed for 2003 and 2004.

247 Viewing/Printing CCC-644E Reports

A Viewing/Printing Reports From the Application Process

The summary and detailed statement of calculated payment reports can be viewed or printed after both of the following:

- producer’s signature date is recorded for the application
- application data has been submitted.

**Note:** See paragraph 136 for additional information.

Once accessed, the report can be printed by either of the following:

- clicking the printer icon on the Adobe toolbar
- clicking the following:
  - “File” from the menu options
  - “Print”
  - “OK”.

B Viewing/Printing Reports From the Applications Reports Option

A future enhancement to the software will allow users to print the detailed and summary statement of calculated payment reports without requiring the user to access the producer’s application data. Until that software is released, follow paragraph 136 to print the reports.

248-260 (Reserved)

**\*--Section 3 Canceling LAP/AILFP Payments****261 General Provisions for Canceling Payments****A Introduction**

After payment processing has been completed, County Offices shall review the NPS payment worklist to ensure that the correct disbursements have been generated. If an error is determined, then the payable shall be held for cancellation by program. Once the payment is held for cancellation, County Offices must cancel the payment from the program application so it can be reprocessed. Reprocessing the payment will result in the payment being sent:

- back to NPS with the recalculated payment amount
- to the nonpayment register with the condition indicating the reason the payment cannot be issued.

**B When to Cancel Payables**

LAP and AILFP payables cannot be canceled from NPS after the payable has been signed for disbursement. County Offices can cancel the NPS payable at any point before the payable being signed, including payables that are:

- held for cancellation by program
- deferred
- certified but not signed.

Once the payable has been signed and sent to Treasury for disbursement, if the payment amount is incorrect, the producer is either overpaid or underpaid and the appropriate action should be taken to issue the additional payment or notify the producer of the overpayment.

Extra caution shall be observed when canceling payables to ensure that:

- correct payables are being canceled
- only payables that have not been disbursed are being canceled.

**Note:** If the payable has been signed for disbursement, a message will be displayed advising the user that the payable cannot be canceled.--\*

**\*--261 General Provisions for Canceling Payments (Continued)**

**C Disbursed Payments Found to be in Error**

After a payment has been signed in NPS and sent to Treasury for disbursement, the payment cannot be canceled. If the payment was issued in error, the producer is either overpaid or underpaid. However, in some situations, data associated with the disbursement may need to be corrected and a substitute CCC-184 issued. These include:

- payee on an original CCC-184 is incorrect
- CCC-184 is lost, stolen, or destroyed
- CCC-184 is expired.

County Offices shall notify their State Office with cases involving payments that need to be corrected or reissued. State Offices shall contact FMD for additional guidance.--\*

**\*--261 General Provisions for Canceling Payments (Continued)**

**D Examples of Payable Cancellation Situations**

This table provides examples of when payables shall be canceled.

<b>Situation</b>	<b>Action</b>	
Something on LAP or AILFP application was entered in the system incorrectly. Payable: <ul style="list-style-type: none"> <li>• was sent to NPS</li> <li>• has not been signed for disbursement.</li> </ul>	<ul style="list-style-type: none"> <li>• Cancel the payable through the LAP/AILFP application.</li> <li>• Correct the situation that caused the payment to be issued incorrectly.</li> <li>• The payment should be reprocessed during the next scheduled payment process.</li> </ul>	
Something on LAP or AILFP application was entered in the system incorrectly. Payable: <ul style="list-style-type: none"> <li>• was sent to NPS</li> <li>• has been signed for disbursement.</li> </ul>	<b>Do not cancel</b> the payable. Correct the situation that caused the payment to be calculated incorrectly.	
	<b>IF the original payment resulted in the producer being...</b>	<b>THEN...</b>
	underpaid	<ul style="list-style-type: none"> <li>• correct the situation that caused the payment to be issued incorrectly</li> <li>• the payment should be reprocessed during the next scheduled payment process.</li> </ul>
overpaid	<ul style="list-style-type: none"> <li>• manually compute the overpayment amount</li> <li>• notify the producer of the debt according to 58-FI and 67-FI.</li> </ul>	
CCC-184 was lost, stolen, or destroyed and notification has been received from KCFO that CCC-184 has not been negotiated.	County Offices shall notify their State Office with cases involving CCC-184's that need to be corrected or reissued.	
CCC-184 has expired, but the statute of limitations has not elapsed.	State Offices shall contact FMD for additional guidance.	

--\*

**\*--262 Canceling Payables Through the LAP/AILFP Payment Application**

**A Introduction**

The LAP/AILFP payment cancellation process has been developed to restrict the number of payables that display on the payment cancellation selection web page. This:

- ensures that the correct payables are displayed for a requested producer
- reduces the possibility that the wrong payable is accidentally canceled.

County Offices shall take extra caution to ensure that the correct payable is selected for cancellation according to paragraph 261.

**B How to Cancel Payables**

The LAP/AILFP payment cancellation is designed to prevent a user from canceling a payment that has been disbursed to the producer. Follow the provisions of this table to cancel erroneous payments that **have not been issued** to the producer.

Step	Action	Result
1	Access the LAP/AILFP Payment Processing Home Page according to paragraph 211.	
2	CLICK “Cancel Payments/Overpayments” to access the cancellation process.	SCIMS producer selection page will be displayed.
3	Select the producer associated with the payment to be canceled by entering any of the following for the producer. <ul style="list-style-type: none"> <li>• tax ID number</li> <li>• name or common name.</li> </ul>	The Payment/Overpayment Cancellation Register will be displayed.

--\*

\*--262 General Provisions for Canceling Payments (Continued)

**B How to Cancel Payables (Continued)**

Step	Action	Result
4	The Payment/Overpayment Cancellation page displays all payments and/or overpayments that have been sent to NPS for the selected producer. The number of payables displayed can be further restricted by accessing the following options.	The Payment/Overpayment Cancellation page will be redisplayed with the selected information.
	<p><b>IF the user wants to display payments or overpayments...</b></p> <p><b>THEN click the...</b></p>	
	<p>sent to NPS for a particular program</p> <p>arrow for the “Program” drop-down box to display a list of applicable programs. The default for this option is “All Programs”.</p>	
	<p>but not both</p> <p>“Transaction” type arrow on the drop-down box. Available options are:</p> <ul style="list-style-type: none"> <li>• payments</li> <li>• overpayments.</li> </ul> <p><b>Note:</b> Since the overpayment process has not been enabled for LAP/AILFP, only payment transactions can be displayed.</p>	

--\*

**\*--262 Canceling Payables Through the LAP/AILFP Payment Application (Continued)**

**B How to Cancel Payables (Continued)**

<b>Step</b>	<b>Action</b>		<b>Result</b>
5	Although more than 1 payment may be displayed on the Payment/Overpayment Cancellation page, users are restricted to selecting 1 payment for cancellation at a time. See paragraph 263 for additional information.		
	<b>IF the user...</b>	<b>THEN...</b>	
	wants to continue with a cancellation	<ul style="list-style-type: none"> <li>• select the payment to be canceled by clicking the check box next to the payment to be cancelled</li> <li>• CLICK “Cancel Selected Transaction”.</li> </ul>	The Payment Cancellation – Confirmation page will be displayed. Users shall use this information to confirm that the correct payment was selected for cancellation before proceeding.
	does not select a payment for cancellation	CLICK “Cancel Selected Transaction”.	The Payment Cancellation – Confirmation page will be displayed <b>for the first payment issued to the producer.</b> Users shall use this information to confirm that the correct payment was selected for cancellation before proceeding.
	selects more than 1 payment for cancellation	the message, “Select one transaction at a time to cancel”, will be displayed.	Select only 1 payment for cancellation.

--\*



\*--262 Canceling Payables Through the LAP/AILFP Payment Application (Continued)

**B How to Cancel Payables (Continued)**

Step	Action		Result	
6	The Payment Cancellation – Confirmation page is intended to provide additional information to the user about the payment selected for cancellation. See paragraph 264 for additional information.			
	<b>IF the user...</b>	<b>THEN CLICK...</b>	<b>IF the payment is...</b>	<b>THEN the...</b>
	wants to continue with the cancellation process	“Yes” to the question, “Would you like to cancel this payment?”.	available in NPS for cancellation	Payment Cancellation – Confirmation Results page will be displayed with the message, “Payment successfully canceled!”.
			not available in NPS for cancellation	message, “Selected payment has been signed in NPS and cannot be canceled. If the payment is incorrect, an overpayment or underpayment condition may exist and action should be taken accordingly.”, will be displayed.
	does not want to cancel the selected payment	“No” to question, “Would you like to cancel this payment?”.	The Payment/Overpayment Cancellation page will be redisplayed with the payment information for the selected producer.	

--\*

**\*--262 Canceling Payables Through the LAP/AILFP Payment Application (Continued)**

**B How to Cancel Payables (Continued)**

Step	Action		Result
7	From the Payment Confirmation – Cancellation Results page, users have the option to: <ul style="list-style-type: none"> <li>• cancel another payment for the same producer</li> <li>• return to the Payments Home Page.</li> </ul>		
	<b>IF the user...</b>	<b>THEN CLICK...</b>	
	wants to cancel another payment for the same producer	“Yes” to the question, “Would you like to proceed to the next transaction to cancel?”	The Payment/Overpayment Cancellation page will be redisplayed with the remaining payment information for the selected producer. The payment that was just canceled will no longer be displayed in the list of payments for the producer.
	<ul style="list-style-type: none"> <li>• does not want to cancel another payment</li> <li>• wants to cancel a payment for a different producer</li> </ul>	“No” to the question, “Would you like to proceed to the next transaction to cancel?”	If the user’s login ID is associated with: <ul style="list-style-type: none"> <li>• 1 county, the Payments Processing Home page will be displayed</li> <li>• with more than 1 county, the Payments Processing – Select a County page will be displayed.</li> </ul> <p><b>Note:</b> To cancel a payment for another producer without going to the Payments Home Page, users can select the next producer by clicking the “Payment/Overpayment Cancellation” link on the left frame of the web page.</p>

--\*

**\*--263 Payment/Overpayment Cancellation Register**

**A Introduction**

The Payment/Overpayment Cancellation Register will be displayed after the user selects:

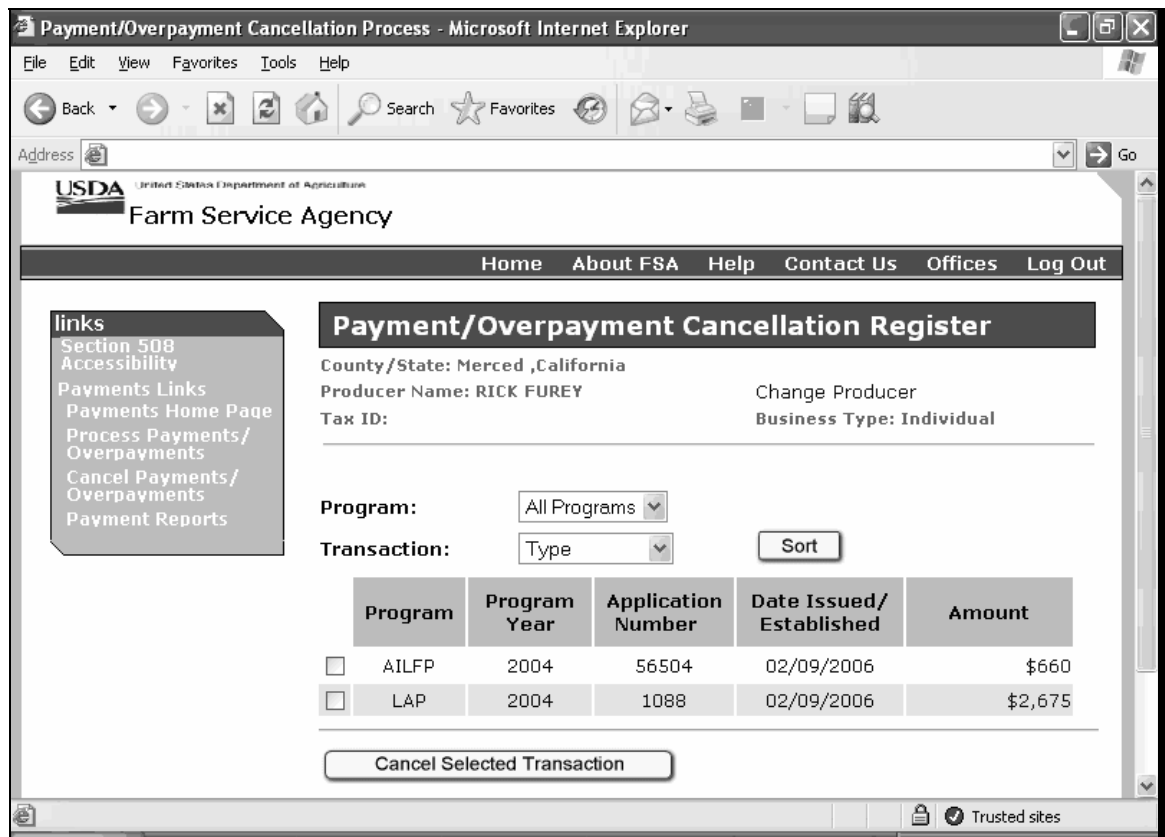
- “Cancel Payments/Overpayments” from the payment Processing Home Page
- valid SCIMS producer.

This page lists all payments and/or overpayments for all programs for the selected producer. The LAP/AILFP cancellation process has been developed to restrict the number of payments and/or overpayments that display for cancellation. This:

- ensures that the correct payment/overpayment is displayed for a requested producer
- reduces the possibility that the wrong payment/overpayment is accidentally canceled.

**Note:** The LAP/AILFP payment application is not updated with NPS disbursement or receivable information. As a result, all payments and/or overpayments sent to NPS will be displayed regardless of their status in NPS. The only payments/overpayments that will not be displayed are those that have already been canceled through the LAP/AILFP cancellation process.

This is an example of the Payment/Overpayment Cancellation Register for a selected producer.



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**\*--263 Payment/Overpayment Cancellation Register (Continued)**

**B Available Options on the Payment/Overpayment Cancellation Register Page**

From the Payment/Overpayment Cancellation Register page, users have the option to:

- view all payment and overpayment transactions for a selected producer
- select a payment for cancellation and proceed with the cancellation process.

This table describes the action that should be taken from this web page.

<b>IF the user wants to...</b>	<b>THEN...</b>	<b>Result</b>
continue with a cancellation	<ul style="list-style-type: none"> <li>• select the payment to be canceled by clicking the check box next to the payment to be cancelled</li> <li>• CLICK “Cancel Selected Transaction”.</li> </ul>	The Payment Cancellation – Confirmation page will be displayed. Users shall use this information to confirm that the correct payment was selected for cancellation before proceeding.
does not select a payment for cancellation	CLICK “Cancel Selected Transaction”.	The Payment Cancellation – Confirmation page will be displayed <b>for the first payment issued to the producer</b> . Users shall use this information to confirm that the correct payment was selected for cancellation before proceeding.
selects more than 1 payment for cancellation	the message, “Select one transaction at a time to cancel”, will be displayed.	Select only 1 payment for cancellation.

--\*

**\*--263 Payment/Overpayment Cancellation Register (Continued)**

**C Information Displayed on the Payment/Overpayment Cancellation Page**

The following information is displayed on the Payment/Overpayment Cancellation Register page.

Field	Description
Change Producer Link	Allows the user to re-access the SCIMS producer selection page.
State/County	Name of the State and county selected by the user on the payment processing home page.
Producer Name and Information	<p>The following information is displayed for the selected producer:</p> <ul style="list-style-type: none"> <li>• name</li> <li>• tax ID number and ID type</li> <li>• business type.</li> </ul>
Program	Drop-down box that allows the user to limit the number of payments and/or overpayments that should be displayed. The default is that payments and overpayments will be displayed for all programs.
Transaction	<p>Drop-down box that allows the user to limit the number of transactions listed to either payments or overpayments. The default is that all payments and overpayments will be displayed.</p> <p><b>Note:</b> Since the overpayment process has not been released, all transaction listed are payment transactions.</p>
Cancellation Selection Check Box	Check box that allows the user to select the transaction that should be canceled. Users are limited to 1 selection per cancellation.
Program	The acronym for the program associated with the applicable payment or overpayment transaction is displayed.
Program Year	Year associated with the application that was filed by the affected producer.
Application Number	LAP or AILFP application number.
Date Issued/Established	Date the payment or receivable was sent to NPS for the applicable payment or overpayment transaction.
Amount	<p>Amount of the payment or overpayment associated with the affected producer and application.</p> <p><b>Note:</b> Clicking the amount displays additional information about the payment.</p>

--\*

**\*--263 Payment/Overpayment Cancellation Register (Continued)**

**D Error Messages**

The following error messages may be displayed on the Payment/Overpayment Cancellation Register page.

Message	Description
Payments have not been issued to the selected producer.	This message is displayed if payments were not issued for the selected producer.
Select 1 transaction at a time to cancel.	<p>The Payment/Overpayment Cancellation Register is designed to limit the number of cancellations that can be selected. Users are only allowed to select 1 payment and/or overpayment before clicking “Cancel Selected Transaction”.</p> <p>When this message is displayed, users should deselect the payment/overpayment by clicking the check box next to the applicable payment/overpayment to ensure that only 1 payment/overpayment has been selected.</p>

**E Other Options Available on the Payment/Overpayment Cancellation Register Page**

In addition to the options provided in subparagraphs D and E, users have the following additional options available on the Payment/Overpayment Cancellation Register page.

Option	Description
Dollar Amount	The dollar amount displayed is a link that allows users to access additional information about the payment/overpayment in question. When users click the dollar amount, the details of the applicable transaction will be displayed.
“Back” Button	<p>The “Back” button that is available in the lower right corner of the web page allows users to go to the previous screen that was displayed. Users must use this button or the links on the left side of the web page when navigating through the payment application.</p> <p><b>Reminder:</b> Users <b>shall not</b> use the “Back” and “Forward” buttons on the web browser. The web browser buttons may allow the user to move more quickly through the application; however, data is not refreshed when these buttons are used. To maintain the integrity of the payment data, it is <b>critical</b> that the most current data is always displayed on the web page.</p>

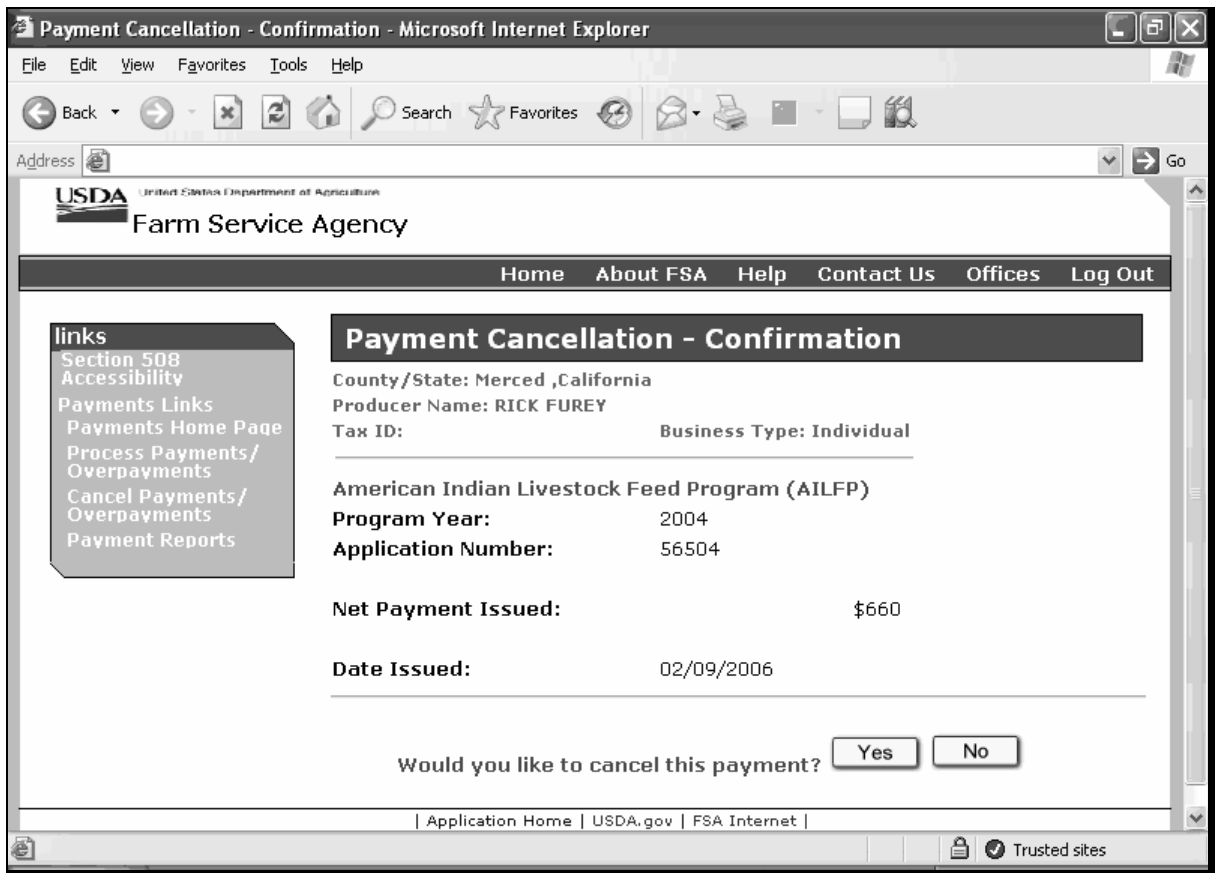
--\*

\*--264 Payment Cancellation Confirmation Page

**A Introduction**

The Payment Cancellation - Confirmation page is displayed with information about the transaction selected on the Payment/Overpayment Cancellation Register. Users shall use this information to confirm that the correct payment was selected for cancellation before proceeding.

This is an example of the Payment Cancellation – Confirmation page for a selected transaction.



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**\*--264 Payment Cancellation Confirmation Page (Continued)**

**B Available Options on the Payment Processing Home Page**

From the Payment Cancellation Confirmation page, users have the option to:

- view specific information about the transaction selected for cancellation
- confirm that the selected transaction should be cancelled.

This table describes the action that should be taken from this web page.

<b>IF the user ...</b>	<b>THEN CLICK...</b>	<b>Result</b>	
		<b>IF the payment is...</b>	<b>THEN the...</b>
wants to continue with the cancellation process	“Yes” to question, “Would you like to cancel this payment?”.	available in NPS for cancellation	Payment Cancellation – Confirmation Results page will be displayed with the message, “Payment successfully canceled!”.
		not available in NPS for cancellation	message, “Selected payment has been signed in NPS and cannot be canceled. If the payment is incorrect, an overpayment or underpayment condition may exist and action should be taken accordingly.”, will be displayed.
does not want to cancel the selected payment	“No” to question, “Would you like to cancel this payment?”.	The Payment/Overpayment Cancellation page will be redisplayed with the payment information for the selected producer.	

--\*



\*--264 Payment Cancellation Confirmation Page (Continued)

**C Information Displayed on the Payment/Overpayment Cancellation Page**

The following information is displayed on the Payment Cancellation Confirmation page.

Field	Description	
State/County	Name of the State and county selected by the user on the payment processing home page.	
Producer Name and Information	The following information is displayed for the selected producer: <ul style="list-style-type: none"> <li>• name</li> <li>• tax ID number and ID type</li> <li>• business type.</li> </ul>	
Program	The name of the program associated with the selected payment transaction.	
Program Year	Year associated with the application that was filed by the affected producer.	
Application Number	LAP or AILFP application number.	
Net Payment Issued	Amount of the payment associated with the affected producer and application.	
Date Issued	Date the payment or receivable was sent to NPS for the applicable payment or overpayment transaction.	
Would you like to cancel this payment?	Question confirming that the selected payment transaction should be canceled.	
	<b>IF the user...</b>	<b>THEN CLCIK...</b>
	wants to continue	"Yes".
	does not want to continue	"No".

--\*

**\*--264 Payment Cancellation Confirmation Page (Continued)**

**D Result of Cancellation**

This tables describes the result once “Yes” or “No” is selected to question, “Would you like to cancel this payment?”

<b>IF the selected payment transaction has...</b>	<b>THEN the...</b>	
not been signed in NPS	Payments Cancellation – Confirmation Results page will be displayed with the message, “Payment successfully canceled!”	
been signed in NPS	payment cannot be canceled. In this situation, the message, “Selected payment has been signed in NPS and cannot be canceled. If the payment is incorrect, an overpayment or underpayment condition may exist and action should be taken accordingly.”, will be displayed.	
	The following action should be taken by County Office users.	
	<b>IF the payment was...</b>	<b>THEN...</b>
less than the producer earned	an additional should be processed through the payment process in the normal manner once the condition causing the underpayment is corrected.	
more than the producer earned	the producer is overpaid and the producer should be notified of the debt.	

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265-270 (Reserved)

**\*--Section 4 – Handling LAP/AILFP Overpayments****271 General Provisions for Canceling Payments****A Introduction**

Because of the complexities encountered with LAP/AILFP payment applications, an automated overpayment process will not be developed. As a result, County Offices must manually determine overpayment amounts and notify producers accordingly.

**B Finality Rule Provisions**

State and County Offices shall follow the provisions in 7-CP for determining whether finality rule provisions apply to overpayments.

**C Overpayments Less Than \$25**

County Offices shall take necessary action to collect overpayments **immediately** upon determining that a legitimate overpayment exists by establishing receivables in CRS according to this section. If the receivable amount is:

- less than \$25, follow 67-FI, Part 8 to perform a small balance write-off
- \$25 or greater, notify the producer of the debt according to 67-FI and subparagraph E. If the debt is not repaid within 60 calendar days, transfer the receivable to the claims system according to 67-FI, Part 6. Process the claim according to 58-FI, paragraph 114.--\*

**\*--272 Determining Overpayment Amounts and Establishing Receivables****A Determining Overpayment Amounts**

Since an automated overpayment process is not available, County Offices shall manually determine overpayment amounts. When determining overpayment amounts, County Offices shall keep the following in mind before notifying producers of debts.

- Most beneficial year is determined on a county-by-county basis.
- When determining most beneficial year, calculated payment amounts for both LAP and AILFP must be totaled for each year.
- If the producer applied for payment for both years, then County Offices shall ensure that the total payments issued do not exceed the earned payment amount for the most beneficial year **in the applicable county**. If the amount paid is less than the most beneficial earned payment amount, the producer is not overpaid.
- If the producer applied for payment on more than 1 application, then the total amount paid for all applications for each year should be compared to the total earned payment amount for the producer on all applications for the most beneficial year. If the total amount paid for all applications is less than the amount earned for all applications, the producer is not overpaid.
- County Offices must ensure that payment limitation provisions are applied properly for producers and members of joint operations that applied for LAP. Payment limitation does not apply to AILFP.

**B Available Reports to Assist with Determining Overpayment Amounts**

County Offices shall use the following reports to assist in determining overpayment amounts.

- Producer Summary Entitlement Report from the LAP or AILFP payment application process. See paragraphs 242 and 246 for additional information for accessing and printing this report.
- Producer Payment History from the LAP/AILFP payment reports process.
- NPS payment inquiry to determine amounts sent to NPS.--\*

**\*--272 Determining Overpayment Amounts and Establishing Receivables (Continued)**

**C Notifying Producers of Overpayment Amounts**

If it is determined that a producer has been overpaid, then County Offices shall notify the producer by according to 67-FI and 58-FI.

**D Establishing Receivables**

Receivables shall be established in CRS for legitimate debts to CCC and on an application-by-application basis. County Offices shall follow the provisions of 67-FI to manually establish the receivable and enter the following information on Screen AQK10801.

Field	Description
Principal Program Code	<ul style="list-style-type: none"> <li>• 05LAP for LAP overpayments</li> <li>• 05AFP for AILFP overpayments.</li> </ul>
1 <sup>st</sup> Reference Number	LAP or AILFP application number associated with the overpayment.
1 <sup>st</sup> Reference Type	“AP” to indicate the overpayment is associated with an application.
Receivable Due Date	
Debt Basis Code	Discovery Code should be: <ul style="list-style-type: none"> <li>• “10” for routine program operations</li> <li>• “19” if the overpayment is discovered through an OIG audit.</li> </ul> See 67-FI, Exhibit 6 for additional information. Reason Code should be determined according to 67-FI, Exhibit 7.

Once the receivable is established in CRS, the data will upload to the financial data mart. LAP/AILFP payments can then be offset by the amount of the receivable, however the upload process generally takes 2 to 3 workdays. As a result, County Offices shall ensure that they do not process additional LAP/AILFP for producers with receivables until the receivable data has been uploaded the financial data mart.

**Note:** To ensure data is timely transmitted to the financial data mart, County Offices shall ensure that they are transmitting data nightly. If the receivable data is not available on the financial data mart within 5 workdays, then County Offices shall contact the National Help Desk for assistance.--\*

**\*--273 Receivable Collections****A Handling Refunds for Prior Collections**

County Offices were initially instructed to deposit refunds on a manual CCC-257 until the automated overpayment process was implemented. For overpayment amounts that have already been refunded, County Offices shall:

- manually establish a receivable in CRS according to paragraph 274
- apply the collection to the receivable. During this process, specify that the refund was deposited on a manual CCC-257. See 67-FI, Part 5 for additional information.

**B Handling Refunds Already Deposited on an Automated CCC-257**

If refunds have already been deposited on an automated CCC-257 using a program code such as "MISCINC", then County Offices shall follow 3-FI to delete the incorrect program code on the automated CCC-257.

**Note:** It is critical that this action be taken to ensure that the program funding is accounted for properly.

**C Handling Refunds After Receivables Have Been Established**

County Offices shall follow the provisions of 67-FI to apply collections to manually established receivables.--\*

**\*--274 Charging Interest****A Introduction**

Interest shall be charged on all 2003/2004 LAP and AILFP overpayments to producers who become ineligible after the producer's application was approved and the payment was issued.

**B Ineligible Producers**

A producer is considered ineligible if:

- COC determines that the producer:
  - erroneously or fraudulently represented any act affecting a determination
  - knowingly adopted a scheme or device that tends to defeat the purposes of the program
  - misrepresented their interest and subsequently received a LAP or AILFP payment
- the producer did not meet "person" determination requirements
- the producer does not meet disaster gross revenue requirements
- conservation compliance provisions are violated
- controlled substance provisions are violated.

Interest for ineligible producers shall be charged from the date of disbursement. The system will compute this interest when the overpayment is established to CRS.

**C When Not to Charge Interest**

Interest shall **not** be charged if the producer:

- is not determined to be ineligible as defined in subparagraph B
- returns the Treasury check without being cashed
- refunds the payment voluntarily.--\*

**\*--275 Overpayment Situations and Examples**

**A Producer Applied for Payment for Both Program Years**

Producers were allowed to apply for LAP and/or AILFP for either 2003 2004, or both years. If the producer applied for both years, then the payment for the most beneficial year only should have been sent to NPS. However, in some instances the payment for both years was sent to NPS.

County Offices shall follow the provisions of this table for handling payments sent to NPS for both program years.

<b>IF the payment sent to NPS was certified and signed for...</b>	<b>THEN County Offices shall...</b>
only 1 year and the payment issued to the producer is for the most beneficial year	<ul style="list-style-type: none"> <li>• cancel the payment sent to NPS for the least beneficial</li> <li>• access the automated application software and disapprove the application for the least beneficial year. This action should only be taken in the automated system to ensure the payment is not sent to NPS during a subsequent payment process.</li> </ul>
only 1 year and the payment issued to the producer is for the least beneficial year	<ul style="list-style-type: none"> <li>• “defer” the payment sent to NPS for the most beneficial year</li> <li>• establish a receivable for the total amount of the year paid</li> <li>• after the receivable has uploaded to the financial data mart, certify and sign the payment in NPS for the most beneficial year</li> <li>• offset the payment for the most beneficial year to satisfy the receivable created for the least beneficial year.</li> </ul> <p>Once the payment is offset, the producer will receive the difference between the most and least beneficial years.</p> <p><b>Note:</b> Uploading receivable data to the financial data mart can take anywhere from 2 to 3 workdays, so County Offices shall ensure that the receivable is available for offset before certifying and signing the payment for the most beneficial year.</p>
both years	<ul style="list-style-type: none"> <li>• establish a receivable for the total amount of the payment issued for the least beneficial year paid</li> <li>• notify the producer of the debt according to paragraph 272.</li> </ul>

--\*



**\*--275 Overpayment Situations and Examples (Continued)****B Example 1**

Producer A applied for both years and earned the following payment amounts in County X.

- 2003 - \$30,000 for all applications
- 2004 - \$32,000 for all applications.

In this example, 2004 is the most beneficial year; however the producer only received payment for 2003. As a result, the producer is entitled to an additional \$2,000.

The \$32,000 has been sent to NPS but is has been deferred. County Offices shall:

- establish a receivable for \$30,000 for the 2003 payments that were issued to the producer
- after the receivable has uploaded to the financial data mart, certify and sign the 2004 payments in NPS for \$32,000
- offset the \$32,000 payment by the \$30,000 receivable that was established for the producer
- issue the remaining \$2,000 payment to the producer.

**C Example 2**

Producer A applied for both years and earned the following payment amounts in County X.

- 2003 - \$30,000 for all applications
- 2004 - \$32,000 for all applications.

In this example, 2004 is the most beneficial year, however the producer received payment for both 2003 and 2004. As a result, the producer is overpaid by the entire 2003 payment amount.

County Offices shall:

- establish a receivable for \$30,000 for the 2003 payments that were issued to the producer
- notify the producer of the debt.--\*

**276-300 (Reserved)**

**Part 8 (Reserved)**

**301-400 (Reserved)**



**\*--Part 9 2005 Hurricanes LIP****Section 1 Basic 2005 Hurricanes LIP Information****401 General Information****A Purpose**

2005 Hurricanes LIP provides monetary assistance to eligible livestock owners and livestock contract growers, but not both for the same livestock, for livestock deaths that occurred in eligible disaster counties as a result of Hurricane Dennis, Katrina, Ophelia, Rita, or Wilma.

Monetary assistance provided under 2005 Hurricanes LIP is not required to be used by the payee for any specific purpose.

This part provides instructions for administering 2005 Hurricanes LIP.

**B Source of Authority**

The Act of August 24, 1935, Section 32, as amended, authorizes the Secretary of Agriculture to provide assistance to restore farmers' purchasing power.

The widespread and significant loss of livestock as a result of Hurricanes Dennis, Katrina, Ophelia, Rita, and Wilma has adversely affected the purchasing power of certain livestock owners and contract growers in Presidentially and Secretarially-declared primary disaster counties. Accordingly, the Secretary of Agriculture has determined that monetary assistance is appropriate under this authority for certain livestock owners and contract growers.

The regulations for 2005 Hurricanes LIP are provided in 7 CFR Part 760.

**C Public Information**

Follow instructions in 2-INFO for providing information about 2005 Hurricanes LIP.

**D Modifying Provisions**

Provisions in this handbook shall **not** be revised without prior approval from the National Office Livestock Assistance Program Manager.

**Important:** Revisions include adding, deleting, editing, clarifying, supplementing, or otherwise amending any procedure, form, or exhibit.

A separate State or county handbook shall **not** be created.--\*

**\*--401 General Information (Continued)****E Forms**

**Forms, worksheets, applications and other documents other than those provided in this handbook or issued by the National Office shall not be used for 2005 Hurricanes LIP.**

Any document that collects data from a producer, regardless of whether the producer's signature is required, is subject to the Privacy Act and Information Collection Procedures, including clearance of such documents by the following offices:

- National Office program area
- MSD, Forms and Graphics Section
- OMB.

Forms, worksheets, and documents developed by State or County Office must be submitted to the National Office Livestock Assistance Program Manager for review and clearance.

**Important:** No State or County Office developed form, worksheet, or other document shall be used for 2005 Hurricanes LIP unless it is approved by the National Office Livestock Assistance Program Manager **before** use.

**F Related Handbooks**

See Part 1 for handbooks related to 2005 Hurricanes LIP.

**402 Responsibilities****A STC Responsibilities**

Within the authorities and limitations in this handbook and 7 CFR 760 Subpart E, STC shall:

- direct the administration of 2005 Hurricanes LIP
- ensure FSA State and County Offices follow the 2005 Hurricanes LIP provisions
- thoroughly document all actions taken in STC meeting minutes
- handle appeals according to 1-APP--\*

**\*--402 Responsibility (Continued)****A STC Responsibilities (Continued)**

- review all applications executed by State Office employees, COC members, CED's, County Office employees, and their spouses according to subparagraph 452 D
- require reviews be conducted by DD according to subparagraph 452 E to ensure program is being implemented according to 2005 Hurricanes LIP provisions.

**Note:** STC may establish additional reviews to ensure the program is administered in according to these provisions.

**B SED Responsibilities**

Within the authorities and limitations in this handbook and 7 CFR 760 Subpart E, SED shall:

- ensure FSA County Offices follow the 2005 Hurricanes LIP provisions
- handle appeals according to 1-APP
- ensure DD conducts reviews according to subparagraph A

**Note:** SED may establish additional reviews to ensure the program is administered in according to these provisions.

- ensure **all** County Offices publicize 2005 Hurricanes LIP provisions according to subparagraph D

**Important:** Because eligible losses for 2005 Hurricanes LIP are based on the physical location of the livestock when they perished, and some producers may still be displaced, **all** County Offices in the State must publicize the program provisions.

- immediately notify the National Office Livestock Assistance Program Manager of software problems, incomplete or incorrect procedures, and specific problems or findings.

The SED equitable relief authority in 7-CP is applicable to 2005 Hurricanes LIP.--\*

**\*--402 Responsibility (Continued)****C DD Responsibilities**

Within the authorities and limitations in this handbook and 7 CFR 760 Subpart E, DD shall:

- ensure that COC's and CED's follow the 2005 Hurricanes LIP provisions
- conduct reviews according to subparagraph 452 E, and any additional reviews established by STC or SED according to subparagraph A and B
- provide SED with report of reviews conducted according to subparagraph 452 E
- closely monitor the number of third party certifications approved by COC according to subparagraph 451 E

**Important:** If the number of applicants using third party certifications are excessive when compared to surrounding counties, DD shall take all necessary action to ensure the claimed losses are reasonable and that the provision is not being abused.

- ensure County Offices publicize program provisions according to subparagraph D.

**D COC Responsibilities**

Within the authorities and limitations in this handbook and 7 CFR 760 Subpart E, COC shall:

- fully comply with all 2005 Hurricanes LIP provisions
- ensure that CED fully complies with all 2005 Hurricanes LIP provisions
- review, initial, date, and document in COC minutes all third party certifications according to subparagraph 451 E

**Important:** COC shall **not** delegate authority to review third party certifications to CED.--\*

**\*--402 Responsibility (Continued)**

**D COC Responsibilities (Continued)**

- provide DD with a weekly written report of all reviews of third party certifications according to subparagraph 451 E
- act on completed FSA-573 for 2005 Hurricanes LIP according to paragraph 452
- handle appeals according to 1-APP
- thoroughly document all actions taken in COC meeting minutes

**Important:** All the following must be thoroughly documented for all program determinations made by COC:

- all factors reviewed or considered
  - all documentation reviewed
  - references to applicable handbooks, notices and regulations
  - all sources of information obtained for review or consideration.
- ensure producers receive complete and accurate program information

**Note:** Program information may be provided through the following:

- program leaflets, newsletters, and print media
- meetings
- radio, television, and video
- County Office visit.--\*

## 402 Responsibility (Continued)

**D COC Responsibilities (Continued)**

- ensure 2005 Hurricanes LIP general provisions and other important items are publicized as soon as possible after information is received from the National Office, including, but not limited to, the following:
  - signup period
  - payment limitation
  - eligible livestock
  - basic participant eligibility criteria
  - general data required to complete application.

**Important:** Because eligible losses are based on the physical location of the livestock when they perished, and some producers may still be displaced, **all** County Offices in the State must publicize the program provisions regardless of whether the county is a disaster county.

**\*--Note:** The 2005 Hurricanes LIP Fact Sheet may be used to provide some of the information in this subparagraph. The fact sheet is available online at <http://www.fsa.usda.gov/pas/publications/facts/html/lip06.htm>.--\*

**E CED Responsibilities**

Within the authorities and limitations in this handbook and 7 CFR 760 Subpart E, CED shall:

- fully comply with all 2005 Hurricanes LIP provisions
- ensure County Office employees fully comply with all 2005 Hurricanes LIP provisions
- act on completed FSA-573 for 2005 Hurricanes LIP according to paragraph 452

**Note:** CED may delegate approval authority to program technicians for routine cases where proof of death is provided according to subparagraph 451 D. Program technicians shall **not** be delegated authority to:

- disapprove any FSA-573
- approve any FSA-573 where third party certification is used to prove loss.



**402 Responsibility (Continued)****E CED Responsibilities (Continued)**

- handle appeals according to 1-APP
- ensure that producers receive complete and accurate program information
- immediately notify SED, through DD, of software problems and incomplete or incorrect procedures
- \*--ensure that all applicants receive a copy of Exhibit 19 according to paragraph 453 at the time they file an application--\*
- ensure that general provisions and other important items are publicized according to subparagraph D.

**F Program Technician Responsibilities**

Within the authorities and limitations in this handbook and 7 CFR 760 Subpart E, program technician shall:

- fully comply with all 2005 Hurricanes LIP provisions
- immediately notify CED of software problems and incomplete or incorrect procedures
- ensure producers receive complete and accurate program information
- \*--ensure that all applicants receive a copy of Exhibit 19 according to paragraph 453 at the time they file an application.--\*

**\*--403 Definitions for 2005 Hurricanes LIP****A Definitions**

The following definitions apply to 2005 Hurricanes LIP. The definitions provided in other parts of this handbook do **not** apply to 2005 Hurricanes LIP.

Adult beef bulls means male bovine animals that were at least 2 years old and used for breeding purposes before perishing.

Adult beef cows means female bovine animals that had delivered 1 or more offspring before perishing. A first time bred beef heifer shall also be considered an adult beef cow if it was pregnant at the time it perished.

Adult buffalo/beefalo bulls means male animals of those breeds that were at least 2 years old and used for breeding purposes before perishing.

Adult buffalo/beefalo cows means female animals of those breeds that had delivered 1 or more offspring before perishing. A first time bred buffalo or beefalo heifer shall also be considered an adult buffalo/beefalo cow if it was pregnant at the time it perished.

Adult dairy bulls means male bovine animals of a breed used for producing milk for human consumption that were at least 2 years old and used for breeding dairy cows before perishing.

Adult dairy cows means female bovine animals used for the purpose of providing milk for human consumption that had delivered 1 or more offspring before perishing. A first time bred dairy heifer shall also be considered an adult dairy cow if it was pregnant at the time it perished.

Bucks means male goats.

Commercial use means used in the operation of a business activity engaged in as a means of livelihood for profit by the eligible producer.

Contract means, with respect to contracts for the handling of livestock, a written agreement between a livestock owner and another individual or entity setting for the specific terms, conditions, and obligations of the parties involved regarding the production of livestock or livestock products.--\*

**403 Definitions for 2005 Hurricanes LIP (Continued)****A Definitions (Continued)**

\* \* \*

Disaster county means a primary county included the geographic area covered by a Presidential or Secretarial disaster declaration for Hurricane Dennis, Katrina, Ophelia, Rita and/or Wilma, excluding contiguous counties. See Exhibit 20 for list of eligible counties by Hurricane.

Eligible livestock means only certain adult and non-adult dairy cattle, beef cattle, buffalo, beefalo, equine animals, sheep, goats, swine, deer, and poultry, including egg-producing poultry, that were maintained for commercial use as part of a farming operation, that perished in a disaster county during an applicable disaster period, as provided in Exhibit 20. See paragraph 423 for further delineation of eligible livestock by payment rate.

Eligible livestock owner means a person who had legal ownership of the eligible livestock on the day the livestock perished and is a citizen of, or legal resident alien in, the United States. A farm cooperative, private domestic corporation, partnership, or joint operation in which a majority interest is held by members, stockholders, or partners who are citizens of, or legal resident aliens in, the United States, if such cooperative, corporation, partnership, or joint operation owned or jointly owned the eligible livestock on the day the livestock perished will be considered eligible livestock owners. Any Native American tribe (as defined in section 4(b) of the Indian Self-Determination and Education Assistance Act (Pub. L. 93-638, 88 Stat. 2003)); any Native American organization or entity chartered under the Indian Reorganization Act; any tribal organization chartered under the Indian Self-Determination and Education Assistance Act; and any economic enterprise under the Indian Financing Act of 1974 may be considered an eligible livestock owner so long as they meet the terms of the definition.

Eligible livestock contract grower means a person, other than the livestock owner, who possessed an independent financial interest in the eligible livestock or products derived from such livestock, as defined and limited by the terms and conditions of a contractual written agreement with the livestock owner on the day the livestock perished, and is a citizen of, or legal resident alien in, the United States. A farm cooperative, private domestic corporation, partnership, or joint operation in which a majority interest is held by members, stockholders, or partners who are citizens of, or legal resident aliens in, the United States, if such cooperative, corporation, partnership, or joint operation possessed a independent financial interest, but not as owner, in the eligible livestock or products derived from such livestock on the day the livestock perished will be considered an eligible livestock contract grower. Any Native American tribe (as defined in section 4(b) of the Indian Self-Determination and Education Assistance Act (Pub. L. 93-638, 88 Stat. 2003)); any Native American organization or entity chartered under the Indian Reorganization Act; any tribal organization chartered under the Indian Self-Determination and Education Assistance Act; and any economic enterprise under the Indian Financing Act of 1974 may be considered an eligible livestock contract grower so long as they meet the terms of the definition.

**\*--403 Definitions for 2005 Hurricanes LIP (Continued)****A Definitions (Continued)**

Equine animals means domesticated horses, mules, and donkeys.

Ewes means a female sheep.

Farming operation means a business enterprise engaged in the production of agricultural products.

Goats means domesticated ruminant mammals of the genus Capra, including Angora goats. Goats will be further delineated by sex (Bucks and Nannies) and age (kids).

Ineligible livestock means any of the following:

- any animal produced or maintained for reasons other than commercial use as part of a farming operation, as determined by FSA, including, but not limited to, recreational purposes, such as pleasure, hunting, pets, or for show
- all wild free roaming animals, as determined by FSA
- any animal not meeting the definition of eligible livestock, as determined by FSA
- any animal owned or cash leased by an ineligible livestock owner or contract grower
- all animals that perished:
  - in a county other than a disaster county
  - as a result of something other than Hurricane Dennis, Katrina, Ophelia, Rita, or Wilma
  - at any time other than an applicable disaster period, as provided in Exhibit 20.

Kids means goats less than 1 year old.--\*

**\*--403 Definitions for 2005 Hurricanes LIP (Continued)****A Definitions (Continued)**

Lambs means sheep less than 1 year old.

Nannies means female goats.

Non-adult beef cattle means male, female, or neutered male bovine animals that do not meet the definition of adult beef cows or bulls. Non-adult beef is further delineated by weight categories of less than 400 pounds, and 400 pounds or more at the time they perished.

Non-adult buffalo/beefalo means male, female or neutered male animals of those breeds that do not meet the definition of adult buffalo/beefalo cows or bulls. Non-adult buffalo/beefalo is further delineated by weight categories of less than 400 pounds, and 400 pounds or more at the time they perished.

Non-adult dairy cattle means male, female, or neutered male bovine livestock, of a breed used for the purpose of providing milk for human consumption, that do not meet the definition of adult dairy cows or bulls. Non-adult dairy is further delineated by weight categories of less than 400 pounds, and 400 pounds or more at the time they perished.

Poultry means domesticated chickens, turkeys, ducks, and geese. Poultry will be further delineated by sex, age, and purpose of production, as determined by FSA.

Rams means male sheep.

Sheep means domesticated ruminant mammals of the genus Ovis. Sheep will be further delineated by sex (rams and ewes) and age (lambs).

Swine means domesticated omnivorous pigs, hogs, or boars. Swine will be further delineated by sex and weight as determined by FSA.--\*

**404-420 (Reserved)**



## Section 2 Policy and Procedure

## 421 Signup Period

## A 2005 Hurricanes LIP Signup

\*--Signup for 2005 Hurricanes LIP began May 17, 2006, and ended September 29, 2006.--\*

**Important:** There are **no** late-filed provisions for 2005 Hurricanes LIP.

## 422 Eligibility Criteria

## A Eligible Livestock

To be eligible livestock for 2005 Hurricanes LIP, the livestock must meet all of the following:

- been owned by an eligible livestock owner, or in the case of contract growers, was in the possession of an eligible contract grower on the day the livestock perished
- been maintained for commercial use as part of a farming operation on the day the livestock perished
- perished in a disaster county during an applicable disaster period as a result of the applicable Hurricane, as provided in Exhibit 20
- been 1 of the following, as defined in paragraph 403:
  - adult or non-adult beef cattle
  - adult or non-adult dairy cattle
  - adult or non-adult beefalo
  - adult or non-adult buffalo
  - sheep
  - goats
  - swine
  - equine animals
  - deer
  - poultry, including egg-producing poultry.

**Important:** If an animal was pregnant at the time of death, only the pregnant animal that perished is eligible for payment under 2005 Hurricanes LIP. The unborn animal is **not** eligible livestock under 2005 Hurricanes LIP.

**\*--422 Eligibility Criteria****A Eligible Livestock (Continued)**

See paragraph:

- 403 for definitions of eligible livestock, commercial use, and farming operation
- 423 for further delineation of eligible livestock by payment rate.

**B Ineligible Livestock**

Animals **not** eligible for 2005 Hurricanes LIP include, but is not limited to, all of the following:

- livestock produced or maintained for reasons other than commercial use as part of a farming operation, including, but not limited to, recreational purposes such as:
  - hunting
  - show
  - pleasure
  - pets
  - consumption by owner.

**Example 1:** Mike Jones owns 5 horses, 2 beef steers, and 3 goats. Mr. Jones maintains the horses for pleasure riding and fox hunting, and maintains the goats as pets for his children. He maintains the beef steers to be consumed by his family. Accordingly, Mr. Jones does not maintain any of the livestock for commercial use as part of a farming operation. All of the animals perished in a disaster county as a result of Hurricane Katrina.

Because none of Mr. Jones' livestock is maintained for commercial use as part of a farming operation, the animals are **not** eligible livestock for 2005 Hurricanes LIP purposes.

**Example 2:** Joe Smith owns 5 horses which he uses to pull hansom cabs in the tourist district of the local city. The hansom cabs are Mr. Smith's business activity he engages in as a means of livelihood for profit.

However, because the horse are not maintained as part of a farming operation, they are not eligible livestock for 2005 Hurricanes LIP purposes.--\*



## 422 Eligibility Criteria (Continued)

**B Ineligible Livestock (Continued)**

**Example 3:** Jane Black owns and raises a deer herd. Mrs. Black sells the does to a local food market to be processed into meat products. She sells the bucks to hunting preserves nationwide.

Mrs. Black is in the business of selling deer as a means of livelihood for profit; therefore, the deer are maintained for commercial use. However, they also must be maintained as part of a farming operation.

The County Office must determine whether Mrs. Black's deer business is a farming operation. Mrs. Black must provide evidence to satisfy COC or CED that the deer are part of a farming operation. One indicator of being a farming operation would be whether Mrs. Black files taxes as a farming operation. The County Office cannot request Mrs. Black to provide a copy of her tax records; however, COC or CED may ask Mrs. Black how she files her taxes for the operation.

- yaks
- \*--reindeer--\*
- llamas
- \*--elk--\*
- stillborn livestock
- unborn livestock

**Example:** A pregnant adult beef cow died before the birth of the calf. Only the pregnant cow may be considered eligible for payment. The unborn calf is **not** eligible livestock.

- any wild free roaming livestock, including equine and deer
- any animals not included in subparagraph A

## \*--422 Eligibility Criteria (Continued)

**B Ineligible Livestock (Continued)**

- all animals that perished:
  - in a county other than a disaster county
  - as a result of something other than Hurricane Dennis, Katrina, Ophelia, Rita, or Wilma
  - at any time other than an applicable disaster period, as provided in Exhibit 20.

**Important:** Contact the National Office Livestock Assistance Program Manager, through the State Office, when the reason for livestock death is questionable.

**C Eligible Livestock Owners**

An eligible livestock owner for 2005 Hurricanes LIP is 1 who meets **all** of the following:

- had legal ownership of eligible livestock according to subparagraph A on the day the livestock perished
- is 1 of the following:
  - a citizen of, or legal resident alien in, the United States, including a farm cooperative, private domestic corporation, partnership, or joint operation in which a majority interest is held by members, stockholders, or partners who are citizens of, or legal resident aliens in, the United States, if such cooperative, corporation, partnership, or joint operation owned or jointly owned the livestock on the day the livestock perished
  - any Native American tribe as defined in the Indian Self-Determination and Education Assistance Act
  - any Native American organization or entity chartered under the Indian Reorganization Act
  - any economic enterprise under the Indian Financing Act of 1974.

The following are **not** eligible livestock owners for 2005 Hurricanes LIP benefits:

- a foreign person, as determined according to 1-PL
- any individual or entity that did **not** have legal ownership of the livestock on the day the livestock perished.--\*

## \*--422 Eligibility Criteria (Continued)

**D Eligible Livestock Contract Growers**

An eligible livestock contract grower for 2005 Hurricanes LIP is 1, other than the livestock owner, who meets **all** of the following:

- possessed an independent financial interest in eligible livestock according to subparagraph A, or products derived from such livestock, as defined and limited by the terms and conditions of a written contract with the livestock owner on the day the livestock perished
- suffered a loss of income as a direct result of the death of specific eligible livestock subject to the terms and conditions of the written contract with the owner of the specific livestock
- is 1 of the following:
  - a citizen of, or legal resident alien in, the United States, including a farm cooperative, private domestic corporation, partnership, or joint operation in which a majority interest is held by members, stockholders, or partners who are citizens of, or legal resident aliens in, the United States, if such cooperative, corporation, partnership, or joint operation owned or jointly owned the livestock on the day the livestock perished
  - any Native American tribe as defined in the Indian Self-Determination and Education Assistance Act
  - any Native American organization or entity chartered under the Indian Reorganization Act
  - any economic enterprise under the Indian Financing Act of 1974.

The following are **not** eligible livestock contract growers for 2005 Hurricanes LIP benefits:

- a foreign person, as determined according to 1-PL
- any individual or entity that had legal ownership of the livestock on the day the livestock perished.--\*

## \*--422 Eligibility Criteria (Continued)

**E Deceased Producers and Dissolved Entities**

Authority to sign contracts, applications, and other documents on behalf of deceased producers may vary according to State law. If an eligible livestock owner or livestock contract grower is now deceased or a dissolved entity, then an authorized representative of the deceased producer or dissolved entity may sign FSA-573 provided the authorized representative has authority to enter into a contract for the deceased producer or dissolved entity.

**Important:** Proof of authority to sign for the eligible deceased producer or dissolved entity must be on file in the County Office before the representative is allowed to sign FSA-573 for the producer. Proof of authority includes any of the following:

- court order
- letter from Secretary of State
- document approved by the OGC Regional Attorney.

FSA-325 is:

- only used in situations where a program application was filed by an individual who subsequently died, is declared incompetent, or is missing before the payment is issued
- not applicable for determining who may file a program application for a deceased, incompetent or missing individual.

State Office shall consult with the OGC Regional Attorney on the following types of cases:

- documentation submitted does **not** clearly establish authority to enter into a contract or application on behalf of the deceased individual, closed estate, or dissolved entity
- application from and request for issuing payments to heirs of a deceased individual without documentation provided that establishes authority to enter into a contract or application on behalf of the deceased individual.

See paragraph 424 for making payments to deceased individuals, closed estates, and dissolved entities.--\*

**\*--423 Payment Rates, Limitations, and Reductions**

**A Funding**

A national factor is not anticipated; therefore, payments may be issued after regulations are published in the Federal Register and software is released to County Offices.

**B Payment Limitation**

An \$80,000 payment limitation applies to each “person” for benefits received under 2005 Hurricanes LIP. Determine “persons” according to 1-PL.

If a “person” determination for the applicant has:

- already been made for other 2005 program purposes, use the same “person” determination for 2005 Hurricanes LIP purposes
- **not** been made for any other 2005 program purpose, COC shall:
  - obtain CCC-502 from the applicant
  - make a “person” determination and notify applicant according to 1-PL.

**Note:** Actively engaged and cash-rent tenant provisions do **not** apply.

**C AGI**

The AGI provisions of 1-PL are applicable. Individuals and entities exceeding \$2.5 million AGI are not eligible for payment under 2005 Hurricanes LIP.

See 1-PL and 3-PL for policy and software provisions of AGI.--\*

\*--423 Payment Rates, Limitations, and Reductions (Continued)

**D Payment Rates for Eligible Livestock for Livestock Owners**

2005 Hurricanes LIP provides separate payment rates for eligible livestock owners and eligible contract growers. See subparagraph E for payment rates for eligible livestock contract growers.

Payment rates for livestock owners are based on 75 percent of a fair market value, as determined by FSA, for the specific livestock category.

The following provides per head payment rates, by livestock category, for eligible livestock owners.

Kind	Type	Weight Range	Payment Per Head
Beef	Nonadult	Less than 400 pounds	\$360.50
		400 pounds or more	\$458.34
	Adult	Cow	\$759.92
		Bull	\$987.75
Dairy	Nonadult	Less than 400 pounds	\$352.11
		400 pounds or more	\$704.21
	Adult	Cow	\$1,408.42
		Bull	\$1,408.42
Buffalo/ Beefalo	Nonadult	Less than 400 pounds	\$225.00
		400 pounds or more	\$337.50
	Adult	Cow	\$450.00
		Bull	\$1,125.00
Swine	Boars/Sows	Over 450 pounds	\$134.55
	Sows/Boars/Barrows/Gilts	151 to 450 pounds	\$73.53
	Lightweight Barrows/Gilts	50 to 150 pounds	\$56.27
	Feeder Pigs	Under 50 pounds	\$39.01
Sheep	Rams		\$33.04
	Ewes		\$33.99
	Lambs		\$74.45
Goats	Bucks		\$62.63
	Nannies		\$62.63
	Slaughter goats/kids		\$74.84
Chickens	Layers/Roasters		\$4.78
	Broilers/Pullets		\$1.83
	Chicks		\$0.15
Turkeys	Toms/Fryers/Roasters		\$10.46
	Poults		\$0.83
Ducks	Ducks		\$2.84
	Ducklings		\$0.46
Geese	Goose		\$12.90
	Gosling		\$2.71
Deer			\$405.00
Equine			\$562.50

--\*

423 Payment Rates, Limitations, and Reductions (Continued)

**E Payment Rates for Eligible Livestock for Livestock Contract Growers**

2005 Hurricanes LIP provides separate payment rates for eligible livestock owners and eligible contract growers. See subparagraph D for payment rates for eligible livestock owners.

Payment rates for livestock contract growers are based on 75 percent of the average income loss sustained, as determined by FSA, by the contract grower with respect to the perished livestock.

The following provides per head payment rates, by livestock category, for eligible livestock contract growers.

**Note:** State Office shall contact the National Livestock Assistance Program Manager to receive a payment rate for eligible livestock not included in the following.

Kind	Type	Weight Range	Payment Per Head
Chickens	Layers/Roasters		\$0.28
	Broilers/Pullets		\$0.22

**F Payment Reduction for Compensation Received from Contractors**

2005 Hurricanes LIP payment to contract growers shall be reduced by the amount of any compensation received from the contractor for the loss of income from the perished livestock.

Some contract growers received monetary compensation from their contractor for the loss of income suffered from the death of the livestock under contract. All such payments shall be \*--reduced from the 2005 Hurricanes LIP payment calculated for the applicable livestock. See Part 10 for instructions on recording the amount of compensation received from contractors.--\*

**Example 1:** Bill Smith is an eligible contract grower of roaster chickens for the All American Chicken Company. Mr. Smith suffered an eligible loss (death) of 5,000 chickens under contract as a direct result of Hurricane Katrina. The All American Chicken Company gave Mr. Smith \$1,000 for the loss of income he suffered because of the loss of the chickens. Mr. Smith’s calculated payment amount for the 5,000 chickens is \$1,400, before any reduction. However, the LIP payment for the chickens will be reduced to \$400 because of the \$1000 received from the contractor.

**\*--423 Payment Rates, Limitations, and Reductions (Continued)****F Payment Reduction for Compensation Received from Contractors (Continued)**

**Example 2:** Mike Jones is an eligible contract grower of roaster chickens for the All American Chicken Company. Mr. Jones suffered an eligible loss (death) of 5,000 chickens under contract as a direct result of Hurricane Katrina. The All American Chicken Company gave Mr. Jones \$2,000 for the loss of income he suffered because of the loss of the chickens. Mr. Jones' calculated payment amount for the 5,000 chickens is \$1,400, before any reduction. However, the LIP payment for the chickens will be reduced to zero because of the \$2000 received from the contractor.

**Example 3:** Jane Brown is an eligible contract grower of roaster chickens for the All American Chicken Company. She was also the owner of 100 adult beef cows. Mrs. Brown suffered an eligible loss (death) of 5,000 chickens under contract and 5 adult beef cows as a direct result of Hurricane Katrina. The All American Chicken Company gave Mrs. Brown \$2,000 for the loss of income she suffered because of the loss of the chickens. Mrs. Brown's calculated payment amount for the 5,000 chickens is \$1,400, before any reduction, and \$3,800 for the 5 adult beef cows. The LIP payment for the chickens will be reduced to zero because of the \$2000 received from the contractor. However, the \$3800 LIP payment for the eligible beef cows is not reduced.

**424 General Payment Information****A Assignments and Offsets**

For 2005 Hurricanes LIP, County Offices shall:

- accept assignments according to 63-FI
- apply offsets according to 58-FI.--\*



424 General Payment Information (Continued)

**B Issuing Payments to Deceased Individuals, Closed Estates, and Dissolved Entities**

2005 Hurricanes LIP payments for FSA-573's involving deceased individuals, closed estates, or dissolved entities shall be made according to the following, provided all other eligibility requirements are met.

<b>IF the applicant is...</b>	<b>AND FSA-573 is signed by an authorized representative of the...</b>	<b>THEN payments shall be issued...</b>
an individual who died before FSA-573 was filed	deceased according to subparagraph 422 E	to any of the following, as applicable, using the ID number of the applicant:
an estate that closed before FSA-573 was filed	estate according to subparagraph 422 E	<ul style="list-style-type: none"> <li>• the deceased individual</li> <li>• the individual's estate</li> <li>• name of the heirs, based on OGC determination, according to 1-CM, Part 26.</li> </ul>
an entity that dissolved before FSA-573 was filed	dissolved entity according to subparagraph 422 E	using the ID number of the applicant.
an individual who dies, is declared incompetent, or is missing after filing FSA-573		to eligible payees executing FSA-325 according to 1-CM, paragraph 779.

**Note:** FSA-325 is only used where a program application was filed by an individual who subsequently died, is declared incompetent, or is missing before payments are issued. Heirs **cannot** succeed to a loss or file their own application.

**424 General Payment Information (Continued)****\*--C Payment Eligibility Requirements**

A participant must meet all the following before a payment shall be issued:

- CCC-502 on file and “person” determination for 2005 according to 1-PL
- AD-1026 on file according to 6-CP
- not in violation of fraud provisions, including FCIC fraud provisions, according to 1-CM and 3-PL
- compliance with:
  - controlled substance provisions according to 1-CM
  - AGI provisions according to 1-PL.

**Note:** See subparagraph:

- 423 B for more information about CCC-502
- D for more information about AD-1026.

County Offices shall record determinations for the applicable criteria in the web-based eligibility system according to 3-PL.

**D Conservation Compliance Provisions**

An AD-1026 applicable to 2005 must be on file for the producer according to 6-CP.

If an AD-1026 applicable for 2005 is:

- already on file for the applicant, it is not necessary to obtain a new AD-1026 for 2005 Hurricanes LIP
- not on file for the applicant, County Office shall obtain a completed AD-1026 applicable to 2005 from the applicant.

If a new AD-1026 is required to be filed, payments may be issued to eligible producers upon signing in AD-1026, item 12. It is not necessary to withhold payments pending NRCS highly erodible land or wetland determinations. The continuous certification statement on AD-1026 requires producers to refund program payments if a NRCS determination results in the discovery of a HELC/WC violation.--\*

**425-450 (Reserved)**

## 451 Applying for Benefits

**A Filing FSA-573 for 2005 Hurricanes LIP**

To apply for 2005 Hurricanes LIP benefits, eligible livestock owners and livestock contract growers shall file an automated FSA-573 in the County Office where the claimed livestock were physically located on the day they perished.

\*--A completed FSA-573 must be signed and dated by the applicant before the end of signup to be considered timely filed. There are no late-filed provisions for 2005 Hurricanes LIP. See paragraph 421.--\*

See Part 10 for completing FSA-573 through the automated system.

**State and County Offices shall not develop, design, or use any forms, worksheets, applications, or other documents to obtain or collect the data required from applicants to complete FSA-573.** See subparagraph 401 E.

FSA-573's shall be filed by producer and county.

**Important:** FSA-573's are **not** filed by operation or FSN.

**Example:** John Smith has the following livestock interests and eligible losses in eligible counties.

- 50-50 share with Bob Smith in the S and S General Partnership; the general partnership has a permanent tax ID number, and owns and operates a dairy operation in Jefferson County; 4 adult dairy cows meet the eligibility requirements.
- 100 percent owner of a beef cattle herd in Jefferson County; 12 adult beef cows meet the eligibility requirements.
- 25-75 share owner of a beef cattle herd with Jane Brown in Jefferson County; John Smith and Jane Brown jointly own the beef cattle as individuals on a 25-75 percent share; 18 adult beef cows meet the eligibility requirements.
- 100 percent owner of a swine operation in Desoto County; 75 sows over 450 pounds meet the eligibility requirements.

**\*--451 Applying for Benefits (Continued)****A Filing FSA-573 for 2005 Hurricanes LIP (Continued)**

The following four FSA-573's would be submitted, assuming all producers file FSA-573 for the eligible livestock, and none of the producers have any other livestock interests.

- One FSA-573 for S and S General Partnership for 100 percent share of the 4 eligible adult dairy cows in Jefferson County.
- One FSA-573 for John Smith that includes **both** the following:
  - 100 percent share of the 12 eligible adult beef cows from his own herd in Jefferson County
  - 25 percent share of the 18 eligible adult beef cows from the operation in Jefferson County he shares with Jane Brown.
- One FSA-573 for Jane Brown for 75 percent share of the 18 eligible adult beef cows from the operation in Jefferson County she shares with John Smith.
- One FSA-573 for John Smith for 100 percent share of the 75 eligible sows he owned in Desoto County.

When a producer has the same percentage share interest in multiple operations with different associated producers in the same county, the total eligible livestock for all such operations shall be listed for the producer only once on FSA-573.

**Example:** Jane Jones has the following livestock interests in Desoto County, which is an eligible county.

- 50-50 share owner of a beef cattle herd with Bill Green. Jane Jones and Bill Green, as individuals, each have a 50 percent interest in 100 head of beef cattle. 10 adult beef cows meet the eligibility requirements.
- 50-50 share owner of a beef cattle herd with Mary Blue. Jane Jones and Mary Blue, as individuals, each have a 50 percent interest in 150 head of beef cattle. 16 adult beef cows meet the eligibility requirements.
- 50-25-25 share owner of a beef cattle herd with Bob Black and Mike White. Jane Jones, Bob Black, and Mike White have a 50-25-25 percent interest, respectively, in the 300 beef cattle. 21 adult beef cows meet the eligibility requirements.--\*

**\*--451 Applying for Benefits (Continued)****A Filing FSA-573 for 2005 Hurricanes LIP (Continued)**

The following five FSA-573 would be submitted in Desoto County, assuming all producers file an application for the eligible livestock, and none of the producers have any other livestock interests.

- One FSA-573 for Jane Jones for 50 percent share of the 47 eligible adult beef cows. Because Jane Jones has the same percent share interest (50 percent) in all the eligible livestock, the total eligible livestock ( $10 + 16 + 21 = 47$ ) shall be listed for Jane Jones only once on FSA-573.
- One FSA-573 for Bill Green for 50 percent share of 10 adult beef cows from the operation he shares with Jane Jones.
- One FSA-573 for Mary Blue for 50 percent share of 16 adult beef cows from the operation she shares with Jane Jones.
- One FSA-573 for Bob Black for 25 percent share of 21 eligible adult beef cows from the operation he shares with Jane Jones and Mike White.
- One FSA-573 for Mike White for 25 percent share of 21 eligible adult beef cows from the operation he shares with Jane Jones and Bob Black.

After all information is entered into the automated FSA-573 software, County Offices shall print the automated FSA-573 and obtain the applicant's signature.--\*

**\*--451 Applying for Benefits (Continued)****B Signing and Certifying FSA-573 for 2005 Hurricanes LIP**

When signing FSA-573, item 27, the applicant is:

- applying for 2005 Hurricanes LIP benefits for the producer listed on FSA-573, item 5
- certifying **all** of the following:
  - information provided on FSA-573 is true and correct
  - livestock claimed on FSA-573 for 2005 Hurricanes LIP are eligible livestock according to subparagraph 422 A
  - the physical location of the:
    - claimed livestock on the day they perished
    - applicant's current livestock inventory
  - the names of all other producers that had an interest in the claimed livestock
  - all supporting documentation provided are true and correct copies of the transaction reported
- authorizing FSA officials to:
  - enter upon, inspect, and verify all applicable livestock and acreage in which the applicant has an interest for the purpose of confirming the accuracy of the information provided
  - review, verify, and authenticate all information provided on FSA-573 and supporting documents provided
  - contact other agencies, organizations, or facilities to verify data provided by an applicant or third party from such agencies, organizations, or facilities
- acknowledging that:
  - failure to provide information requested by FSA is cause for disapproval of FSA-573
  - providing a false certification to FSA is cause for disapproval of FSA-573, and punishable by imprisonment, fines, and other penalties.--\*

**\*--451 Applying for Benefits (Continued)****C Signature Requirements**

All applicants' signatures **must** be received by the ending signup date. Neither STC nor COC has authority to approve late-filed FSA-573.

Follow 1-CM for signature requirements.

**Important:** 1-CM, Part 25, Section 3, provides that all members of general partnerships and joint ventures must sign for the general partnership or joint venture, as applicable, unless an individual is authorized to act on behalf of the general partnership or joint venture.

**If the producer applying for 2005 Hurricanes LIP benefits on FSA-573, item 5, is a general partnership or joint venture which has an individual authorized to act for it, according to 1-CM, then the authorized individual may sign FSA-573, item 27, on behalf of the general partnership or joint venture.**

**Notes:** General partnerships must have a permanent tax ID number to receive any FSA payment. FSA payments shall not be issued to the individual members of a general partnership when the general partnership does not have a permanent tax ID number.

FSA payments may be issued to:

- a joint venture with a permanent tax identification number
- the individual members of a joint venture, using the individual member's identification numbers, when the joint venture does not have a permanent tax identification number.--\*

**\*--451 Applying for Benefits (Continued)**

**D Proof of Death**

At the time FSA-573 for 2005 Hurricanes LIP is submitted, applicants must provide verifiable documentation of livestock deaths claimed FSA-573.

The documentation must provide sufficient data that identifies the number and kind/type of livestock. Documents providing verifiable evidence may include, but are not limited to, any or a combination of the following:

- rendering truck receipts or certificates
- National Guard or other agency receipts of carcass removal
- veterinary records
- IRS records
- private insurance documents.

**Note:** In addition, livestock contract growers must provide a copy of their grower contract.--\*



## 451 Applying for Benefits (Continued)

**E Third Party Certifications**

County Office and COC general knowledge of disaster conditions in the area is **not** acceptable as third party certification under any circumstance.

COC shall provide a written weekly report to DD indicating the number of third party certifications reviewed and approved/disapproved.

Third party certification of livestock deaths may be accepted **only when all** of the following are met:

- livestock owner or contract grower, as applicable, provides **all** of the following:
    - written signed and dated statement certifying **all** of the following:
      - no other form of proof of death is available
      - number of livestock, by category, in inventory at the time the deaths occurred
      - physical location of livestock, by category, in inventory at the time the deaths occurred
    - ~~---~~verifiable documentation that supports the reasonableness of the number of livestock in inventory at the time the deaths occurred, as certified by applicant~~---~~\*
- Important:** See subparagraph F for verifiable documentation of inventory.
- third party who is providing certification provides a written signed and dated statement that includes **all** of the following:
    - specific details about how the third party has knowledge of the animal deaths
    - the affiliation of the third party to the producer applicant, such as neighbor, hired hand, veterinarian, or other
    - telephone number and address of the third party
    - number and kind/type of applicant's livestock that perished because of the applicable Hurricane
    - any other details necessary for COC and DD to determine the certification is acceptable

**\*--451 Applying for Benefits (Continued)****E Third Party Certifications**

- COC reviews the applicant's and third party's certification, and determines all of the following:
  - documents provided as evidence of livestock inventory are acceptable
  - livestock inventory is reasonable
  - claimed losses are reasonable
  - third party is a reliable source in a position to have knowledge of loss
  - certifications of applicant and third party meet all requirements

**Important:** COC shall initial and date applicant and third party certifications when review is complete, and document review in COC minutes.

**Example:** Jane Doe completes FSA-573 for 2005 Hurricanes LIP certifying 15 head of adult beef cows and 25 beef calves under 400 pounds perished in a disaster county during the applicable disaster period because of Hurricane Katrina.

Mrs. Doe indicates she has no proof of the death of the cows and calves because they all drowned when a flash flood caused by the Hurricane covered parts of their pastures, and none of the carcasses were ever located.

Mrs. Doe signs and dates a written statement indicating no proof of death is available because the livestock claimed on FSA-573 drowned, and no carcasses were ever located. She also certifies that at the time the flash flood occurred she had 200 head of adult beef cows and 180 head of non-adult beef cattle under 400 pounds in the pasture where the deaths occurred. As evidence of the beginning inventory, Mrs. Doe submits copies of bank loan documents for the purchase of 180 beef cows, purchase receipts for a total of 193 beef cows, and veterinary records indicating she had 185 beef calves wormed in July 2005. Mrs. Doe indicates she cannot locate the purchase receipts for the remaining 7 head of beef cows; however, she purchased them at the local county livestock auction in May 2003. Mrs. Doe indicates all the beef cows and calves in inventory at the time the animals drowned were physically located in fields 5, 6, and 7 on tract 1093 of FSN 458 in Jefferson County.--\*

**\*--451 Applying for Benefits (Continued)****E Third Party Certifications (Continued)**

Mike Green, Mrs. Doe's neighbor, provides a written signed and dated statement, including his telephone number and address, certifying that he has knowledge of the livestock deaths claimed by Mrs. Doe because his cattle are located in the pasture adjacent to Mrs. Does', and he witnessed the flash flood cover the area, and cattle being drowned before they could be safely rescued. After reviewing FSA-573, Mr. Green certifies he believes the information provided on FSA-573 is true and correct.

COC reviews Mrs. Doe's FSA-573 for 2005 Hurricanes LIP, certification statements provided by Mrs. Doe and Mr. Green, and the documents provided by Mrs. Doe to support the beginning inventory numbers. Based on the information provided, COC requests Mrs. Doe contact the local livestock auction company where the beef cows were purchased and request a copy of the purchase report or receipts.

After obtaining a purchase report from the local auction company indicating Mrs. Doe did purchase 7 beef cows in May 2003, COC determines the evidence of livestock inventory at time of the livestock deaths, and claimed livestock deaths are reasonable based on the information provided and according to subparagraph F.

The COC initials and dates the certification statements provided by Mrs. Doe and Mr. Green, and documents the review in the COC meeting minutes during the meeting in which Mrs. Doe's application is approved by COC.

**Note:** Livestock contract growers must provide a copy of their grower contracts.--\*

## 451 Applying for Benefits (Continued)

**F Proof and Reasonableness of Livestock Inventory (Continued)**

Livestock owners and livestock contract growers that cannot provide any proof of death according to subparagraph D must provide verifiable documentation of their livestock inventory at the time the deaths occurred according to this subparagraph.

\*--Documents that may provide verifiable evidence of livestock inventory include, but are--\* **not** limited to, any or a combination of the following:

- veterinary records
- loan records
- bank statements
- IRS inventory records
- property tax records
- sales and purchase receipts
- private insurance documents
- \*--previous FSA livestock program documents, such as LAP applications, that have been subject to spot check.

**Important:** FIP applications shall **not** be used as verifiable evidence of livestock inventory at the time the deaths occurred.

Previous FSA livestock program documents that were subject to spot check, such as LAP applications:

- may provide the number of certain animal types that may be used as a starting point for determining the livestock inventory at the time the deaths occurred
- shall **not** be used as the **only** source of evidence of livestock inventory at the time the deaths occurred in 2005.--\*

## 451 Applying for Benefits (Continued)

**F Proof and Reasonableness of Livestock Inventory (Continued)**

**\*--Example:** John Brown certified to 125 head of adult beef cows on his FSA approved 2003 LAP application. The 125 head of adult beef cows certified on the 2003 LAP application may be used in combination with purchase and sales reports, birth and death records, and other verifiable documents providing evidence of beef cattle for Mr. Brown to determine the beef cattle inventory at the time the deaths occurred. However, the 2003 LAP application data by itself is **not** sufficient evidence of livestock inventory at the time the deaths occurred in 2005.

**Note:** None of the documents listed in this subparagraph, by themselves, may be sufficient evidence to determine the reasonableness of the number of livestock in inventory at the time the deaths occurred. COC shall ensure the documents submitted by the producer provide verifiable evidence that supports the reasonableness of the number of livestock inventory at the time the deaths occurred, as certified by the applicant.--\*

COC shall determine the reasonableness of the livestock inventory and claimed losses using the following guidelines, when appropriate, for calving, farrowing, and kidding:

- 90 percent calving rate
- 103 to 105 percent for sheep
- 150 to 180 percent kidding rate
- 8.5 pigs per litter farrowing rate.

**Example:** A producer reports a livestock inventory of 150 beef cows, 5 beef bulls, and 155 beef calves at the time the deaths occurred. The normal calving rate would yield 135 (150 times 90 percent) calves. Based on the normal calving rate, 155 calves for 150 cows does not appear reasonable. COC should question the livestock inventory if it is not supported by verifiable documentation.



## 451 Applying for Benefits (Continued)

**G Modifying FSA-573 for 2005 Hurricanes LIP**

Once the applicant signs FSA-573 for 2005 Hurricanes LIP, FSA-573 **cannot** be modified.

If the applicant wishes to change or modify any data on a signed FSA-573, then the applicant must take the following action before the end of the signup period:

- withdraw FSA-573 by writing “WITHDRAWN” on the hardcopy of FSA-573 and initialing and dating next to “WITHDRAWN”
- submit a new FSA-573 with the correct data
- sign and date the new FSA-573.

COC or CED shall review and act on the new application according to paragraph 452.

**Important:** Any FSA-573 for 2005 Hurricanes LIP submitted after the end of the signup period shall be disapproved. There are **no** late-filed provisions for 2005 Hurricanes LIP.

**H Deleting FSA-573 for 2005 Hurricanes LIP**

County Office shall not delete any signed FSA-573 for 2005 Hurricanes LIP unless the applicant withdraws FSA-573 before it is selected for spot check.

If an applicant wishes to withdraw a signed FSA-573, then they must write “WITHDRAWN” on the hardcopy FSA-573 and initial and date next to “WITHDRAWN”.

When an applicant withdraws FSA-573, the County Office shall delete FSA-573 in the automated system according to Part 10.

**Important:** Producers **cannot** withdraw FSA-573 after it is selected for spot check.

**\*--I Supporting Documents**

All supporting documents must be completed by the applicant and on file in the County Office:

- no later than 10 work days after the end of the signup period
- before FSA-573 may be approved.

Supporting documents include, but may not be limited to:

- CCC-502 applicable for 2005
- AD-1026 applicable for 2005
- CCC-526, or other acceptable document according to 1-PL to determine compliance with AGI provisions.--\*

**\*--452 Acting on FSA-573 for 2005 Hurricanes LIP****A Approving FSA-573 for 2005 Hurricanes LIP**

COC or CED must act on all completed and signed FSA-573's submitted.

**Exception: Only COC has authority to act (approve or disapprove) on FSA-573's submitted that use third party certification as proof of loss.**

**Note:** CED may delegate approval authority to program technicians for routine cases where proof of death is provided according to subparagraph 451 D. Program technicians shall **not** be delegated authority to:

- disapprove any FSA-573
- approve any FSA-573 where third party certification is used to prove loss.

**Important:** DD review of initial applications must be completed according to subparagraph E before applications may be approved or disapproved.

FSA-573:

- is used for multiple programs
- has separate parts for each of the applicable programs.

Each part of FSA-573 requires:

- specific information be provided by the applicant
- applicant to certify to specific eligibility criteria, by program
- separate approval or disapproval of each program.

FSA-573 for 2005 Hurricanes LIP shall be approved or disapproved as certified by the applicant. When more than 1 type of livestock is claimed on FSA-573 for 2005 Hurricanes LIP, FSA-573 shall be approved or disapproved based on all livestock claimed. **Certain livestock cannot be approved and other livestock disapproved on the same FSA-573.**

**Example:** Jim Brown executes FSA-573 for 2005 Hurricanes LIP that includes 10 adult beef cows that meet the livestock eligibility requirements and 5 horses that do not meet the livestock eligibility requirements. FSA-573 shall be disapproved because all livestock claimed are not eligible.--\*



## 452 Acting on FSA-573 for 2005 Hurricanes LIP (Continued)

## A Approving FSA-573 for 2005 Hurricanes LIP (Continued)

Before approving FSA-573 for 2005 Hurricanes LIP, COC or CED must:

- ensure that **all** eligibility requirements are met
- \*--ensure that all supporting documents are timely filed according to subparagraph 451 I--\*
- be satisfied with **all** the following:
  - claimed livestock deaths occurred:
    - in a disaster county
    - during the applicable disaster period, as provided in Exhibit 20
    - as a result of Hurricane Dennis, Katrina, Ophelia, Rita, or Wilma
  - reasonableness of the claimed livestock deaths
  - proof of death provided is verifiable
  - documentation of livestock inventory at the time the deaths occurred, if applicable, is verifiable
  - third party certifications, if applicable, meet all requirements according to subparagraph 451 E
  - all signature requirements are met.

**Note:** See subparagraph B when:

- COC or CED questions any data provided by applicant
- disapproving FSA-573 for 2005 Hurricanes LIP.

FSA-573's for 2005 Hurricanes LIP executed by the following, and their spouses, shall be sent to State Office for action according to subparagraph D:

- STC members
- SED
- State Office employees
- COC members
- CED
- County Office employees.

**\*--452 Acting on FSA-573 for 2005 Hurricanes LIP (Continued)****B Disapproving FSA-573 for 2005 Hurricanes LIP**

COC or CED must act on all completed and signed FSA-573's submitted. See subparagraph A when approving FSA-573 for 2005 Hurricanes LIP.

**Exception:** Only COC has authority to act (approve or disapprove) on FSA-573's submitted that use third party certification as proof of loss.

**Note:** Program technicians shall **not** be delegated authority to disapprove FSA-573's.

**Important:** DD review of initial applications must be completed according to subparagraph E before applications may be approved or disapproved.

FSA-573:

- is used for multiple programs
- has separate parts for each of the applicable programs.

Each part of FSA-573 requires:

- specific information be provided by the applicant
- applicant to certify to specific eligibility criteria, by program
- separate approval or disapproval of each program.

FSA-573 for 2005 Hurricanes LIP shall be approved or disapproved as certified by the applicant. When more than 1 type of livestock is claimed on FSA-573 for 2005 Hurricanes LIP, FSA-573 shall be approved or disapproved based on all livestock claimed. **Certain livestock cannot be approved and other livestock disapproved on the same FSA-573.**

**Example:** Jim Brown executes FSA-573 for 2005 Hurricanes LIP that includes 10 adult beef cows that meet the livestock eligibility requirements and 5 horses that do not meet the livestock eligibility requirements. FSA-573 shall be disapproved because all livestock claimed are not eligible.

If it's determined that any information provided on FSA-573 for 2005 Hurricanes LIP is not reasonable or is questionable, additional verifiable documentation or evidence shall be requested from the applicant to support the data provided. Other agencies, organizations, or facilities may also be contacted to verify information provided by applicants.

**Important:** See subparagraph C when contacting other agencies, organizations, or facilities to verify information provided by applicants.

**Exception:** COC shall **not** require tax records; however, applicant may voluntarily provide tax records.--\*

**\*--452 Acting on FSA-573 for 2005 Hurricanes LIP (Continued)****B Disapproving FSA-573 for 2005 Hurricanes LIP (Continued)**

If all program eligibility requirements are **not** met, or it's determined that the information on FSA-573 for 2005 Hurricanes LIP, or any additional supporting documentation provided by applicant, is **not** accurate or reasonable, then the following actions shall be taken:

- disapprove FSA-573 for 2005 Hurricanes LIP
- notify applicant of disapproval
- provide applicant applicable appeal rights according to 1-APP
- thoroughly document reason for disapproval in COC minutes, if disapproved by COC.

**C Verifying Data with Other Agencies, Organizations, or Facilities**

When contacting agencies, organizations, or facilities to verify data provided by an applicant or third party, County Office shall be specific in the information requested. The request should include, but is not limited to, the following:

- producer's name and address
- animal kind and type
- why the request is being made
- what information is being requested.

**D STC Review of FSA-573 for 2005 Hurricanes LIP**

STC, or State Office representative designated by STC, shall review all FSA-573's for 2005 Hurricanes LIP executed by State Office employees, COC members, CED's, County Office employees, and their spouses. If FSA-573 and all supporting documents meet all applicable requirements, then STC, or designee, shall authorize COC to act on FSA-573.

**Notes:** If STC designates State Office representative to review disaster applications executed by State office employees and their spouses, the designated representative shall not review their own application or their spouses' application.

State Office representative includes DD's.

All FSA-573's for 2005 Hurricanes LIP executed by STC members, SED and their spouses shall be submitted to DAFP for review. If FSA-573 and all supporting documents meet all applicable requirements, then the National Office shall authorize COC to act on application.--\*

**\*--452 Acting on FSA-573 for 2005 Hurricanes LIP (Continued)****E DD Review and Report of Initial FSA-573's for 2005 Hurricanes LIP**

DD shall review the first five FSA-573's where:

- proof of death is provided according to subparagraph 451 D, before COC or CED may approve any such FSA-573
- third party certification is used to prove death according to subparagraph 451 E, before COC may approve any such FSA-573.

**Note:** Only COC is authorized to act on FSA-573's where third party certification is used to prove loss.

The review shall include:

- ensuring separate FSA-573's are submitted by producer and county
- signature requirements, including power of attorney, are met
- proof of death is provided and verifiable, according to subparagraph 451 D, when applicable
- third party certifications, if applicable, meet all requirements according to subparagraph 451 E
- copy of grower contract is provided, when applicable
- no State or County Office develop forms, worksheets, applications, or other documents are being used to obtain or collect the data required from applicants
- participants were informed of supporting data required for payment, such as CCC-502, CCC-526, AD-1026, and accurate subsidiary and SCIMS data.

Within 10 workdays of completing the review, DD shall provide a written report to SED describing the review findings, including a list of errors discovered, and the overall status of the implementation of 2005 Hurricanes LIP in the County Office.--\*

**452 Acting on FSA-573 for 2005 Hurricanes LIP (Continued)****E DD Review and Report of Initial FSA-573's for 2005 Hurricanes LIP (Continued)**

DD review of the initial FSA-573's and supporting documentation submitted is critical to ensuring that 2005 Hurricanes LIP is being administered according the procedures provided in this handbook and the regulations in 7 CFR Part 760.

Reviewing the initial FSA-573's and supporting documentation in a timely manner:

- identifies possible weaknesses in the administration of the program that may be resolved by additional training, clarified procedures, or modified software
- prevents numerous producers from being impacted by erroneous administration of the program
- allows corrections to be made in a timely manner before erroneous payments are issued.

**453 Spot Checks****A Informing Producers**

Spot checks are performed to:

- verify the accuracy of the data certified by the producer on FSA-573
- ensure that all eligibility requirements were met
- determine whether correct payments were issued.

Exhibit 19 provides a list of:

- data elements that may be spot-checked for 2005 Hurricanes LIP
- documents or other data that may be requested from producers selected for spot check.

County Offices shall:

- not modify Exhibit 19
- reproduce copies of Exhibit 19 locally
- provide a copy of Exhibit 19 to each producer at the time FSA-573 is submitted for 2005 Hurricanes LIP.

\* \* \*

## 453 Spot Checks (Continued)

**\*--B Selecting 2005 Hurricanes LIP FSA-573's for Spot Check**

Spot checks are performed to determine the following:

- accuracy of the number and kind/type/weight range of claimed livestock deaths on FSA-573
- whether the producer exceeded AGI limitation
- whether a valid signature was obtained on FSA-573
- whether claimed livestock died and cause of death was the result of applicable hurricane
- amount of monetary compensation the participant received from the contractor for loss of income from the perished livestock.

Spot checks shall be performed initially on a minimum of 10 percent, not to exceed a total of twenty 2005 Hurricanes LIP FSA-573's in a county for which a payment was generated.

**Note:** The total percent of FSA-573's initially spot-checked may exceed 10 percent because of required spot checks, such as COC members.

The National Office shall:

- randomly select 10 percent of all LIP FSA-573's in each applicable county for which a payment was generated to be reviewed by the County Office

**Note:** A minimum of ten FSA-573's per county will be selected. If there are less than ten FSA-573's in a county, all FSA-573's in the county will be selected.

- provide each State Office with a list, by county, of LIP FSA-573's to be spot-checked.

In addition to the 2005 Hurricanes LIP FSA-573's selected by the National Office, the County Office shall conduct a required check of **all** the following 2005 Hurricanes LIP FSA-573's:

- all LIP FSA-573's submitted by Federal and State level FSA employees, including SED, STC members, DD's, their spouse, and minor children

**Note:** STC alternates and advisors are **not** required spot checks.--\*

## 453 Spot Checks (Continued)

**\*--B Selecting 2005 Hurricanes LIP FSA-573's for Spot Check (Continued)**

- all LIP FSA-573's submitted by county level FSA employees, including CED, COC members, their spouse, and minor children

**Note:** COC alternates, CMC members, and advisors are **not** required spot checks.

- any LIP FSA-573 for which COC questions the information provided.

STC:

- may establish additional LIP FSA-573's to be spot-checked
- shall thoroughly document justification for additional spot checks in the STC meeting minutes.

**C Information To Be Spot-Checked**

For each 2005 Hurricanes LIP FSA-573 selected for spot check according to subparagraph B, the County Office shall:

- verify FSA-573 has valid signatures according to subparagraph D
- request evidence to support the AGI certification on CCC-526 when COC has reason to question the certification according to subparagraph E
- review documentation submitted as proof of death according to subparagraph F
- for FSA-573's approved based on third party certifications according to subparagraph G:
  - conduct the farm visit to determine the following:
    - number of livestock in current inventory
    - reasonableness of number of livestock in inventory at the time the deaths occurred
  - interview third party to determine whether the individual is a reliable source who was in a position to have knowledge of the number and kind/type/weight range of perished livestock
  - review documentation submitted to support the reasonableness of the number of livestock in inventory at the time the deaths occurred--\*

## 453 Spot Checks (Continued)

**\*--C Information To Be Spot-Checked (Continued)**

- verify claimed livestock died and cause of death was the result of the applicable hurricane according to subparagraph H
- for contract grower FSA-573's, contact the contractor to determine whether the contractor provided the participant any monetary compensation for the loss of income from the perished livestock according to subparagraph I.

**All reviews and findings shall be thoroughly documented in the COC meeting minutes.**

STC:

- may establish additional data to be spot-checked
- shall thoroughly document additional data to be spot-checked and justification for such spot checks in the STC meeting minutes.

**D Valid Signature**

Spot checks are performed to determine whether a valid signature was obtained on FSA-573. For each FSA-573 selected for spot check according to subparagraph B, the County Office shall verify that the participant's signature on FSA-573 is acceptable according to subparagraph 422 E and 1-CM, Part 25, if applicable.

A discrepancy in a signature is when the participant's signature on FSA-573 is not acceptable according to subparagraph 422 E and 1-CM, Part 25, if applicable.

If COC determines that the participant's signature on FSA-573 is not acceptable, as determined according to subparagraph 422 E and 1-CM, Part 25, as applicable, COC shall:

- determine the participant ineligible for 2005 Hurricanes LIP
- disapprove the participant's FSA-573 in the automated system
- request a refund of the entire payment amount, plus interest
- provide appeal rights according to 1-APP.

**Note:** Calculate the interest amount according to 50-FI.--\*



**453 Spot Checks (Continued)****\*--E AGI Certification**

Spot checks are performed to determine whether the participant exceeded AGI limitations. To be eligible for 2005 Hurricanes LIP benefits, applicants had to certify that AGI limitations were not exceeded by filing CCC-526. A discrepancy is when the individual's or entity's AGI certification is determined to be inaccurate.

COC shall request evidence from the participant to verify that the individual's or entity's certification on CCC-526 is accurate only when there is reason to question the individual's or entity's certification on CCC-526.

**Example:** John Smith certified that he did not exceed the AGI limitations on CCC-526. During a spot check of Mr. Smith's livestock operation, the County Office discovered Mr. Smith's livestock and farming operation was much larger than they had previously thought. In addition, the County Office discovered that Mr. Smith was operating a seed and fertilizer dealership. Based on the new information, COC questions the certification on CCC-526 and requests Mr. Smith provide evidence to support the certification.

COC shall verify whether the AGI limitations according to 1-PL, paragraph 633 were exceeded.

If COC determines that the individual or entity did not correctly certify to AGI provisions, COC shall:

- determine the participant ineligible for 2005 Hurricanes LIP
- disapprove the participant's FSA-573 in the automated system
- request a refund of the entire payment amount, plus interest
- provide appeal rights according to 1-APP.

**Note:** Calculate the interest amount according to 50-FI.

**F Verifying Documentation of Proof of Death**

Spot checks are performed to determine the accuracy and authenticity of the documents provided by the participant as proof of death of the livestock according to subparagraph 451 D.

**Note:** See subparagraph G if participant used a third party certification as proof of death because they could not provide any documents proving death of claimed livestock.--\*

## 453 Spot Checks (Continued)

**\*--F Verifying Documentation of Proof of Death (Continued)**

COC shall:

- thoroughly review **all** documents provided as proof of death to determine whether the documents are verifiable and authentic

**Important:** To be considered verifiable, the documentation must contain contact information, such as a name and telephone number or address, for the source of the document.

- contact the source of the document and verify all the following:
  - document is authentic
  - participant was customer or party to the transaction
  - accuracy of the number and kind/type/weight range of animals listed
- compare the number and kind/type/weight range of animals certified on FSA-573 to the data provided on the documents.

If COC determines that the documents provided as proof of death are any of the following, County Office shall contact the participant and request additional verifiable proof of death documents for the livestock claimed on FSA-573:

- not verifiable
- not authentic or the authenticity is questionable
- participant was not the customer or party to the transaction
- livestock on documents is not the same number and kind/type claimed on FSA-573.

A discrepancy is when any of the following apply:

- documents provided are not verifiable and/or authentic
- participant was not customer or party to the transaction
- data on the documents provided does not support the data certified on FSA-573.--\*

## 453 Spot Checks (Continued)

**\*--F Verifying Documentation of Proof of Death (Continued)**

If the participant does **not** provide verifiable and authentic proof of death, COC shall:

- determine the participant ineligible for 2005 Hurricanes LIP
- disapprove the participant's FSA-573 in the automated system
- request a refund of the entire payment amount, plus interest
- provide appeal rights according to 1-APP.

**Note:** Calculate the interest amount according to 50-FI.

When the documents provided as proof of death are authentic and verifiable, but do not support the number and kind/type/weight range of animals claimed on FSA-573, the County Office shall handle discrepancies according to subparagraph J.

**G Verifying Proof of Death Based on Third Party Certifications**

Spot checks are performed to determine all of the following:

- participant's and third party's certifications:
  - meet **all** requirements according to subparagraph 451 E
  - are not provided on a form, document, or worksheet developed by the State or County Office
- reasonableness of the number of livestock in the participant's inventory at the time the deaths occurred
- whether the third party is a reliable source that was in a position to have knowledge of the number and kind/type/weight range of perished livestock
- whether livestock deaths claimed on FSA-573 are supported by both the following:
  - certification provided by the third party
  - difference between beginning and current inventory of applicable livestock, considering any purchases, sales, and births since the hurricane, and any livestock deaths resulting from reasons other than the hurricane.

**Note:** See subparagraph F if participant provided documents as proof of death of claimed livestock.--\*

## 453 Spot Checks (Continued)

**\*--G Verifying Proof of Death Based on Third Party Certifications (Continued)**

COC shall:

- thoroughly review the participant's:
  - certification statement to determine whether **all** required information according to subparagraph 451 E are provided
  - documentation provided to support the reasonableness of the number of livestock in inventory at the time the deaths occurred to determine whether the documents are verifiable and authentic

**Important:** To be considered verifiable, the documentation must contain contact information, such as a name and telephone number or address, for the source of the document. See subparagraph 451 F for documents that may provide verifiable evidence of livestock inventory.

Under no circumstances shall the participant's FIP FSA-573 be used as documentation to support the reasonableness of the number of livestock in inventory at the time the deaths occurred.

- thoroughly review the third party's certification statement to determine **both** of the following:
  - whether **all** required information according to subparagraph 451 E is provided

**Important:** The participant informing the third party of the deaths of the livestock is **not** acceptable knowledge of the deaths by the third party.

**Example:** Jane Smith provided a written and signed certification statement about her knowledge of the livestock deaths suffered by Paul Brown. In her statement, Jane Smith indicated she had knowledge of the deaths because Paul Brown told her about the losses. The participant, Paul Brown, informing the third party, Jane Smith, of the deaths of livestock is **not** acceptable knowledge of the deaths for 2005 Hurricanes LIP.

- the number and kind/type/weight range of animals certified as dead by the third party matches the number and kind/type/weight range of animals certified by the participant on FSA-573

**Important:** A third party certification that provides only the number of livestock that died without providing the kind/type of livestock does **not** meet the requirements of subparagraph 451 E.--\*

## 453 Spot Checks (Continued)

**\*--G Verifying Proof of Death Based on Third Party Certifications (Continued)**

- interview the third party to determine whether the individual is a reliable source who was in a position to have knowledge of the number and kind/type/weight range of perished livestock

**Example:** Third party certification indicates the third party is a neighbor of the participant. However, during an interview of the third party, COC discovers the individual was out of the State at the time the deaths occurred. The neighbor was **not** in a position to have knowledge of the number and kind/type/weight range of perished livestock.

- conduct a farm visit to determine the number of applicable livestock in the participant's current inventory
- subtract the number of applicable livestock in the participant's current inventory from the number of applicable livestock in inventory at the time the deaths occurred, as certified by the participant.

**Important:** If the result of subtracting the number of applicable livestock in the participant's current inventory from the number of applicable livestock in inventory at the time the deaths occurred does **not** match the number of applicable livestock certified on FSA-573, COC shall contact the participant and request verifiable proof of both the following:

- purchases, sales, and births of applicable livestock since the hurricane
- deaths of applicable livestock for reasons other than the hurricane.

Each of the following is considered a discrepancy:

- participant's certification is either of the following:
  - does not meet **all** requirements according to subparagraph 451 E
  - is provided on an unauthorized form--\*

## 453 Spot Checks (Continued)

**\*--G Verifying Proof of Death Based on Third Party Certifications (Continued)**

- documentation provided to support the reasonableness of the number of livestock in inventory at the time the deaths occurred is either of the following:
  - **not** verifiable
    - Important:** To be considered verifiable, the documentation must contain contact information, such as a name and telephone number or address, for the source of the document. See subparagraph 451 F for documents that may provide verifiable evidence of livestock inventory.
  - does **not** support the reasonableness of the number of livestock in inventory at the time the deaths occurred
- third party's certification is either of the following:
  - does not meet **all** requirements according to subparagraph 451 E
  - is provided on an unauthorized form
- third party is determined to **not** be a reliable source that was in a position to have knowledge of the number and kind/type/weight range of perished livestock
- the number and kind/type/weight range of animals certified by the third party does **not** match the number and kind/type/weight range of animals certified by the participant on FSA-573
- the difference between the participant's current inventory of applicable livestock, as determined by a farm visit, and the number of applicable livestock in inventory at the time the deaths occurred, as certified by the participant, does not match the claimed livestock deaths on FSA-573 including any purchases, sales, and births since the hurricane, and any deaths of applicable livestock for reasons other than the hurricane.--\*

453 Spot Checks (Continued)

\*--G Verifying Proof of Death Based on Third Party Certifications (Continued)

COC shall handle discrepancies according to the following table.

IF...	THEN COC shall...
<p>participant's or third party's certification is either of the following:</p> <ul style="list-style-type: none"> <li>• does not meet <b>all</b> requirements according to subparagraph 451 E</li> <li>• is provided on an unauthorized form</li> </ul>	<ul style="list-style-type: none"> <li>• contact the applicable individual and request the following, as applicable:                             <ul style="list-style-type: none"> <li>• the missing data be provided</li> <li>• an acceptable certification be provided</li> </ul> </li> <li>• if all the certification requirements are <b>not</b> met:                             <ul style="list-style-type: none"> <li>• determine the participant ineligible for 2005 Hurricanes LIP</li> <li>• disapprove the participant's FSA-573 in the automated system</li> <li>• request a refund of the entire payment amount, plus interest</li> <li>• provide appeal rights according to 1-APP.</li> </ul> </li> </ul>
<p>participant's documentation provided to support the reasonableness of the certified number of livestock in inventory at the time the deaths occurred is <b>not</b> verifiable or does <b>not</b> support the reasonableness of the number of livestock certified</p>	<ul style="list-style-type: none"> <li>• contact the participant and request verifiable documentation that does support the reasonableness of the certified number of livestock in inventory at the time the deaths occurred</li> <li>• if the participant does <b>not</b> provide verifiable documentation that supports the reasonableness of the certified number of livestock inventory at the time the deaths occurred:                             <ul style="list-style-type: none"> <li>• determine the participant ineligible for 2005 Hurricanes LIP</li> <li>• disapprove the participant's FSA-573 in the automated system</li> <li>• request a refund of the entire payment amount, plus interest</li> <li>• provide appeal rights according to 1-APP.</li> </ul> </li> </ul>
<p>COC determines the third party is <b>not</b> a reliable source that was in a position to have knowledge of the number and kind/type/weight range of perished livestock</p>	<ul style="list-style-type: none"> <li>• contact the participant and request they provide a certification from a third party who is a reliable source that was in a position to have knowledge of the number and kind/type/weight range of perished livestock</li> <li>• if the participant does <b>not</b> provide a certification from a third party who is a reliable source that was in a position to have knowledge of the number and kind/type/weight range of perished livestock:                             <ul style="list-style-type: none"> <li>• determine the participant ineligible for 2005 Hurricanes LIP</li> <li>• disapprove the participant's FSA-573 in the automated system</li> <li>• request a refund of the entire payment amount, plus interest</li> <li>• provide appeal rights according to 1-APP.</li> </ul> </li> </ul>

--\*

453 Spot Checks (Continued)

**\*--G Verifying Proof of Death Based on Third Party Certifications (Continued)**

IF...	THEN COC shall...
third party's certification meets <b>all</b> requirements according to subparagraph 451 E, but the number and kind/type/weight range of animals certified as dead by the third party does <b>not</b> match the number and kind/type/weight range of animals certified by the participant on FSA-573	<ul style="list-style-type: none"> <li>• determine the participant ineligible for 2005 Hurricanes LIP</li> <li>• disapprove the participant's FSA-573 in the automated system</li> <li>• request a refund of the entire payment amount, plus interest</li> <li>• provide appeal rights according to 1-APP.</li> </ul>
the difference between the number of applicable livestock in inventory at the time the deaths occurred, as certified by the participant, and the participant's current inventory of applicable livestock, as determined by a farm visit, including any applicable purchases, sales, births, and deaths, does <b>not</b> match the claimed livestock deaths on FSA-573	handle the discrepancy according to subparagraph J.

**Note:** Calculate the interest amount according to 50-FI.

In some cases, determining the total number of applicable livestock in current inventory is not possible because of the inaccessibility of the livestock. This type of situation should be very unusual, and COC shall make every effort to verify livestock inventory during the farm visit. However, in such cases, the County Office shall take the following action:

- verify the number of livestock that can be safely determined
- review the documentation submitted by the producer at the time FSA-573 was submitted used to support the number of livestock in inventory at the time of death of the claimed livestock--\*



## 453 Spot Checks (Continued)

**\*--G Verifying Proof of Death Based on Third Party Certifications (Continued)**

- thoroughly document, in the COC meeting minutes, findings of spot check, and review the data provided by the participant
- take action according to subparagraph J.

**Example:** Bill White certified there was no documentation of proof of death at the time he completed FSA-573. Mr. White certified that 4 beef cows died because of Hurricane Rita, and that his beginning inventory was 110 beef cows. The County Office conducts a farm visit and discovers livestock is scattered over 400 acres that includes 250 heavily wooded acres that are inaccessible by motor vehicle.

The County Office shall:

- count the number of animals that can be determined safely without having to search the entire wooded acres
- notate the heavily wooded acreage and its inaccessibility
- review the documentation submitted by Mr. White used to support the number of animals in inventory at the time of death of the claimed livestock
- thoroughly document findings and evidence provided in the COC meeting minutes, and take action according to subparagraph J.--\*

453 Spot Checks (Continued)

**\*--H Verifying Death and Reason of Death of Livestock**

For each FSA-573 selected for spot check according to subparagraph B, COC shall verify the death of claimed livestock according to the following table.

<b>IF the...</b>	<b>THEN COC...</b>
<p>participant indicates either of the following:</p> <ul style="list-style-type: none"> <li>• their entire herd of eligible livestock perished as a result of an applicable hurricane</li> <li>• all of their livestock of a certain kind/type/weight range perished as a result of an applicable hurricane</li> </ul> <p><b>Example:</b> Jane Smith claimed 5 dead beef bulls on her LIP FSA-573. She certified that she had 5 beef bulls in inventory at the time the deaths occurred. Therefore, Jane Smith has indicated all of her beef bulls perished as a result of an applicable hurricane.</p>	<p>shall contact local auctions/sale barns/facilities in the county and surrounding counties to determine whether the participant, or any of their family members, sold any livestock of the kind/type/weight range for which they indicated all such livestock had perished as a result of an applicable hurricane.</p> <p><b>Example:</b> Jane Smith claimed 5 dead beef bulls on her LIP FSA-573. She certified that she had 5 beef bulls in inventory at the time the deaths occurred.</p> <p>COC shall contact the local livestock sale barns in the county and surrounding counties to determine whether Jane Smith, or any of her family members, sold any beef bulls since the applicable hurricane.</p> <p><b>Note:</b> Preliminary reviews conducted by OIG discovered sales of livestock:</p> <ul style="list-style-type: none"> <li>• by participants who claimed their entire herd of livestock perished as a result of the hurricane</li> <li>• in the name of participant’s family members, for livestock owned by the participant, and claimed on the participant’s LIP FSA-573.</li> </ul>
<p>livestock claimed on the participant’s FSA-573 is <b>not</b>:</p> <ul style="list-style-type: none"> <li>• their entire herd</li> <li>• all of their livestock of a certain kind/type/weight range</li> </ul>	<ul style="list-style-type: none"> <li>• is <b>not</b> required to contact local auctions/sale barns/facilities in the county and surrounding counties</li> <li>• may contact local auctions/sale barns/facilities in the county and surrounding counties to determine whether the participant, or any of their family members, sold any livestock claimed on their FSA-573, if COC has reason to question the death of the claimed livestock.</li> </ul>

--\*

## 453 Spot Checks (Continued)

**\*--H Verifying Death and Reason of Death of Livestock (Continued)**

For each FSA-573 selected for spot check according to subparagraph B, COC shall review the participant's certification of the cause of death of the livestock on FSA-573, item 18.

If the cause of death of the livestock selected on FSA-573, item 18 is "other", COC shall:

- determine whether cause of death listed was the result of the applicable hurricane
- contact the participant for additional information or clarification, if needed
- document the review and determination in the COC meeting minutes.

COC must determine whether the cause of death of the livestock was because of an applicable hurricane. Preliminary reviews conducted by OIG discovered some FSA-573's do not clearly provide that the cause of death of the livestock was because of a hurricane.

When the cause of death of the livestock provided on FSA-573 is not **clearly** related to the hurricane, COC shall contact the participant and request additional information.

**Example 1:** The participant indicated the cause of death of the livestock was mastitis. COC shall consider the following when determining whether the mastitis was caused by an eligible hurricane, and whether the participant took reasonable measures to treat the mastitis:

- electrical power was lost, and the loss of power was because of an eligible hurricane
- participant did not have a backup power source, or the backup power source did not function because of the hurricane

**Note:** If the participant did not have a backup power source, consider if it is normal for an operation of its size in the area to not have a backup power source.

- participant took reasonable measures to treat the mastitis, other than milking

**Note:** COC shall consult with local veterinarians about treatments the participant could have reasonably taken to treat the mastitis.

- the loss of power and lack of milking caused the death of the livestock, and could not have been prevented by the participant taking reasonable measures to treat the mastitis
- power was not lost; however, the applicant could not locate and/or obtain access to the cows to milk or take reasonable measures to treat the cows. COC shall obtain written statement from local veterinarians indicating death of cow was because of mastitis.--\*

## 453 Spot Checks (Continued)

**\*--H Verifying Death and Reason of Death of Livestock (Continued)**

**Example 2:** The participant indicated the cause of death of the livestock was because of anaplasmosis. COC must determine whether the anaplasmosis, an infectious blood disease normally transmitted by insects or surgical instruments, was caused by an eligible hurricane. COC shall consult with local veterinarians about whether hurricanes can cause death of livestock from anaplasmosis.

**Example 3:** The participant indicated the cause of death of the livestock was from delivering a calf. COC must determine whether the applicable hurricane caused the death of the cow while birthing a calf.

COC shall thoroughly document all of the following in the COC meeting minutes:

- review of each FSA-573 and each cause of death
- what documentation, other than the participant's FSA-573, was reviewed to determine whether the cause of death was the result of the applicable hurricane
- what sources, such as veterinarians, COC consulted and used as basis of determination
- determination of whether cause of death was result of the applicable hurricane.

A discrepancy is when the cause of death of the livestock is because of reasons other than the applicable hurricane. If the cause of death for **all** livestock claimed on FSA-573 is because of reasons other than the applicable hurricane, COC shall:

- determine the participant ineligible for 2005 Hurricanes LIP
- disapprove the participant's FSA-573 in the automated system
- request a refund of the entire payment amount, plus interest
- provide appeal rights according to 1-APP.

**Note:** Calculate the interest amount according to 50-FI.

If the cause of death for some, but not all, livestock claimed on FSA-573 is because of reasons other than the applicable hurricane, COC shall handle discrepancies according to subparagraph J.--\*

**453 Spot Checks (Continued)****\*--I Contacting Contractors**

Spot checks are performed to determine how much, if any, monetary compensation the participant received from their contractor for the loss of income suffered from the death of the claimed livestock.

For each FSA-573 selected for spot check according to subparagraph B, for which the participant is a contract grower, the County Office shall:

- contact the participant's contractor
- verify the amount of monetary compensation, if any, the contractor provided the participant for the loss of income from the death of the claimed livestock.

**Notes:** Contact information should be included on the copy of the grower contract the participant was required to provide according to subparagraph 451 D.

See subparagraph:

- 422 D for eligible livestock contract growers
- 423 F about monetary compensation received from contractors
- 452 C when contacting the participant's contractor.

If a contractor elects to not provide the information required to determine the amount of monetary compensation, if any, the contractor provided the participant for the loss of income from the death of the claimed livestock:

- the County Office shall contact the State Office for assistance
- the State Office shall contact the following:
  - contractor for required information
  - National Office Livestock Assistance Program Manager if it cannot obtain the required information.

A discrepancy is when the amount of monetary compensation the contractor provided the participant for the loss of income from the death of the claimed livestock is different from the amount certified by the participant on FSA-573, item 26.

County Offices shall handle discrepancies according to subparagraph J.--\*

453 Spot Checks (Continued)

**\*--J Handling Discrepancies in Claimed Losses**

County Office shall handle applicable discrepancies according to the following table.

<b>IF the total payment amount calculated based on the spot check findings is...</b>	<b>THEN COC...</b>
less than the payment amount issued by no more than \$200	may: <ul style="list-style-type: none"> <li>• determine the producer made a good faith effort to fully comply without an explanation from the producer</li> <li>• not request any refund, provided COC determines the producer made a good faith effort to fully comply.</li> </ul>
less than the payment amount issued by \$201 to \$800	<ul style="list-style-type: none"> <li>• may determine the producer made a good faith effort to fully comply without an explanation from the producer</li> <li>• shall, provided COC determines the producer made a good faith effort to fully comply, request a refund of the difference between the amount issued and the amount calculated based on the spot check findings, plus interest.</li> </ul>
less than the payment amount issued by \$801 to \$2,000	shall: <ul style="list-style-type: none"> <li>• notify the producer of discrepancy and request explanation of inaccurate certification</li> <li>• provided COC determines the producer made a good faith effort to fully comply, request a refund of the difference between the amount issued and the amount calculated based on the spot check findings, plus interest.</li> </ul>
less than the payment amount issued by more than \$2,000 any amount, and COC does <b>not</b> determine the producer acted in good faith	shall: <ul style="list-style-type: none"> <li>• determine the participant ineligible for 2005 Hurricanes LIP</li> <li>• disapprove the participant’s FSA-573 in the automated system</li> <li>• request a refund of the entire payment amount, plus interest</li> <li>• provide appeal rights according to 1-APP.</li> </ul>

--\*

## 453 Spot Checks (Continued)

**\*--J Handling Discrepancies in Claimed Losses (Continued)**

To determine the total payment amount calculated based on spot check findings, the County Office shall:

- record spot check findings in the FSA-573 software
- print a new FSA-573E.

**Important:** Anytime the data on FSA-573 is modified, the participant's signature date and COC approval date is automatically removed by the FSA-573 software.

**Example:** Jane Jones certified to 5 head of adult beef cows and signed her FSA-573 for LIP on August 16, 2006. Based on the information provided by the participant and a farm visit, COC determined on November 8, 2006, that only 4 head of adult beef cows died as a result of the applicable hurricane.

To determine the payment amount based on the spot check findings, the County Office shall modify Jane Jones' FSA-573 for LIP to indicate only 4 adult beef cows. When the livestock data is modified, Jane Jones' signature date and the COC approval date will automatically be removed by the FSA-573 software.

When a participant's LIP FSA-573 is modified by the County Office as a result of a spot check, the County Office shall:

- re-enter the producer's signature date
- re-enter the COC approval date if COC determines the modified FSA-573 shall be approved
- enter the COC disapproval date if COC disapproves FSA-573
- write "MODIFIED DUE TO SPOT CHECK" on FSA-573
- print a new FSA-573E
- thoroughly document the reason for modifying FSA-573 in the COC meeting minutes.--\*

**\*--454 Additional Spot Checks****A Required Additional Spot Checks**

If 20 percent or more of the 2005 Hurricanes LIP FSA-573's spot-checked according to paragraph 453 have 1 or more discrepancies:

- the County Office shall contact the State Office to obtain additional FSA-573's to spot check
- the State Office shall contact the National Office Livestock Assistance Program Manager to obtain additional FSA-573's for the County Office to spot check
- the National Office shall randomly select an additional 10 percent of all 2005 Hurricanes LIP FSA-573's in the county for which a payment was generated to be reviewed by the County Office.

**Example:** The County Office completed spot checks of all FSA-573's selected according to subparagraph 453 B. A total of twenty FSA-573's were spot-checked. The County Office discovered at least 1 discrepancy on seven FSA-573's.

Because at least 1 discrepancy was discovered on over 20 percent of FSA-573's spot-checked, the County Office shall contact the State Office to obtain additional FSA-573's to spot check.

**B Excessive Percent of Overall Discrepancies**

If 20 percent or more of the total (initial and additional) 2005 Hurricanes LIP FSA-573's spot-checked have 1 or more discrepancies, the County Office shall contact the National Office Livestock Assistance Program Manager, through the State Office, for further guidance.

**Example:** The County Office completed spot checks of all FSA-573's selected according to subparagraph 453 B, and discovered 7 of the twenty FSA-573's had at least 1 discrepancy.

The County Office received additional FSA-573's to spot check according to subparagraph 453 B. There were twenty FSA-573's on the additional list obtained from the National Office. The County Office discovered at least 1 discrepancy on 3 of the additional FSA-573's.

The County Office shall contact the National Office Livestock Assistance Program Manager, through the State Office, for further guidance.--\*

**455-500 (Reserved)**



**\*--Part 10 2005 Hurricanes LIP Application Software**

**501 Accessing 2005 Hurricanes LIP Software**

**A Accessing Software**

From Menu FAX250, access 2005 Hurricanes LIP software according to the following.

Step	Menu	Action
1	FAX250	ENTER "3" or "4", "Application Processing", as applicable, and PRESS "Enter".
2	FAX09002	Enter the appropriate county on the Office Selection Menu, if applicable, and PRESS "Enter".
3	FAX07001	ENTER "11", "PFC/DCP Compliance", and PRESS "Enter".
4	M00000	ENTER "1", "NAP and Disaster", and PRESS "Enter".
5	MH0000	ENTER "14", "Hurricane Disaster Programs", and PRESS "Enter".
6	MHN0YR	ENTER "3", "Livestock Indemnity Program", and PRESS "Enter". Livestock Indemnity Program Menu MHAV00 will be displayed.

**B Example of Livestock Indemnity Program Menu MHAV00**

The following is an example of Menu MHAV00.

```

COMMAND                                MENU: MHAV00                                H2
Livestock Indemnity Program Menu
-----
      1. Application Process
      2. Payment Process
    * 3. Spot Check Selection Process

      21. Return to Application selection Menu
      23. Return to Primary Selection Menu
      24. Sign off

Cmd3=Previous Menu                                *=option currently not available.
Enter option and press "Enter".
    
```

--\*

**\*--502 Application Processing**

**A Overview**

To process applications for 2005 Hurricanes LIP, selection option 1, on Menu MHAV00. LIP Application Menu MHAVW0 will be displayed. The following is an example of Menu MHAVW0.

```

COMMAND                                MENU: MHAVW0                                H2
LIP Application Menu
-----
1. Loss Application                      4. Unsigned Applications Report
2. Signature/Approval Dates            5. Unapproved Applications Report
3. Print Producer Application          6. Approved Applications Report
                                         7. Disapproved Applications Report
                                         8. Deleted Applications Report

                                         20. Return to Application Primary Menu
                                         21. Return to Application Selection Menu
                                         23. Return to Primary Selection Screen
                                         24. Sign off

Cmd3=Previous Menu                                *=option currently not available.
Enter option and press "Enter".
    
```

**B Available Options**

The following provides an explanation of the options available on Menu MHAVW0.

Action	Result	Option Is Used For...
ENTER "1", "Loss Application", and PRESS "Enter".	Producer Selection Screen MHAVWA01 will be displayed.	loading livestock loss data for LIP.
ENTER "2", "Signature/ Approval Dates", and PRESS "Enter".		loading signature/approval dates for LIP applications.
ENTER "3", "Print Producer Application", and PRESS "Enter".	Printer Selection Screen MHAVRP01 will be displayed.	printing producer FSA-573.
ENTER "4", "Unsigned Applications Report", and PRESS "Enter".		printing the report of unsigned applications.
ENTER "5", "Unapproved Applications Report", and PRESS "Enter".		printing the report of unapproved applications.
ENTER "6", "Approved Applications Report", and PRESS "Enter".		printing the report of approved applications.
ENTER "7", "Disapproved Applications Report", and PRESS "Enter".		printing the report of disapproved applications.
ENTER "8", "Deleted Applications Report", and PRESS "Enter".		printing the report of deleted applications.

--\*

**\*--503 Producer Selection Screen MHAVWA01**

**A Overview**

Access to LIP software requires entry of 1 of the following:

- producer’s ID number and type
- last 4 digits of producer’s ID
- producer’s last name.

**B Example of Producer Selection Screen MHAVWA01**

The following is an example of Screen MHAVWA01.

```

LIP              027-COAHOMA          selection      MHAVWA01
Producer Selection Screen          Version: AF36 03/14/2006 11:07 Term H2
-----
Enter Last Four Digits of ID: . . . .
or
Producer ID Number: . . . . . and Type:
or
Last Name: . . . . .
           (Enter Partial Name To Do An Inquiry)

Enter=Continue  Cmd7=End

```

**C Producer Not Active in SCIMS**

Producers must be in SCIMS with a legacy link to the county completing the application to apply for LIP benefits. If the selected producer is not active in SCIMS with a legacy link to the county completing the application, then add the producer to SCIMS and create a legacy link according to 1-CM.--\*

**\*--504 Cause of Death Screen MHAVWC01**

**A Overview**

Once a valid producer has been selected, Screen MHAVWC01 will be displayed. Screen MHAVWC01 will be used to capture the following:

- cause of livestock death
- physical location of the livestock at the time of death
- current physical location of the livestock in inventory.

**B Example of Screen MHAVWC01**

The following is an example of Screen MHAVWC01.

```

LIP          027-COAHOMA          Selection      MHAVWC01
Cause of Death screen          version: AF36 04/03/2006 11:45 Term H2
-----
Producer ALISON GROENWOLDT          Disa Period 08/29/2005 - 11/22/2005

      Please select cause(s) of livestock death:
      .. Fallen Trees
      .. Drowned
      .. Lightning
      .. Collapsed Structure
      .. Flying Debris
      .. Consumption of Contaminated water/Forage
      .. Other: .....

where were the claimed livestock physically located
at the time they perished? .....

where is the current physical location of the
livestock in inventory? .....

Enter=Continue  Cmd4=Previous screen  Cmd7=End
    
```

--\*

**\*--504 Cause of Death Screen MHAVWC01 (Continued)**

**C Action**

County Offices shall enter:

- an “X” next to each applicable cause of livestock death

**Note:** If “Other” is selected, the user must also enter a free form text explanation of what caused the death of the livestock

- a free form text explanation of where the claimed livestock were physically located at the time they perished that is specific enough to assist COC/CED in determining livestock eligibility
- a free form text explanation of the current physical location of the livestock in inventory that is specific enough to assist with finding the livestock in the event of a spot check.

**Note:** Information entered on Screen MHAVWC01 applies to the entire application.--\*

**\*--505 Livestock Kind Selection Screen MHAVWD01**

**A Overview**

Screen MHAVWD01 will be:

- displayed once all required data has been entered on Screen MHAVWC01
- used to select the kind of livestock for which loss data will be entered.

**B Example of Screen MHAVWD01**

The following is an example of Screen MHAVWD01.

```

LIP                027-COAHOMA                Selection    MHAVWD01
Livestock kind selection screen                version: AF36 04/03/2006 11:47 Term H2
-----
Producer ALISON GROENWOLDT                    Disa Period 08/29/2005 - 11/22/2005

                select kind of livestock:

                .. BEEF
                .. DAIRY
                .. BUFFALO/BEEFALO
                .. SWINE
                .. SHEEP
                .. GOATS
                .. CHICKENS
                .. TURKEYS
                .. DUCKS
                .. GEESE
                .. EQUINE
                .. DEER

Enter=Continue  Cmd4=Previous screen  Cmd7=End
    
```

**C Action**

County Offices shall enter an "X" next to the applicable kind of livestock.--\*

**\*--506 Type/Weight Range Selection Screen MHAVWE01**

**A Overview**

Screen MHAVWE01 will be:

- displayed once a livestock kind has been selected on Screen MHAVWD01
- used to select the type and weight range applicable to the livestock kind for which loss data will be entered.

**B Example of Screen MHAVWE01**

The following is an example of Screen MHAVWE01.

```

LIP                027-COAHOMA                Selection    MHAVWE01
Type/weight Range selection screen            Version: AF36 04/03/2006 11:47 Term H2
-----
Producer ALISON GROENWOLDT                    Disa Period 08/29/2005 - 11/22/2005
Kind of Livestock BEEF

                select Type/weight Range:
                .. NONADULT - LESS THAN 400 LBS.
                .. NONADULT - 400 LBS. OR MORE
                .. ADULT - COW
                .. ADULT - BULL

Enter=Continue  Cmd4=Previous screen  Cmd7=End
    
```

**C Action**

County Offices shall enter an "X" next to the applicable type/weight range of the livestock.--\*

**\*--507 Load Head Count Screen MHAVWH01**

**A Overview**

Screen MHAVWH01 will be:

- displayed once a livestock type/weight range has been selected on Screen MHAVWE01
- used to capture the following:
  - number of livestock - owner and/or contract grower
  - share – owner and/or contract grower
  - other compensation amount, only applicable to contract growers.

**B Example of Screen MHAVWH01**

The following is an example of Screen MHAVWH01.

```

LIP                027-COAHOMA                Entry      MHAVWH01
Load Head Count screen          version: AF36 04/03/2006 11:48 Term H2
-----
Producer ALISON GROENWOLDT                Disa Period 08/29/2005 - 11/22/2005
Kind of Livestock BEEF
Type/weight Range NONADULT - LESS THAN 400 LBS.
      Owner                                Contract Grower
      Number of                            Number of   other
      Livestock Share                      Livestock Share  compensation
      .....                               .....
cmd4=Previous screen  cmd5=update  cmd7=End  cmd24=Delete

```

--\*



**\*--507 Load Head Count Screen MHAVWH01 (Continued)**

**C Fields**

The following describes the fields on Screen MHAVWH01.

<b>Field</b>	<b>What To Enter</b>
<b>Owner</b>	
Number of Livestock	For the kind, type, and weight range selected, the number of owned livestock that perished during the disaster period provided on the screen.
Share	The owner's share of the livestock that perished.
<b>Contract Grower</b>	
Number of Livestock	For the kind, type, and weight range selected, the number of contract livestock that perished during the disaster period provided on the screen.
Share	The contract grower's share of the livestock that perished.
Other Compensation	The amount of other compensation the contract grower received from the contractor for the loss of income from the dead livestock. See subparagraph 423 F.

**Note:** If a producer has multiple losses of the same livestock kind, type, and weight range with the same share, total the number of livestock and load the loss on 1 line.

**D Action**

The following describes the options available on Screen MHAVWH01.

<b>Option</b>	<b>Result</b>
Cmd4	Screen MHAVWE01 will be displayed.
Cmd5	Record More Data Question Screen MHAVWH1A will be displayed.
Cmd7	Menu MHAVW0 will be displayed.
Cmd24	The line item where the cursor is located will be deleted.

--\*

**\*--508 Record More Data Question Screen MHAVWH1A**

**A Overview**

Screen MHAVWH1A provides the opportunity for the user to load another:

- share for the producer/kind/weight range
- weight range for the type of livestock
- kind of livestock.

**B Example of Screen MHAVWH1A**

The following is an example of Screen MHAVWH1A.

```

LIP                      027-COAHOMA                      Entry      MHAVWH01
Load Head Count Screen   Version: AF36 04/03/2006 11:48 Term H2
-----
Producer ALISON GROENWOLDT                      Disa Period 08/29/2005 - 11/22/2005
Kind of Livestock BEEF
Type/weight RANGE CONSULT LESS THAN 400 LBS
Record More Data Question Screen                      MHAVWH1A

Do you want to record data for another:
Share for this Producer/Kind/Weight Range.. .Y.
Weight Range for this Kind of Livestock.... .N.
Kind of Livestock..... .N.

Enter=Continue  Cmd4=Previous Screen
Cmd4=prev IM: Loss data has been updated.
    
```

**C Action**

The following describes the options available on Screen MHAVWH1A.

<b>Do you want to record data for another...</b>	<b>IF “Y” is entered...</b>
share for this producer/kind/weight range?	then Screen MHAVWH01 will be displayed.
weight range for this kind of livestock?	then Screen MHAVWE01 will be displayed.
kind of livestock?	then Screen MHAVWD01 will be displayed.

If “N” is entered for all questions and:

- any share entered on the producer’s application is less than 100 percent, then Other Producer Association Screen MHAVWI01 will be displayed
- all shares entered on the producer’s application are equal to 100 percent, then FSA-573 will be printed.--\*

**\*--509 Other Producer Association Screen MHAVWI01**

**A Overview**

Screen MHAVWI01 provides the opportunity for the user to load other producers who are associated with the livestock claimed on the application. The user is required to add at least 1 other producer if any share entered on the producer’s application is less than 100 percent.

**Note:** This data is not used by the system. It will be used for reference outside of the system in the event of a spot check.

**B Example of Screen MHAVWI01**

The following is an example of Screen MHAVWI01.

```

LIP                027-COAHOMA                Selection    MHAVWI01
Other Producer Association Screen      Version: AF36  04/03/2006 11:51 Term H2
-----
Producer ALISON GROENWOLDT                Disa Period 08/29/2005 - 11/22/2005

      other Producers Associated with this Applicant:
      (must be at least one if shares are less than 100 percent)

                .. PAUL GROENWOLDT

Enter=Continue  Cmd4=Previous screen  Cmd7=End  Cmd16=Add Producer  Cmd24=Delete
    
```

**C Action**

The following table describes the options available on Screen MHAVWI01.

Option	Result
Enter	FSA-573 will be printed.
Cmd4	Screen MHAVWH01 will be displayed.
Cmd7	MHAVW0 will be displayed.
Cmd16	Common Routine To Select ID Number Screen MACR04 will be displayed.
Cmd24	The line item where the cursor is located will be deleted.

--\*

510 Signature/Approval Dates

A Overview

Signature and approval date must be entered into the automated system before LIP payments can be issued. Signature/approval dates will be entered by selecting:

- option 2, "Signature/Approval Dates", from Menu MHAVW0
- applicable producer on Producer Selection Screen MHAVWA01.

B Example of Signature/Approval Screen MHAVAC01

The following is an example of Screen MHAVAC01.

\*--

```

LIP          027-COAHOMA          Entry          MHAVAC01
Signature/Approval screen          Version: AF36 03/14/2006 13:11 Term H2
-----
Producer ALISON GROENWOLDT          ID/Type XXXXXXXXX S

          Signature          Approval          Disapproval
          Date              Date              Date
          (MM/DD/CCYY)      (MM/DD/CCYY) or (MM/DD/CCYY)
          .....           .....           .....

Cmd4=Previous screen  Cmd5=Update  Cmd7=End
Cmd12=Print Statement of Projected Payment Amounts

```

--\*

C Action

County Offices shall:

- enter producer signature date
- enter approval or disapproval date as applicable
- PRESS "Cmd5" to update.

**Note:** The approval/disapproval process is by producer ID, not by livestock kind. The application is either approved or disapproved.

The signature and approval dates will be removed if any changes are made to the application after the signature/approval dates are entered.

511-530 (Reserved)

**\*--531 Print Producer Application**

**A Overview**

FSA-573 will be generated:

- when option 3, “Print Producer Application”, is selected from Menu MHAVW0, and applicable producer ID is entered
- during application process when user entered “N” for all questions on Record More Data Question Screen MHAVWH1A.--\*

**\*--532 Unsigned Applications Report**

**A Overview**

The Unsigned Applications Report is a computer-generated report that lists all applications that have been initiated but do not have a signature date entered.

**B Unsigned Applications Report Option Screen MHAVRD1A**

Once a valid printer ID has been entered, Screen MHAVRD1A will be displayed. The following is an example of Screen MHAVRD1A.

```
LIP          027-COAHOMA          Entry          MHAVRP01
Printer selection screen          Version: AF36 03/14/2006 15:03 Term H2
-----
                unsigned Applications Report option screen          MHAVRD1A
                select the order you wish to print the report:
                - alphabetically by producer last name/business ... ..
                - by update date with the most recent first ..... ..
                Enter date restrictions, if you wish:
                (MM/DD/CCYY)
                - do not print update dates prior to ..... ..
                - do not print update dates after ..... ..
                Enter=Continue  cmd4=Previous screen  cmd7=End
Enter=Continue  cmd7=End
```

--\*

**\*--532 Unsigned Applications Report (Continued)**

**C Action**

County Offices are required to select the order in which the report will print. If:

- “alphabetically by producer last name/business” is selected, then the report will print alphabetically by last name/business
- “by update date with the most recent first” is selected, then the report will print by the date that the application was updated, most recent update date first.

Only 1 print order can be selected at a time.

County Offices also have the option of entering date restrictions. If a date is entered next to:

- “do not print update dates prior to”, then the report will only print applications that were updated on or after the date entered
- “do not print update dates after”, then the report will only print applications that were updated on or before the date entered
- both “do not print update dates prior to” and “do not print update dates after”, then the report will only print applications that were updated on or between the dates entered.

Both a print order and a date restriction can be entered at the same time.--\*

**\*--533 Unapproved Applications Report**

**A Overview**

The Unapproved Applications Report is a computer-generated report that lists all applications that have been signed but do not have an approval or disapproval date entered.

**B Unapproved Applications Report Option Screen MHAVRE1A**

Once a valid printer ID has been entered, Screen MHAVRE1A will be displayed. The following is an example of Screen MHAVRE1A.

```
LIP          027-COAHOMA          Entry          MHAVRP01
Printer selection screen          version: AF36 03/14/2006 15:03 Term H2
-----
unapproved Applications report option screen          MHAVRE1A
select the order you wish to print the report:
- alphabetically by producer last name/business ... ..
- by signature date with the most recent first .... ..
Enter date restrictions, if you wish:
- do not print signature dates prior to .. (MM/DD/CCYY) .....
- do not print signature dates after .....
Enter=Continue  Cmd4=Previous screen  Cmd7=End
Enter=Continue  Cmd7=End
```

--\*



**\*--533 Unapproved Applications Report (Continued)**

**C Action**

County Offices are required to select the order in which the report will print. If:

- “alphabetically by producer last name/business” is selected, then the report will print alphabetically by last name/business
- “by signature date with the most recent first” is selected, then the report will print by the date that the application was signed, most recent signature date first.

Only 1 print order can be selected at a time.

County Offices also have the option of entering date restrictions. If a date is entered next to:

- “do not print signature dates prior to”, then the report will only print applications that were signed on or after the date entered
- “do not print signature dates after”, then the report will only print applications that were signed on or before the date entered
- both “do not print signature dates prior to” and “do not print signature dates after”, then the report will only print applications that were signed on or between the dates entered.

Both a print order and a date restriction can be entered at the same time.--\*

**\*--534 Approved Applications Report**

**A Overview**

The Approved Applications Report is a computer-generated report that lists all applications that have an approval date entered in the system.

**B Approved Applications Report Option Screen MHAVRF1A**

Once a valid printer ID has been entered, Screen MHAVRF1A will be displayed. The following is an example of Screen MHAVRF1A.

```

LIP                027-COAHOMA                Entry      MHAVRP01
Printer selection screen          Version: AF36 03/14/2006 15:03 Term H2
-----
Approved Applications Report option screen          MHAVRF1A
select the order you wish to print the report:
- alphabetically by producer last name/business ... ..
- by approval date with the most recent first ..... ..

Enter date restrictions, if you wish:
                                     (MM/DD/CCYY)
- do not print approval dates prior to ... ..
- do not print approval dates after ..... ..

Enter=Continue  cmd4=Previous screen  cmd7=End
Enter=Continue  cmd7=End
    
```

--\*

**\*--534 Approved Applications Report (Continued)**

**C Action**

County Offices are required to select the order in which the report will print. If:

- “alphabetically by producer last name/business” is selected, then the report will print alphabetically by last name/business
- “by approval date with the most recent first” is selected, then the report will print by the date that the application was approved, most recent approval date first.

Only 1 print order can be selected at a time.

County Offices also have the option of entering date restrictions. If a date is entered next to:

- “do not print approval dates prior to”, then the report will only print applications that were approved on or after the date entered
- “do not print approval dates after”, then the report will only print applications that were approved on or before the date entered
- both “do not print approval dates prior to” and “do not print approval dates after”, then the report will only print applications that were approved on or between the dates entered.

Both a print order and a date restriction can be entered at the same time.--\*

**\*--535 Disapproved Applications Report**

**A Overview**

The Disapproved Applications Report is a computer-generated report that lists all applications that have a disapproval date entered in the system.

**B Disapproved Applications Report Option Screen MHAVRG1A**

Once a valid printer ID has been entered, Screen MHAVRG1A will be displayed. The following is an example of Screen MHAVRG1A.

```

LIP                      027-COAHOMA          Entry      MHAVRP01
Printer selection screen  Version: AF36 03/14/2006 15:03 Term H2
-----
Disapproved Applications Report option screen      MHAVRG1A
select the order you wish to print the report:
- alphabetically by producer last name/business ... ..
- by disapproval date with the most recent first .. ..

Enter date restrictions, if you wish:
                                     (MM/DD/CCYY)
- do not print disapproval dates prior to .....
- do not print disapproval dates after ... ..

Enter=Continue  cmd4=Previous screen  cmd7=End
Enter=Continue  cmd7=End
    
```

--\*

**\*--535 Disapproved Applications Report (Continued)****C Action**

County Offices are required to select the order in which the report will print. If:

- “alphabetically by producer last name/business” is selected, then the report will print alphabetically by last name/business
- “by disapproval date with the most recent first” is selected, then the report will print by the date that the application was disapproved, most recent disapproval date first.

Only 1 print order can be selected at a time.

County Offices also have the option of entering date restrictions. If a date is entered next to:

- “do not print disapproval dates prior to”, then the report will only print applications that were disapproved on or after the date entered
- “do not print disapproval dates after”, then the report will only print applications that were disapproved on or before the date entered
- both “do not print disapproval dates prior to” and “do not print disapproval dates after”, then the report will only print applications that were disapproved on or between the dates entered.

Both a print order and a date restriction can be entered at the same time.--\*

### \*--536 Deleted Applications Report

#### A Overview

The Deleted Applications Report is a computer-generated report that lists all applications that have been deleted from the system.

#### B Deleted Applications Report Option Screen MHAVRH1A

Once a valid printer ID has been entered, Screen MHAVRH1A will be displayed. The following is an example of Screen MHAVRH1A.

```
LIP          027-COAHOMA          Entry          MHAVRP01
Printer selection screen          Version: AF36 03/14/2006 15:03 Term H2
-----
deleted Applications Report option screen          MHAVRH1A
select the order you wish to print the report:
- alphabetically by producer last name/business ... ..
- by deletion date with the most recent first ..... ..
Enter date restrictions, if you wish:
                                     (MM/DD/CCYY)
- do not print deletion dates prior to ... ..
- do not print deletion dates after ..... ..
Enter=Continue  cmd4=Previous screen  cmd7=End

Enter=Continue  cmd7=End
```

--\*

**\*--536 Deleted Applications Report (Continued)**

**C Action**

County Offices are required to select the order in which the report will print. If:

- “alphabetically by producer last name/business” is selected, then the report will print alphabetically by last name/business
- “by deletion date with the most recent first” is selected, then the report will print by the date that the application was deleted, most recent deletion date first.

Only 1 print order can be selected at a time.

County Offices also have the option of entering date restrictions. If a date is entered next to:

- “do not print deletion dates prior to”, then the report will only print applications that were deleted on or after the date entered
- “do not print deletion dates after”, then the report will only print applications that were deleted on or before the date entered
- both “do not print deletion dates prior to” and “do not print deletion dates after”, then the report will only print applications that were deleted on or between the dates entered.

Both a print order and a date restriction can be entered at the same time.--\*

**537-550 (Reserved)**





**\*--551 FSA-573E Statement of Projected Payment Amounts Report**

**A Introduction**

The FSA-573E Statement of Projected Payment Amounts Report is a computer-generated document that prints the calculated payment amount for a producer based on data currently loaded in the LIP application file.

**B Information on the FSA-573E Statement of Projected Payment Amounts Report**

The following provides a detailed description of the information contained in the FSA-573E Statement of Projected Payment Amounts Report.--\*

Field	Description	FSA-573, Item
Producer Name, Address, and ID Number	Producer name, mailing address, and last 4 digits of the ID number.	5A and 5B
Livestock Kind	Kind of livestock.	23
Livestock Type	Type of livestock.	
Weight Range	Weight range of livestock.	
Number of Livestock – Contract	The number of contract livestock that perished.	24
Share – Contract	The contract growers share of the livestock that perished.	25
Number of Livestock – Owner	The number of owned livestock that perished.	24
Share – Owner	The owners share of the livestock that perished.	25
Payment Rate	The payment rate established for the livestock kind, type, and weight range	
Other Compensation	The amount of other compensation the contract grower received from the contractor for the loss of income from the dead livestock.	26
Calculated Payment	<p>Calculated payment for each owned livestock kind, type, and weight range is computed according to the following:</p> <ul style="list-style-type: none"> <li>• number of livestock – owner, multiplied times</li> <li>• share, multiplied times</li> <li>• owner payment rate.</li> </ul> <p>Calculated payment for each contract livestock kind, type, and weight range is computed according to the following:</p> <ul style="list-style-type: none"> <li>• number of livestock – contract, multiplied times</li> <li>• share, multiplied times</li> <li>• contract payment rate, minus</li> <li>• other compensation, if applicable.</li> </ul> <p><b>Note:</b> If subtracting other compensation results in a negative amount, the payment will be calculated to zero.</p>	
Total Calculated Payment	Accumulated calculated payment amount for all livestock kinds, types, and weight ranges.	

**\*--551 FSA-573E Statement of Projected Payment Amounts Report (Continued)****C Printing the FSA-573E Statement of Projected Payment Amounts Report**

The FSA-573E Statement of Projected Payment Amounts Report can be printed for a specific producer or for all producers. Print the FSA-573E Statement of Projected Payment Amounts Report according to the following.

**Note:** The FSA-573E Statement of Projected Payment Amounts Report can also be--\* printed by pressing "Cmd12" on Screen MHAVAC01.

<b>Step</b>	<b>Menu or Screen</b>	<b>Action</b>	<b>Result</b>
1	FAX250	ENTER "3" or "4", "Application Processing", as applicable.	Menu FAX09002 will be displayed
2	FAX09002	If option 4 was selected on Menu FAX250, then select the appropriate county.	Menu FAX09001 will be displayed.
3	FAX07001	ENTER "11", "PFC/DCP/Compliance".	Menu M00000 will be displayed.
4	M00000	ENTER "1", "NAP and Disaster".	Menu MH0000 will be displayed.
5	MH0000	ENTER "14", "Hurricane Disaster Programs".	Menu MHN0YR will be displayed.
6	MHN0YR	ENTER "3", "Livestock Indemnity Program".	Menu MHAV00 will be displayed.
7	MHAV00	ENTER "2", "Payment Process".	Menu MHAVN0 will be displayed.
8	MHAVN0	*--ENTER "5", "Print Producer Statement of Projected Payment Amounts Report."--*	Screen MHAVPRT2 will be displayed.
9	MHAVPRT2	Enter the appropriate printer ID, and PRESS "Enter".	Screen MHAVN701 will be displayed.

\*--551 FSA-573E Statement of Projected Payment Amounts Report (Continued)

C Printing the FSA-573E Statement of Projected Payment Amounts Report (Continued)

Step	Menu or Screen	Action		Result
10	MHAVN701	Screen MHAVN701 provides several options to print the FSA-573E Statement of Projected Payment Amounts Report. Select either a specific producer or all producers according to the following.		
		Selection	Action	
		Process Statement of Projected Payment Amounts Report for all producers.	ENTER "All" in the "Enter Producer ID Number" field, and PRESS "Enter".  <b>Note:</b> Do not use this option if applications are being updated on other workstations. Wait until all users have exited the LIP application process.	The Statement of Projected Payment Amounts Report will be generated for all producers that have an application on the application file.  Screen MHAVN701 will be redisplayed.
Process the Statement of Projected Payment Amounts Report for a selected producer.	Enter 1 of the following, and PRESS "Enter": <ul style="list-style-type: none"> <li>• producer ID number and ID type in the "Enter Producer ID Number and Type" fields</li> <li>• last 4 digits of producer's ID number in the "Last Four Digits of ID" field</li> <li>• producer's last name in the "Last Name" field.</li> </ul>	The Statement of Projected Payment Amounts Report--* will be generated if the selected producer has an application on the application file.  Screen MHAVN701 will be redisplayed.		

552-600 (Reserved)



**\*--Part 11 Payment Processing****Section 1 FIP and LIP Payment Provisions****601 General Payment Provisions****A Introduction**

This part contains FIP and LIP provisions for:

- issuing and canceling payments
- computing and transferring overpayments to CRS
- canceling overpayments
- printing the following:
  - pending payment register
  - nonpayment register
  - overpayment register
  - PPH report.

**B Obtaining FSA-325**

FSA-325 shall be completed, according to 1-CM, by individuals or entities requesting payment **earned** by a producer who has died, disappeared, or been declared incompetent subsequent to applying for LIP or FIP benefits. Payment shall be issued to the individuals or entities requesting payment using the deceased, incompetent, or disappeared producer's ID number. A revised FSA-573 is **not** required to be completed when payments are issued under the deceased, incompetent, or disappeared producer's ID number.

**C Administrative Offset**

FIP and LIP payments are subject to administrative offset provisions.

**D Assignments**

A producer entitled to a LIP or FIP payment may assign payments according to 63-FI.--\*

**\*--601 General Payment Provisions (Continued)****E Bankruptcy**

Bankruptcy status does **not** exclude a producer from requesting LIP or FIP benefits.

**Contact the OGC Regional Attorney for guidance on issuing LIP or FIP payments on all bankruptcy cases.**

**F Payment Limitation**

The 2005 payment limitation file will be used for maintaining FIP and LIP payment limitation amounts. Payment limitation is:

- \$80,000 for LIP payments
- a separate \$80,000 for FIP payments.

The producer's control County Office is the only county able to make changes to the PLM totals. County Offices should follow procedures in 2-PL, paragraphs 105 and 106 for requesting updates to the PLM set.

**Note:** The control County Office may **not** be an eligible FIP or LIP county, however, the control County Office will still be responsible for updating payment limitation for those counties that are eligible.

**G Payments Less Than \$1**

The FIP and LIP payment processes will:

- issue payments that round to at least \$1
- **not** issue payments less than 50 cents.

**H Prompt Payment Due Dates**

FIP and LIP payments are subject to the Prompt Payment Act. A prompt payment interest penalty payment is due if the payment is not issued within 30 calendar days from the later of the following:

- payment software is made available for issuing payments.
- date the producer provides a properly completed application and all supporting documentation required to issue the payment.

See 61-FI for additional information on handling prompt payment interest penalties.--\*

**\*--601 General Payment Provisions (Continued)**

**I Funds Control for FIP and LIP Payments**

Allotments will be provided to each applicable County Office through the funds control process. Initial allotments will be determined by the National Office.

State Office shall contact the National Office to request additional allotments by sending an e-mail to **all** of the following:

- **sandy.bryant@wdc.usda.gov**
- **tina.nemec@wdc.usda.gov**
- **steve.peterson@wdc.usda.gov**
- **lenior.simmons@wdc.usda.gov.**

**J Determining Payment Eligibility**

The payment process reads the eligibility file to determine whether a producer or member of a joint operation is eligible to be paid. If the producer or member is ineligible to be paid, then the individual or entity will be listed on the nonpayment register with the applicable message. Eligibility flags must be updated before the producer or member can be paid. These flags should accurately reflect COC determinations.

The following identifies:

- eligibility provisions applicable to FIP and LIP
- which flags are used to determine producer eligibility
- flags that reflect producer or member eligibility or ineligibility.

**Important:** 2005 eligibility file information will be used for determining LIP and FIP payment eligibility.

<b>Eligibility Field</b>	<b>Eligible Flags</b>	<b>Ineligible Flags</b>	<b>Flags Requiring Other Determinations</b>
Person Determination	Y	N, P, Blank	
Controlled Substance	Y	N	
6-CP	Y	N	B
AD-1026	Y	N, A, F	
Fraud, Including FCIC	Y	N	

**Note:** A “B” flag in the 6-CP field indicates that the producer is associated with a farm that is in violation of HEL, but has been determined to meet the landlord/tenant exception established in 6-CP.--\*

**602 (Reserved)**





**\*--Section 2 Issuing FIP and LIP Payments****603 Overview****A Supporting Files for Integrated Payment Processing**

The FIP and LIP payment processes are integrated processes that read a wide range of files to determine whether a payment should be issued and the amount that should be issued. For payments to be calculated correctly, all supporting files must be updated correctly, including the following:

- LIP or FIP application file
- eligibility file to determine whether the producer is eligible for payment
- name and address file to determine:
  - producer's name and address
  - if a producer:
    - has elected to receive payment by direct deposit
    - has an assignment or joint payee
    - is in bankruptcy status
    - has a claim or receivable
    - is dead, missing, or incompetent
- entity file for joint operations to determine the members of the joint operation and each member's share of the joint operation
- combined entity file for members of a combination
- payment limitation file for multi-county and combined producers to determine the effective payment limitation amount for that producer in the county issuing the payment.--\*

**\*--604 Prerequisites for Issuing Payments**

**A Introduction**

Before issuing any payments, certain actions must be completed to ensure that the producer is eligible for payment.

**B Actions To Be Completed Before Issuing Payments**

The following provides actions that must be completed **before** issuing payments. COC, CED, or designee shall ensure that the actions are completed.

Step	Action
1	Ensure that: <ul style="list-style-type: none"> <li>• FSA-573 for LIP or FIP has been approved according to paragraph:                             <ul style="list-style-type: none"> <li>• 452 for LIP</li> <li>• 752 for FIP</li> </ul> </li> <li>• the approval date has been recorded into the system according to paragraph:                             <ul style="list-style-type: none"> <li>• 510 for LIP</li> <li>• 809 for FIP.</li> </ul> </li> </ul>
2	Ensure that AD-1026 is on file for producers seeking benefits.
3	Ensure that “person” determinations are completed according to 1-PL for producers seeking benefits.
4	Ensure AGI flags for producers and/or members <b>not</b> meeting AGI provisions have been updated according to 3-PL.
5	Ensure that all <b>2005</b> eligibility flags have been updated according to the determinations made by COC. See 2-PL.  See subparagraph 601 I for eligibility flags that apply to LIP and FIP.
6	Ensure that a <b>2005</b> LIP or FIP payment limitation allocation has been received from the producer’s control County Office for multi-county producers, as applicable.
7	Ensure that the <b>2005</b> joint operation and entity files are updated correctly. See 2-PL.
8	Ensure that the system has been updated properly for producers with direct deposit. See 1-FI.
9	Ensure that the receivable, claim, or other agency claim flag is set to “Y” in the name and address file for producers with outstanding debts.
10	Ensure that all assignments and joint payees have been updated in the system.
11	Ensure that the bankruptcy flag is set to “Y” in the name and address file for producers in bankruptcy status. See 58-FI.

--\*

**\*--605 Applying Payment Limitation**

**A Rule**

The payment limitation for LIP or FIP benefits is \$80,000 for each program per “person”. For additional information on payment limitation provisions, see subparagraph:

- 423 B for LIP
- 723 B for FIP.

**B Applying the \$80,000 Payment Limitation**

Payments issued to multi-county producers shall be limited to the amount allocated to each County Office for counties in which the producer has filed an application. The producer’s control County Office is the only county able to make changes to the PLM totals. County Offices should follow procedures in 2-PL, paragraphs 105 and 106 for requesting updates to the PLM set.

Payments issued to multi-county producers shall be limited to the amount allocated to each County Office for counties in which the producer has filed a LIP or FIP application. The payment process will limit the payment to effective limitation in the payment limitation file. See 2-PL for additional information on payment limitation allocations.

Control County Offices shall refer to 2-PL, paragraph 180 for additional information on updating payment limitation allocations.

**C Calculating the Effective Payment Limitation**

The effective payment limitation shall be calculated for LIP or FIP according to the following.

**Note:** The calculation will be completed separately for FIP or LIP, depending on the payment process being run at the time.

Step	Action
1	Determine the effective payment limitation by multiplying: <ul style="list-style-type: none"> <li>• producer’s available payment limitation for LIP or FIP, times</li> <li>• AGI share for producer or member.</li> </ul>
2	Round the result to whole dollars.

--\*

**\*--605 Applying Payment Limitation (Continued)**

**D When Payment Limitation is Reached**

When the sum of payments in the payment history file or pending payment file exceeds the effective payment limitation for the “person”, the following messages will be printed on the nonpayment register:

- “Producer Has Reached Payment Limitation”
- “Payment Limitation Has Been Exceeded”.

See paragraph 691 for additional information on nonpayment register messages.--\*

**\*--606 Payment Calculations for FIP and LIP**

**A FIP Payment Rates**

The following payment rates are applicable for FIP payments.

<b>Kind/Type of Livestock</b>	<b>Payment Per Head</b>
Adult beef cows and bulls	\$6.80
Non-adult beef cattle (500 pounds or more)	\$5.10
Adult dairy cows and bulls	\$17.69
Non-adult dairy cattle (500 pounds or more)	\$5.10
Adult buffalo/beefalo cows and bulls	\$6.80
Non-adult buffalo/beefalo (500 pounds or more)	\$5.10
Sheep (all)	\$1.70
Goats (all)	\$1.70
Deer (all)	\$1.70
Horses (all)	\$5.04

**B FIP Payment Calculation**

The FIP payment calculation will be based the following:

- kind of livestock
- type of livestock
- payment rate, based on the kind and type.

As a result, there may be multiple calculations per application because of these varying elements. Compute FIP payments according to the following.

<b>Step</b>	<b>Description</b>
1	Number of livestock for the kind and type, times
2	Applicable payment rate from the rate table, times
3	Producer share from the application, times
4	Member share, if applicable, from the entity file, times
5	AGI share, minus
6	Prior payments.
7	Round the result to whole dollars.
8	The total gross FIP payment amount is determined by adding all the payment amounts determined in steps 1 through 7 for all kinds and types.

--\*

**\*--606 Payment Calculations for FIP and LIP (Continued)**

**C LIP Payment Rates**

The following payment rates are applicable for LIP payments.

<b>Kind</b>	<b>Type</b>	<b>Weight Range</b>	<b>Contract Head Loss Payment Rate</b>	<b>Owner Head Loss Payment Rate</b>
Beef	Nonadult	Less than 400 pounds		\$360.50
		400 pounds or more		\$458.34
	Adult	Cow		\$759.92
		Bull		\$987.75
Dairy	Nonadult	Less Than 400 pounds		\$352.11
		400 pounds or more		\$704.21
	Adult	Cow		\$1,408.42
		Bull		\$1,408.42
Buffalo/ Beefalo	Nonadult	Less than 400 pounds		\$225.00
		400 pounds or more		\$337.50
	Adult	Cow		\$450.00
		Bull		\$1,125.00
Swine	Sows/Boars	Over 450 pounds		\$134.55
	Sows/Boars/Barrows/Gilts	151-450 pounds		\$73.53
	Lightweight Barrows/Gilts	50 to 150 pounds		\$56.27
	Feeder Pigs	Under 50 pounds		\$39.01
Sheep	Rams			\$33.04
	Ewes			\$33.99
	Lambs			\$74.45
Goats	Bucks			\$62.63
	Nannies			\$62.63
	Slaughter goats/kids			\$74.84
Chickens	Layers/Roasters		\$0.28	\$4.78
	Broilers/Pullets		\$0.22	\$1.83
	Chicks			\$0.15
Turkeys	Toms/Fryers/Roasters			\$10.46
	Poults			\$0.83
Ducks	Ducks			\$2.84
	Ducklings			\$0.46
Geese	Goose			\$12.90
	Gosling			\$2.71
Deer				\$405.00
Equine				\$562.50

--\*

**\*--606 Payment Calculations for FIP and LIP (Continued)**

**D LIP Payment Calculation**

The LIP payment calculation will be based on a number of variables such as:

- number of head lost
- if the livestock was contracted or owned
- payment rate, based on head lost
- share
- other compensation.

**Note:** Head lost is the number of livestock that fit a category consisting of kind, type, and weight range.

There may be multiple calculations per application because of these varying elements.

Initially, LIP payments are computed separately for contracted and owned livestock and once a total for each is determined, the contracted and owned livestock determinations are added together for a total LIP payment. The following provides the method to calculate a LIP payment.

Step	Description	Action	
1	Calculating the payment for contract livestock	<b>Step</b>	<b>Calculation</b>
		1	Number of contract livestock for the kind, type, and weight, times
		2	Applicable payment rate from the rate table in subparagraph A, times
		3	Producer share from the application, times
		4	Member share, if applicable, from the entity file, minus
		5	Other compensation amount from the application, times
		6	AGI share, minus
		7	Prior payments.
		8	Round the result to whole dollars.  <b>Note:</b> If the calculation for the specific kind, type, and weight results in a negative number because of the “other compensation” amount, then the calculated amount shall be zero.
9	The total gross contract payment amount is determined by adding all the payment amounts determined in steps 1-1 through 1-8 for all kinds, types, and weights.		

--\*

\*--606 Payment Calculations for FIP and LIP (Continued)

**D LIP Payment Calculation (Continued)**

Step	Description	Action	
2	Calculating the payment for owned livestock	Step	Calculation
		1	Number of owned livestock for the kind, type, and weight, times
		2	Applicable payment rate from the rate table in subparagraph A, times
		3	Producer share from the application, times
		4	Member share, if applicable, from the entity file, times
		5	AGI share, minus
		6	Prior payments.
		7	Round the result to whole dollars.
3	Calculating the total LIP payment	1	Payment amount for contract head lost determined in step 1- 9, plus
		2	Payment amount for owned head lost determined in step 2- 8.

--\*



**\*--607 FIP and LIP Payment Processing**

**A Accessing Payment Processing Menus**

From Menu FAX250, access FIP or LIP Payment Processing Menus according to the following.

Step	Menu or Screen	Action	
1	FAX250	ENTER "3" or "4", "Application Processing", as applicable, and PRESS "Enter".	
2	FAX09002	Enter the appropriate county on the Office Selection Menu, if applicable, and PRESS "Enter".	
3	FAX07001	ENTER "11", "PFC/DCP Compliance", and PRESS "Enter".	
4	M00000	ENTER "1", "NAP and Disaster", and PRESS "Enter".	
5	MH0000	ENTER "14", "Hurricane Disaster Programs", and PRESS "Enter".	
6	MHN0YR	<b>TO access...</b>	<b>THEN ENTER...</b>
		FIP	"1", "Feed Indemnity Program", and PRESS "Enter".
		LIP	"3", "Livestock Indemnity Program", and PRESS "Enter".
7	MHAUNO/ MHAVNO	FIP or LIP Payment Processing	"2", "Payment Processing", and PRESS "Enter".  The Payment Processing Main Menu will be displayed.

--\*

**\*--607 FIP and LIP Payment Processing (Continued)**

**B Computing Payments**

The automated payment process is an integrated process that reads a wide range of files to:

- determine whether a payment should be issued
- calculate the amount that should be issued.

The following describes the system processing sequence to calculate a FIP or LIP payment for producers through the payment process.

Step	Action Performed by the System
1	Reads the FIP or LIP application file to determine whether the: <ul style="list-style-type: none"> <li>• producer has filed an application</li> <li>• application has been approved for payment.</li> </ul>
2	Calculates the FIP or LIP payment for the selected producer according to paragraph 606.  <b>Note:</b> Calculation includes AGI share determination.
3	For joint operations and entities, determines the following from the <b>2005</b> permitted entity and joint operation file: <ul style="list-style-type: none"> <li>• members of the joint operation or entity</li> <li>• each member’s actual share of the joint operation or entity.</li> </ul>
4	Reads the <b>2005</b> eligibility file for the selected producer and members of joint operations, if applicable, to determine whether the producer and members are eligible for payment.  <b>Note:</b> See subparagraph 601 J for eligibility provisions applicable to FIP and LIP.
5	Computes the earned payment amount for the producer based on eligibility values for the producer and/or members of joint operations.
6	Reads the name and address file to obtain: <ul style="list-style-type: none"> <li>• name and address for the producer</li> <li>• refuse payment flag</li> <li>• receivable, claim, or other agency claim flags</li> <li>• assignment and joint payee flags</li> <li>• nonresident alien flag</li> <li>• bankruptcy flag</li> <li>• deceased flag</li> <li>• missing flag</li> <li>• incompetent flag.</li> </ul>

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\*--607 FIP and LIP Payment Processing (Continued)

**B Computing Payments (Continued)**

Step	Action Performed by the System
7	Reads the <b>2005</b> payment limitation and <b>2005</b> combined producer files to determine the effective payment limitation for multi-county producers and members of combinations.
8	Determines prior payments issued to the producer or member according to the following: <ul style="list-style-type: none"> <li>• payments issued, minus</li> <li>• receivables established.</li> </ul>
9	Computes the total payment to be issued to the producer according to the following: <ul style="list-style-type: none"> <li>• earned payment determined in step 5, minus</li> <li>• prior payments determined in step 8.</li> </ul> If the earned payment amount determined in step 5 is greater than payments already issued, then the system will determine whether the producer or member can be paid because of payment limitation. If the producer or member has not reached payment limitation, then the earned payment amount can be issued to the producer up to the effective payment limitation.
10	Accumulates the earned payment amount computed in step 9 and sends the net payment to the accounting system through the applicable payment batch.

--\*

**\*--608 Issuing Payments**

**A Processing Payments**

County Offices shall issue FIP or LIP payments according to the following.

**Notes:** County Offices **are not authorized** to issue typewritten checks.

If a condition occurs that prevents the payment from being issued through the automated payment software, then:

- County Offices shall immediately contact the State Office to explain the circumstances surrounding the situation
- State Offices shall:
  - provide guidance on correcting the condition preventing the payment from being issued
  - contact PECD if additional guidance is needed.

Failure to follow the provisions of the paragraph about typewritten checks could result in disciplinary action.

<b>Step</b>	<b>Action</b>	<b>Result</b>
1	Access the Payment Processing Main Menu according to subparagraph 607 A.	
2	ENTER "1", "Issue Payments", and PRESS "Enter".	The Printer Selection Screen will be displayed.
3	The Printer Selection Screen allows the user to select the printer where the pending and nonpayment registers should be sent after payments have been computed.  Enter the printer ID number and PRESS "Enter".	The producer Selection Screen will be displayed.

--\*

\*--608 Issuing Payments (Continued)

A Processing Payments (Continued)

Step	Action	Result
4	The producer Selection Screen provides users with the option to process payments for a specific producer or all producers according to the following.	
	<b>Selection</b>	<b>Action</b>
	Process payments for <b>all</b> producers.	ENTER "ALL" in the "Enter Producer ID Number" field and PRESS "Enter".  If the application file is on the system, then the Payments Screen for batch check and printing control will be displayed.
	Process payments for a <b>selected</b> producer.	enter 1 of the following and PRESS "Enter": <ul style="list-style-type: none"> <li>• producer ID number and ID type in the "Enter Producer ID Number and Type" field</li> <li>• last 4 digits of the producer's ID number in the "Producer Last Four Digits of ID" field</li> <li>• producer's last name in the "Producer Last Name" field.</li> </ul> <p><b>Note:</b> If more than 1 producer is found on the name and address file matching the criteria entered, Screen MACR04-01 will be displayed, allowing the user to select the desired producer.</p> If the FIP or LIP application file is on the system: <ul style="list-style-type: none"> <li>• payments will be computed for the selected producers or all producers with an approved FIP or LIP application</li> <li>• the pending and nonpayment registers, as applicable, will be sent to the printer selected in step 3.</li> </ul> If: <ul style="list-style-type: none"> <li>• calculated payments can be issued, then the Payments Screen for batch check and printing control will be displayed</li> <li>• there are no payments that can be processed:                             <ul style="list-style-type: none"> <li>• a nonpayment register will be printed</li> <li>• Payment Processing Main Menu will be redisplayed.</li> </ul> </li> </ul>

--\*

**\*--608 Issuing Payments (Continued)**

**A Processing Payments (Continued)**

<b>Step</b>	<b>Action</b>	<b>Result</b>
5	<p>Payments Screen for batch check and printing control will be displayed when all payables for eligible producers have been calculated. Payables are sorted into the "B", "A", and "O" payment batches.</p> <p>On the Payments Screen for batch check and printing control, ENTER "Y" next to the applicable payment batch and PRESS "Enter" to continue the batch payment process.</p>	<p>The payables are passed through the accounting interface for processing. Complete the payment process and print the transaction statement(s) according to 6-FI.</p>

--\*

**\*--608.5 FIP and LIP Authorized Payment Processing****A End of Signup**

Signup for 2005 Hurricanes FIP and LIP ended on September 29, 2006.

**B Software Disabled**

County Release No. 614 contains software to disable the 2005 Hurricanes FIP and LIP Application and Payment Menu options. County Offices have been instructed to ensure that the following actions were completed by May 14, 2007:

- all payments were issued to eligible producers
- all data for applications that were in appeal status or disapproved by COC were loaded into the System 36
- all subsidiary files for 2005 were updated properly for joint operations, entities, combined producers, payment limitation allocations, and eligibility data.

County Offices shall complete the actions in subparagraph C for payment authorizations for FIP and LIP payments **not** issued before the payment software was disabled. If an overpayment has occurred, County Offices shall enter the overpayment according to 67-FI.

**Note:** If an appeal to NAD results in a determination in the producer's favor, County Offices shall ensure that **all** documentations are reviewed and acted upon by COC before requesting payment authorization from the National Office.

**C Payment Authorization Requests**

To receive authorization to issue a FIP or LIP payment, County Offices shall submit the following documentation to the State Office:

- explanation of why payment was not issued
- completed FSA-573
- FSA-573E according to the following:
  - paragraph 851 for FIP
  - paragraph 551 for LIP--\*

**\*--608.5 FIP and LIP Authorized Payment Processing (Continued)****C Payment Authorization Requests (Continued)**

- PPH Report from the FIP or LIP Payment Processing Main Menu as instructed in paragraph 679 for each of the following:
  - producer
  - affected member of joint operations
  - combined producer
- current MABDIG for each of the following:
  - producer
  - affected member of joint operations
- excerpt of the COC minutes about the case, if applicable.

**Note:** The option to print the PPH Report will still be available on the Payment Processing Main Menu after installing County Release No. 614.

**D State Office Responsibility**

State Offices shall review the documentation submitted by County Offices to ensure that:

- the payment should be issued
- all applicable documentation has been provided.

Forward the documentation to PECD, CPB using either of the following methods:

- FAX to 202-720-0051, Attention: Sandy Bryant
- overnight mail to the following:

USDA, FSA, PECD, CPB  
Attn: Sandy Bryant  
1400 Independence Avenue, SW, Room 4756  
Washington, DC 20250  
202-720-3464.--\*



**\*--609 Producer Selection Screen****A Example of Producer Selection Screen**

Payments can only be processed by producer, however, a variety of options have been developed that provide flexibility in payment processing. Payments can be processed for:

- all producers
- a specific producer by entering the producer ID number and type, the producer's last name, or the last 4 digits of the producer's ID number.

The following is an example of the producer Selection Screen.

```
MHAXXX                107-TULARE                SELECTION    MHAXXX
2005 XXX Selection Screen                Version: AE36    04-10-2006 16:10 Term E0
-----
                Enter Producer ID Number:                and Type:
                (Enter 'ALL' For All Producers)

OR    Producer Last Four Digits of ID:

OR    Producer Last Name
                (Enter Partial Name To Do An Inquiry)

Enter=Continue    Cmd3=Previous Menu
```

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\*--609 Producer Selection Screen (Continued)

**B Error Messages on Producer Selection Screen**

The following describes the error messages that may be displayed on the producer Selection Screen.

<b>IF the following message is displayed...</b>	<b>THEN...</b>	<b>Action</b>
"Producer Does Not Have an Application on File."	an ID number was entered, but a match was not found on the application file.	Ensure that the correct ID number is entered or select the producer by entering the producer's last name.
"Selected Producer ID or range of Producer ID's conflicts with the Producer ID or range of Producer ID's on Workstation XX."	payment for the producer is being processed on another workstation.	PRESS "Enter" to terminate the request.
"Must enter Producer ID and Type, Last Name, or Last 4."	"Enter" was pressed without selecting a producer on the producer Selection Screen.	Select a specific producer or all producers.
"Invalid Producer ID Type."	an ID number was entered, but: <ul style="list-style-type: none"> <li>• an ID type was not entered</li> <li>• the ID type entered does not match the ID type on the name and address file.</li> </ul>	Ensure that the ID type entered matches the ID type for the selected producer ID number or select the producer by entering the producer's last name.
"Invalid ID Number - Please Try Again."	an ID number was entered, but: <ul style="list-style-type: none"> <li>• the ID number and type is not on the name and address file</li> <li>• last 4 digits of the producer ID number does not match any active ID number on the name and address file</li> </ul>	Ensure that the correct ID number and type, or last 4 digits are entered or, select the producer by entering the producer's last name.
"More Than 1 Method Used for Producer Selection"	an entry was recorded in more than 1 producer selection field.	Enter producer selection data in only 1 field.

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**\*--610 Payments Screen for Batch Check and Printing Control**

**A Example of Payments Screen for Batch Check and Print Control**

After all payment records for selected producers have been processed and the payment amounts have been calculated, the Payments Screen for batch check and print control will be displayed if payments can be issued to at least 1 producer that was selected on the Payment Selection Screen.

The Payments Screen for batch check and printing control will be displayed with the number of work records:

- to be processed
- that have been processed
- remaining to be processed.

**Note:** The number of work records listed **does not** always match the number of CCC-184's to be printed or the number of EFT's to be processed.

**Example:** If the producer has an assignment and part of the payment is being used to fulfill the assignment, then two CCC-184's will be printed, but only 1 work record will be displayed for processing.

The following is an example of the Payments Screen for batch check and printing control.

```

MHAXXX                107-Tulare                ENTRY                MHAXXXX
2005 XXX Payments                Version: XXXX    04-10-2006    16:21    Term E0
-----
                BATCH CHECK AND PRINTING CONTROL

Warning    Record count does not accurately reflect check
           count especially when 'A' or 'O' batches are processed.

           28 Check records to be processed
           0 Have been processed
           28 Records remain to be processed

Enter (Y)es to start or continue a Batch Print Processing.

Only one "Y" entry will be accepted.

           17 "B" (regular payments) work records to be processed
           3 "A" (assignments) work records to be processed
           8 "O" (claims/receivables) work records to be processed

                                           Enter-Continue
    
```

--\*

**\*--610 Payments Screen for Batch Check and Printing Control (Continued)****B Sorting Payable Records**

For FIP and LIP payments, payables are sorted into the following 3 categories.

- “B” - batch payments have no special circumstances. These records are sent in batches of 200 or less.
- “A” - assignment payments marked in the name and address file as having an assignment or joint payee form on file. These records are sent in batches of 100 or less.
- “O” - online payments marked in the name and address file as having 1 of the following flags set to “Y”:
  - receivable
  - claim
  - other agency claim
  - bankruptcy
  - deceased
  - missing
  - incompetent.

These records are sent in batches of 50 or less.

**Note:** The “O” batch of payments requires user intervention. See 6-FI.

**C Selecting Batches to Print or Suspend**

Batches of payments may be selected for processing in several different ways. The following provisions apply to batch payment processing.

- When a batch of payments is selected, that entire batch must be completed before selecting another batch to be printed.
- Batches may be selected in any order.
- After a batch of payments completes printing, the option to select that batch is no longer available.--\*

**\*--610 Payments Screen for Batch Check and Printing Control (Continued)**

**D Batch Print Capability**

The following table lists the options available on Payments Screen for batch check and printing control.

<b>Selection</b>	<b>Action</b>	<b>Result</b>
Start batch print processing on either of the following batches: <ul style="list-style-type: none"> <li>• “B”</li> <li>• “A”.</li> </ul>	ENTER “Y” in the field before either of the following: <ul style="list-style-type: none"> <li>• “B” batch</li> <li>• “A” batch.</li> </ul>	Accounting-Checkwriting Screen ANK00201 will be displayed to enter CCC-184 information. See 6-FI.
Start batch print processing on batch “O”.	ENTER “Y” in the field before “O” batch.	Screen ABK10001 will be displayed. See 6-FI.  <b>Notes:</b> Screen ABK10001 allows the user to enter amounts in the “Other Payees” field. This field can be used to process payments for producers with name and address flags set to “Y” for: <ul style="list-style-type: none"> <li>• receivable</li> <li>• claim</li> <li>• other agency claim</li> <li>• bankruptcy</li> <li>• deceased</li> <li>• missing</li> <li>• incompetent</li> <li>• nonresident alien.</li> </ul> The amount of the setoff and the payee should be known <b>before</b> accessing this batch.

--\*

**\*--611 Calculating Payment Amounts for FIP or LIP**

**A Funds Control Verification**

FIP and LIP both use the e-Funds accounting process which controls funding allotments and monitors program spending and halts program disbursements when the funding allocation has been exhausted. The payment process will function in the normal manner up to the point of sorting the payables into the applicable payment batches.

A check will be performed to ensure that adequate funds are available to process all pending payments in the county.

If the accumulated net payment amount for all pending payments, :

- exceeds the funding allotment for the County Office, then:
  - the payment process will be aborted without any payables being sorted into applicable batches
  - a rejected payment report, as described in subparagraph B, will be printed
  - the County Office can process payments individually, or in smaller batches, for producers or farms unless or until an increased funding allotment is obtained
- does **not** exceed the funding allotment for the County Office, then the payables will be sorted into the applicable payment batches in the normal manner.

**B Rejected Payment Report**

A rejected payment report will be printed from data on the pending payment file when FIP or LIP funding is insufficient for the payment batch being processed.

The following is an example of the rejected payment report that will be printed when the payment process is aborted on the FIP or LIP side.

State Name	United States Department of Agriculture	Prepared: 99/99/9999
County Name	Farm Service Agency	Page: XXXX
	Program Name	
	Rejected Payment Register	
Producer Name	Producer ID and Type	Net Payment
XXXXXXXXXXXXXXXXXXXXX	999-99-9999 X	\$999, 999, 999
XXXXXXXXXXXXXXXXXXXXX	99-9999999 X	\$999, 999, 999
XXXXXXXXXXXXXXXXXXXXX	99-9999999 X	\$999. 999. 999

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**\*--611 Calculating Payment Amounts for FIP and LIP (Continued)**

**C Funds Control Verification Screen**

The following is an example of the Funds Control Verification Screen that will be displayed when the funds control verification process fails on the program side.

**Note:** When the user presses “Enter”, the FIP or LIP Payment Process Menu will be displayed.

```

Payments          107-C TULARE          Display          XXXXXXXXX
2005 XXX Funds Control Verification      Version: XXXX 04/10/2006      Term  E0

  "This is a funds controlled program.  The payments being processed did not
  pass the accounting verification process.  It is possible that the total amount
  of the payments being processed exceeds the available funding allocation for the
  county.

  A verification or exception report should print on the system printer or
  is held on the spool file.

  Refer to the applicable program handbook for additional information."

                          Press 'Enter' to Exit

Enter=Continue

```

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**612-620 (Reserved)**





**\*--Section 3 Canceling Payables****621 Canceling Erroneous Payables****A Introduction**

After payment processing has been completed, County Offices shall review transaction statements to ensure that the correct disbursements have been generated. If an error is determined, then the payable **shall** be canceled. To cancel the payment, on the Payment Processing Main Menu, ENTER "2", "Cancel Payables".

**B When to Cancel Payables**

Payables **shall be** canceled using the FIP or LIP application software, **only** when original FIP or LIP payable amounts are incorrect and the following apply:

- CCC-184 is available (County Office has physical possession of CCC-184)
- direct deposit records have not been queued or transmitted.

Extra caution **shall** be observed when canceling payables to ensure that:

- correct payables are being canceled
- only payables for which CCC-184 is in the office or the direct deposit records have **not** been queued or transmitted to the producer's financial institution are being canceled
- payables are being canceled through the proper application.

**Note:** See subparagraph D for additional information when the payable shall **not** be canceled through the FIP or LIP application software.--\*

**\*--621 Canceling Erroneous Payables (Continued)****C When to Correct Payable Through the Accounting Application**

In some situations, data in the accounting application needs to be corrected and a substitute CCC-184 issued. Use the accounting cancel/issue substitute option according to 1-FI when any of the following situations apply:

- payee on an original CCC-184 is incorrect but payable amount is correct
- 1 or more CCC-184's in a printed batch needs to be reprinted
- CCC-184 is lost, stolen, or destroyed
- CCC-184 is expired.

**Note:** If the computer-generated CCC-184 numbers on CCC-184's do **not** match the preprinted CCC-184 numbers, see 1-FI, paragraph 233.

**D When Not to Cancel Payables Through FIP or LIP Application Software**

Payables shall **not** be canceled from the FIP or LIP application software when either of the following situations applies:

- CCC-184 is **not** available (County Office does **not** have physical possession of CCC-184)
- direct deposit record has been queued or transmitted.

Once CCC-184 has been issued to the producer or the direct deposit record queued or transmitted, an overpayment or underpayment situation exists if the payable was incorrect.

If an overpayment or underpayment situation exists, complete 1 of the following:

- compute the overpayment according to paragraph 644
- issue additional payment amounts if the producer was underpaid according to paragraph 608.--\*

\*--621 Canceling Erroneous Payables (Continued)

**E Examples of Payable Cancellation Situations**

The following provides examples of when payables shall be canceled and which application should be used for the cancellation.

<b>Situation</b>	<b>Action</b>	
Something on FSA-573 was entered in the system incorrectly. CCC-184: <ul style="list-style-type: none"> <li>• was generated for the incorrect amount</li> <li>• has <b>not been</b> issued to the producer.</li> </ul>	Cancel the payable through the FIP or LIP application by: <ul style="list-style-type: none"> <li>• canceling all payables associated with CCC-184</li> <li>• correcting the situation that caused the incorrect payment to be issued</li> <li>• reissuing the payment through payment processing.</li> </ul>	
Something on FSA-573 was entered in the system incorrectly. CCC-184: <ul style="list-style-type: none"> <li>• was generated for the incorrect amount</li> <li>• <b>has been issued and mailed</b> to the producer.</li> </ul>	Do <b>not</b> cancel the payable. Correct the situation that caused the payment to be calculated incorrectly.	
	<b>IF the original CCC-184 resulted in the producer being...</b> underpaid	<b>THEN...</b> issue an additional payment to the producer.
	overpaid	compute and transfer the overpayment to CRS according to Section 4.
CCC-184 was lost, stolen, or destroyed and notification has been received from KC-ADC that CCC-184 has not been negotiated.	Issue a substitute CCC-184 using the accounting cancel/issue substitute option according to 1-FI.	
CCC-184 has expired, but the statute of limitations has not elapsed.		

--\*

**\*--622 Canceling Payables Through the FIP or LIP Payment Application**

**A Introduction**

The FIP and LIP payment cancellation processes have been developed to restrict the number of payables that are displayed on the Cancel Screen for selecting a payable for cancellation. This:

- ensures that the correct payables are displayed for a requested producer
- reduces the possibility that the wrong payable will accidentally be canceled.

County Offices shall take extra caution to ensure that the correct payable is selected for cancellation according to paragraph 624.

**B Canceling Payables**

Cancel erroneous payments that **have not been issued** to the producer according to the following.

**Reminder:** Do **not** cancel the payable if:

- CCC-184 has been mailed to the producer
- EFT has been queued or transmitted to the producer’s financial institution.

Step	Action	Result									
1	Access the Payment Processing Main Menu according to paragraph 607.										
2	On the Payment Processing Main Menu, ENTER “2”, “Cancel Payables”, and PRESS “Enter”.	Cancel Screen warning message will be displayed.									
3	<p>The Cancel Screen warning message is an informational screen reminding the user that the payable <b>shall not</b> be canceled if:</p> <ul style="list-style-type: none"> <li>• CCC-184 has been mailed to the producer and is <b>not</b> available in the County Office</li> </ul> <p>EFT has been transmitted to the producer’s financial institution.</p> <table border="1"> <thead> <tr> <th>IF the payable is...</th> <th>THEN...</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>available</td> <td>PRESS “Enter” to continue with the cancellation process.</td> <td>Producer Selection Screen will be displayed.</td> </tr> <tr> <td><b>not</b> available</td> <td>PRESS “Cmd7”.</td> <td>Payment Processing Main Menu will be displayed.</td> </tr> </tbody> </table>		IF the payable is...	THEN...	Action	available	PRESS “Enter” to continue with the cancellation process.	Producer Selection Screen will be displayed.	<b>not</b> available	PRESS “Cmd7”.	Payment Processing Main Menu will be displayed.
IF the payable is...	THEN...	Action									
available	PRESS “Enter” to continue with the cancellation process.	Producer Selection Screen will be displayed.									
<b>not</b> available	PRESS “Cmd7”.	Payment Processing Main Menu will be displayed.									

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\*--622 Canceling Payables Through the FIP or LIP Payment Application (Continued)

**B Canceling Payables (Continued)**

Step	Action	Result				
4	<p>The producer Selection Screen requires the user to enter specific data about the payable to be canceled. See paragraph 623 for additional information on the Cancel Screen for canceling a payable for a producer.</p> <table border="1" data-bbox="380 428 1096 1167"> <thead> <tr> <th data-bbox="380 428 699 506">IF the user wants to...</th> <th data-bbox="699 428 1096 506">THEN on the producer Selection Screen ...</th> </tr> </thead> <tbody> <tr> <td data-bbox="380 506 699 1167">continue with the payable cancellation</td> <td data-bbox="699 506 1096 1167"> <ul style="list-style-type: none"> <li>• enter the producer’s ID number and type, last 4 digits of the producer’s ID number, or the producer’s last name</li> <li>• enter the transaction number for the “total” record associated with the payable to be canceled.</li> </ul> <p><b>Note:</b> See paragraph 678 for additional information on how payables are updated to the payment history file.</p> </td> </tr> </tbody> </table>	IF the user wants to...	THEN on the producer Selection Screen ...	continue with the payable cancellation	<ul style="list-style-type: none"> <li>• enter the producer’s ID number and type, last 4 digits of the producer’s ID number, or the producer’s last name</li> <li>• enter the transaction number for the “total” record associated with the payable to be canceled.</li> </ul> <p><b>Note:</b> See paragraph 678 for additional information on how payables are updated to the payment history file.</p>	<p>If there is an active payable on the payment history file that matches the criteria entered, then the Cancel Screen for selecting a payable for cancellation will be displayed.</p> <p><b>Note:</b> If more than 1 producer is found on the name and address file that matches the criteria entered, Screen MACR04-01 will be displayed, allowing the user to select the desired producer.</p>
IF the user wants to...	THEN on the producer Selection Screen ...					
continue with the payable cancellation	<ul style="list-style-type: none"> <li>• enter the producer’s ID number and type, last 4 digits of the producer’s ID number, or the producer’s last name</li> <li>• enter the transaction number for the “total” record associated with the payable to be canceled.</li> </ul> <p><b>Note:</b> See paragraph 678 for additional information on how payables are updated to the payment history file.</p>					
	end processing without canceling a payable	PRESS “Cmd3”. Payment Processing Main Menu will be displayed				
5	<p>The Cancel Screen for selecting a payable for cancellation provides the user with information about the payable being canceled, including:</p> <ul style="list-style-type: none"> <li>• producer name, ID number, and type</li> <li>• transaction number for the payable being canceled</li> <li>• date the payable was issued</li> <li>• net payment amount.</li> </ul>					

--\*

\*--622 Canceling Payables Through the FIP or LIP Payment Application (Continued)

**B Canceling Payables (Continued)**

Step	Action		Result
5	<p><b>IF the user wants to...</b></p>	<p><b>THEN on the Cancel Screen for selecting a payable for cancellation...</b></p>	
	<p>cancel a payable associated with CCC-184</p>	<ul style="list-style-type: none"> <li>• ENTER "X" in the "SEL" field next to the payable for cancellation</li> <li>• ENTER "N" to answer the question, "Has the payment been mailed or transmitted to the producer?"</li> </ul> <p><b>Reminder:</b> The payable <b>shall not</b> be canceled if the check is not available in the County Office.</p> <ul style="list-style-type: none"> <li>• PRESS "Cmd5" to cancel the payable.</li> </ul>	<p>A verification message will be displayed on the Cancel Screen for selecting a payable for cancellation.</p> <p>If the selections are correct, PRESS "Cmd5" again and Screen ANK52010 will be displayed.</p> <p><b>Warning:</b> When "Cmd5" is pressed again, user will not have another opportunity to end processing without canceling the payable.</p>

--\*

\*--622 Canceling Payables Through the FIP or LIP Payment Application (Continued)

B Canceling Payables (Continued)

Step	Action	Result
<p>5 (Cntd)</p> <p><b>IF the user wants to...</b></p> <p>cancel an EFT payable</p>	<p><b>THEN on the Cancel Screen for selecting a payable for cancellation...</b></p> <ul style="list-style-type: none"> <li>• ENTER "X" in the "SEL" field next to the payable for cancellation</li> <li>• ENTER "N" to answer the question, "Has the payment been mailed or transmitted to the producer?"</li> </ul> <p><b>Reminder:</b> The payable <b>shall not</b> be canceled if the EFT record has been transmitted.</p> <ul style="list-style-type: none"> <li>• PRESS "Cmd5" to cancel the payable.</li> </ul>	<p style="background-color: #cccccc;"> </p> <p>A verification message will be displayed on Cancel Screen for selecting a payable for cancellation.</p> <p>If the selections are correct, PRESS "Cmd5" again and Screen ANK52040 will be displayed confirming that the payable has been deleted from the direct deposit file. PRESS "Enter" on Screen ABK53005 to print the producer transaction statement.</p> <p><b>Warning:</b> When "Cmd5" is pressed again, user will not have another opportunity to end processing without canceling the payable.</p> <p><b>Note:</b> Screen ANK52020 will be displayed if the selected payable has already been transmitted to the producer's financial institution. Follow 6-FI to establish the receivable.</p>
<p>end without canceling</p>	<p>PRESS "Cmd7".</p>	<p>Payment Processing Main Menu will be displayed.</p>

--\*

\*--622 Canceling Payables Through the FIP or LIP Payment Application (Continued)

**B Canceling Payables (Continued)**

Step	Action	Result
6	Screen ANK52010 requires the user to specify whether or not CCC-184 is available. How this question is answered will determine whether receivables are or are not created. For fiscal tracking purposes, it is very <b>important</b> that this question be answered accurately.	
	<b>IF CCC-184 is...</b>	<b>THEN on Screen ANK52010...</b>
	<b>available</b> in the County Office and has <b>not</b> been cashed by the producer	<ul style="list-style-type: none"> <li>• ENTER "Y" to answer the question, "Is the check to be canceled available?"</li> <li>• PRESS "Enter".</li> </ul>
	<b>not</b> available	<ul style="list-style-type: none"> <li>• ENTER "N" to answer the question, "Is the check to be canceled available?"</li> <li>• PRESS "Enter".</li> </ul>

--\*



**\*--623 Cancel Screen for Canceling a Payable**

**A Example of Cancel Screen for Canceling a Payable**

FIP and LIP payments can only be canceled if both of the following are entered on the producer Selection Screen:

- producer identification, by entering any of the following:
  - producer ID number and type
  - the producer’s last name
  - last 4 digits of the producer’s ID number
- transaction number associated with the payable issued to the selected producer.

The payment cancellation process has been developed to restrict the number of payables displayed on the Cancel Screen for canceling a payable. This:

- ensures that the correct payables are displayed for a requested producer
- reduces the possibility that the wrong payable will be canceled accidentally.

The following is an example of the Cancel Screen for canceling a payable.

```

MHAXXX                107-TULARE                SELECTION    MHAXXXX
2005 XXX Cancel Screen                Version: AE36  04-10-2006 16:45 Term E0
-----
                Enter Producer ID Number:                and Type:

                OR    Producer Last Four Digits of ID:

                OR    Producer Last Name
                    (Enter Partial Name To Do An Inquiry)

                AND    Transaction Number

Cmd3=Previous Menu                Enter=Continue
    
```

--\*

\*--623 Cancel Screen for Canceling a Payable (Continued)

**B Error Messages**

The following describes error messages that may be displayed on the Cancel Screen for canceling a payable.

**Recommendation:** The PPH Report includes all payables issued to the producer with the transaction number for each payable. It is recommended that the County Office use the PPH Report to verify the payable to be canceled.

<b>IF the following message is displayed...</b>	<b>THEN...</b>	<b>Action</b>
"Must Enter a Producer and Transaction Number."	"Enter" was pressed without selecting both a producer and transaction number on the producer Selection Screen.	Select a specific producer and enter the associated transaction number for the payable to be canceled.
"Invalid ID number - Please Try Again."	either of the following were entered: <ul style="list-style-type: none"> <li>• an ID number and ID type that is not on the name and address file</li> <li>• last 4 digits of the producer ID number do not match any active ID number on the name and address file.</li> </ul>	Ensure that the correct ID number and type, or last 4 digits are entered or, select the producer by entering the producer's last name.
"More Than 1 Method Used for Producer Selection."	an entry was recorded in more than 1 producer selection field.	Enter producer selection data in only 1 field.
"Invalid Transaction Number. Please Reenter."	a valid producer was selected and there are records on the payment history file associated with the producer, but the transaction number entered does not match the transaction number for any payable associated with the producer.	Enter the transaction number associated with the record for the total payable. Refer to PPH Report to determine transaction numbers.  <b>Note:</b> See paragraph 678 for additional information on the data printed on the PPH Report.

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\*--623 Cancel Screen for Canceling a Payable (Continued)

**B Error Messages (Continued)**

<b>IF the following message is displayed...</b>	<b>THEN...</b>	<b>Action</b>
<p>“Total Record NOT Found on Payment History for Selected Transaction Number.”</p>	<p>a valid transaction number was entered for a payable associated with the producer; however the transaction number entered is not for the “total” record.</p>	<p>Enter the transaction number associated with the record for the “head lost” payable to be canceled. Refer to the PPH Report to determine transaction numbers.</p> <p><b>Note:</b> See paragraph 678 for additional information on the data printed on the PPH Report.</p>
<p>“Producer Does Not Have an Active Record on the Payment History File.”</p>	<p>a valid producer was selected, but there are no records on the payment history file associated with the selected producer.</p>	<p>Ensure that the correct ID number is entered or select the producer by entering the producer’s last name.</p>
<p>“Selected Producer ID or Range of Producer ID’s conflicts with the Producer ID or Range of Producer’s ID on Workstation XX.”</p>	<p>a cancellation for the producer is being processed on another workstation.</p>	<p>PRESS “Enter” to terminate the request.</p>

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**\*--624 Cancel Screen for Selecting a Payable for Cancellation**

**A Example of Cancel Screen for Selecting a Payable for Cancellation**

After a payable has been selected on the Cancel Screen for canceling a payable, the Cancel Screen for selecting a payable for cancellation will be displayed with data from the payment history file to allow the user to verify the correct payable has been selected.

The following information is displayed on Cancel Screen for selecting a payable for cancellation:

- producer name, ID number, and ID type
- transaction number for the “total” record
- payment issue date
- net payment amount.

**Note:** Since the payable was selected by entering the transaction number on the Cancel Screen for canceling a payable, only 1 payable will be displayed.

The following is an example of the Cancel Screen for selecting a payable for cancellation.

```

MHAVXX                107-Tulare                SELECT                MHAXXXX
2005 XXX Cancel Screen                Version: AD67    04-12-2006 12:51    Term E0
-----
                SELECT PAYABLE FOR CANCELLATION

Enter 'X' in the SEL column to select a payable for cancellation

Producer Name:      John Doe                Producer ID:      123456789 S
Transaction Number: W123456789

SEL      Issue Date      Net Payment
---      -
                04-10-2006                $18,235

                Has the payment been mailed or transmitted to the producer?  ___

Cmd5=Update      Cmd7=End
    
```

--\*

\*--624 Cancel Screen for Selecting a Payable for Cancellation (Continued)

**B Required Fields on the Cancel Screen for Selecting a Payable for Cancellation**

The following fields require entry on the Cancel Screen for selecting a payable for cancellation.

Field	Description/Action	
SEL	Allows the user to select the payable to be canceled. ENTER "X" next to the payable to be canceled.	
"Has the payment been mailed or transmitted to the producer?"  <b>Note:</b> Answering this question may not affect whether receivables are created when the cancellation is complete.	ENTER "Y" or "N".	
	<b>IF...</b>	<b>THEN...</b>
	"N" was entered  <b>Note:</b> This indicates the payment is in the County Office or EFT has not been transmitted.	the message, "If selection is correct, PRESS 'CMD5' to verify", will be displayed.
"Y" was entered  <b>Note:</b> This indicates the payment has been issued to the producer.	the informational message, "Receivables may be created if the user presses 'Cmd5' to continue", will be displayed. This is the last opportunity to exit without canceling.	

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\*--624 Cancel Screen for Selecting a Payable for Cancellation (Continued)

**C Error Messages on Cancel Screen for Selecting a Payable for Cancellation**

The following describes the error messages that may be displayed on Cancel Screen for selecting a payable for cancellation and the action that shall be taken.

IF the following message is displayed...	THEN...	Action
"Invalid Response"	something other than "X" was entered in the "SEL" field.	ENTER "X" to select the payable for cancellation.
	something other than "Y" or "N" was entered in the "Has the payment been mailed or transmitted to the producer?" field.	ENTER "Y" or "N".
"If Selection is correct, PRESS 'Cmd5' to verify"	the payable was selected for cancellation and required field entries have been entered.	Do either of the following: <ul style="list-style-type: none"> <li>• if the selected payable is correct, then PRESS "Cmd5" again to complete the cancellation</li> <li>• if the selected payable is <b>not</b> correct, then PRESS "Cmd7" to end processing.</li> </ul> <p><b>Warning:</b> After "Cmd5" is pressed, user will not have another opportunity to end processing without canceling the payable.</p>

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**\*--625 Canceling FIP or LIP Payment Process****A Overview**

Paragraphs 608 through 610 provide procedure for the FIP or LIP payment process and steps to be taken during system processing. Automated software is working correctly; however, a problem will result if a user cancels the payment process from the system console.

**B Payment Processing**

Paragraph 610 specifically refers to the Payments Screen for batch check and printing control for FIP and LIP which shows that payables have been sorted into the following 3 categories:

- “B” for batch
- “A” for assignment
- “O” for online.

Also, the Pending Payment Register and Nonpayment Register are sent to the printer.

The payment process should **not** be canceled once processing has begun. As a result of canceling the payment process:

- the payment data for all “B”, “A”, and “O” batches is left behind on the system in such a way that the data can no longer go through the accounting process
- there is no way to complete issuing payments to producers in those payment batches as the system is designed to continue processing a properly suspended payment batch only
- producers will not be issued a FIP or LIP payment
- County Offices will require assistance from the National Help Desk if a FIP or LIP payment process has been erroneously canceled.--\*

**\*--625 Canceling FIP or LIP Payment Process**

**C Identifying an Erroneously Canceled Payment Process**

County Offices can recognize the problem in 1 of 2 ways.

- A single producer is selected for processing on the producer Selection Screen. If that producer was involved in a previously canceled payment batch, then the payment screens will display as if a payment is being calculated, but will return the user to Payment Processing Main Menu without displaying the Payments Screen for batch check and printing control.
- After running a payment batch, any producer involved in the previously canceled payment batch will not be listed on either the pending or the nonpayment register.

The National Help Desk should be contacted if a FIP or LIP payment batch has been erroneously canceled.--\*

**626-636 (Reserved)**



**\*--Section 4    Overpayment Processing****637    General Overpayment Provisions****A    Introduction**

The FIP and LIP payment processes are integrated processes that read a wide range of files to determine whether payments issued to a producer were earned in full or in part.

The process for determining overpayments is similar to the process for computing payments. See paragraph 607 for additional information on the process for computing payment amounts.

**B    Running the Overpayment Process**

Overpayments may be calculated at any time by either of the following methods:

- specific producer
- all producers.

However, the system will force an “ALL” process to be run every 60 calendar days. If it has been 60 calendar days since the last “ALL” overpayment batch has been run, then the following message, “The Overpayment File is more than 60 calendar days old. All overpayments must be run; do you want to run an all overpayment cycle at this time? ENTER ‘Y’ to run the all cycle or ‘N’ to end this process.”, will be displayed

**Note:** An “ALL” overpayment batch must be completed the first time option 1, “Compute Overpayments”, is selected on the Overpayment Processing Menu.

If this message is received, overpayments may not be processed by a single producer or by randomly selected producers until the “ALL” batch has been completed.

**Note:** Each time the overpayment process is run, the previous overpayment file will be deleted.--\*

**\*--637 General Overpayment Provisions (Continued)****C Required Processing**

Overpayments shall be calculated for all producers at least once every 60 calendar days to ensure that:

- producers are timely notified of overpayments
- the finality rule will not apply.

**D Collecting Overpayments**

County Offices shall take necessary action to collect overpayments **immediately** upon determining that a legitimate overpayment exists. Before an overpayment is transferred to CRS, County Offices shall:

- verify the debt is actually owed to CCC
- correct the condition causing the overpayment if the overpayment is not legitimate.

**E Overpayment Less Than \$100**

For small balance write-offs or debts of \$25 to \$100, see 58-FI.

**F DD Review**

DD's shall review the overpayment register to ensure that County Offices are:

- running the overpayment process in a timely manner
- collecting overpayments in a timely manner
- correcting information in the system that creates an erroneous overpayment condition.

**G Register Retention**

County Offices shall retain copies of FIP and LIP overpayment registers for 1 year from the date the overpayment register is prepared.--\*

**\*--638 Charging Interest****A Introduction**

Program interest shall be charged on all FIP or LIP overpayments to producers when the:

- producer becomes ineligible after payments have been issued
- COC has determined fraud, scheme, or device for the producer.

**B When Program Interest Applies**

A producer will be charged program interest if COC determines that the producer is ineligible for payment. Reasons for ineligibility include, but are not limited to, the following:

- erroneously or fraudulently represented any fact affecting a determination
- knowingly adopted a scheme or device that tends to defeat the purposes of the program
- misrepresented their interest and subsequently received a FIP or LIP payment
- did **not** meet commensurate contribution requirements for “person”
- does **not** meet AGI requirements
- does **not** meet conservation compliance provisions
- does **not** meet controlled substance provisions.

Program interest for ineligible producers shall be charged from the date of disbursement. The system will compute this interest when the overpayment is transferred to CRS.

**C When Not to Charge Interest**

Interest shall **not** be charged if the producer:

- is not determined to be ineligible as defined in subparagraph B
- returns CCC-184 without being cashed
- refunds the payment voluntarily.--\*

**\*--639 Debt Basis Codes**

**A Introduction**

The debt basis code is the code transferred to CRS that identifies the reason for the debt. The system will default to the appropriate code coinciding with the message printed on the overpayment register. Under certain conditions, the displayed debt basis code may be changed. However, it is important that the debt basis code transferred to CRS is correct to track all overpayments.

**B Overpayments Found as Result of Audits**

If an overpayment is discovered as the result of an audit, then the first 2 digits of the debt basis code must be changed to "19". The system will then require that the audit number that identified the overpayment be entered in the "Audit No." field.--\*

**\*--639 Debt Basis Codes (Continued)**

**C Allowable Basis Codes**

The appropriate debt basis code will be displayed on the transfer selection Overpayments Screen based on the condition that caused the overpayment, however, in some cases the code displayed should be changed to:

- “10-421” if the producer did not comply with program requirements
- “10-423” for fraud, scheme, or device.

The following identifies the system-displayed debt basis codes and specifies whether the code can be changed.

<b>IF the overpayment message is...</b>	<b>THEN the system will default the basis code to...</b>	<b>AND the debt basis code...</b>
“Producer has exceeded effective payment limitation.”	10-426	<b>cannot</b> be changed.
“Producer is not eligible due to person determination status.”	10-427	can be changed to:  <ul style="list-style-type: none"> <li>• 10-421 or 19-421</li> <li>• 19-423 or 19-423</li> <li>• 10-428 or 19-428</li> <li>• 10-429 or 19-429.</li> </ul>
“Producer is not eligible due to AD-1026 certification status.”		
“Producer is not eligible due to conservation compliance violation.”		
“Producer is not eligible due to controlled substance violation.”		
“Producer is not eligible due to Fraud, including FCIC, violation.”		
“Producer does not meet AGI provisions.”		
“Total payments issued to the producer or member exceeds the earned payment amount on the application.”	10-428	can be changed to:  <ul style="list-style-type: none"> <li>• 10-421 or 19-421</li> <li>• 19-423 or 19-423</li> <li>• 10-428 or 19-428</li> <li>• 10-429 or 19-429.</li> </ul>

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\*--639 Debt Basis Codes (Continued)

**C Allowable Basis Codes (Continued)**

<b>IF the overpayment message is...</b>	<b>THEN the system will default the basis code to...</b>	<b>AND the debt basis code...</b>
any of the following: <ul style="list-style-type: none"> <li>• “Application is not approved for payment.”</li> <li>• “Producer is a federal entity and not eligible for program benefits.”</li> <li>• “Member information not found for the joint operation.”</li> <li>• “Application is approved, but producer ID number and/or business type is not valid for payment purposes.”</li> </ul>	10-429	cannot be changed.

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640-642 (Reserved)

**\*--643 Accessing Overpayment Software**

**A Accessing the Overpayment Processing Menu**

The Overpayment Processing Menu can be accessed according to the following.

Step	Menu	Action
1	FAX250	ENTER "3" or "4", "Application Processing", as applicable.
2	FAX09002	If option 4 was selected on Menu FAX250, then select the appropriate county.
3	FAX07001	ENTER "11", "PFC/DCP/Compliance".
4	M00000	ENTER "1", "NAP and Disaster".
5	MH0000	ENTER "14", "Hurricane Disaster Programs".
6	MHN0YR	<ul style="list-style-type: none"> <li>• ENTER "1", "Feed Indemnity Program"</li> <li>• ENTER "3", "Livestock Indemnity Program".</li> </ul>
7	MHAV00 for FIP MHAV00 for LIP	ENTER, "2", "Payment Process".
8	MHAUN0 for FIP MHAVN0 for LIP	ENTER, "3", "Overpayment Processing".

**B Example of Overpayment Processing Menu**

The following is an example of the Overpayment Processing Menu.

```

COMMAND                                MHAXXX                                E0
2005 XXX Overpayment Processing Menu
-----
      1. Compute Overpayments
      2. Reprint Overpayment Register
      3. Transfer Overpayments to CRS
      4. Cancel Overpayments

      20. Return to Application Primary Menu
      21. Return to Application Selection Menu
      22. Return to Office Selection Screen
      23. Return to Primary Selection Menu
      24. Sign off

Cmd3=Previous Menu

Enter option and press "Enter".
    
```

--\*

\*--644 Computing Overpayments

A Processing Overpayments

County Offices shall compute overpayments according to the following.

Step	Action	Result	
1	Access the Overpayment Processing Menu to paragraph 643.		
2	ENTER "1", "Compute Overpayments", and PRESS "Enter".	The Printer Selection Screen will be displayed.	
3	The Printer Selection Screen allows the user the select the printer where the overpayment register should be sent after overpayments have been computed. <ul style="list-style-type: none"> <li>• Enter the printer ID number.</li> <li>• PRESS "Enter".</li> </ul>	The producer overpayment Selection Screen will be displayed.	
4	The producer overpayment Selection Screen provides users with several options for processing overpayments. Select either a specific producer or all producers according to the following.		
	Selection	Action	Result
	Process overpayments for all producers.	ENTER "ALL" in the "Enter Producer ID Number" field, and PRESS "Enter".	The overpayment process will run for all producers on the payment history file to determine which producers are overpaid.
Process overpayments for a selected producer.	Enter 1 of the following, and PRESS "Enter": <ul style="list-style-type: none"> <li>• producer ID number and ID type in the "Enter Producer ID Number and Type" fields</li> <li>• last 4 digits of the producer's ID number in the "Producer Last Four Digits of ID" field</li> <li>• producer's last name in the "Producer Last Name" field.</li> </ul>	If the selected producer is on the payment history file, then the overpayment process will run for the selected producer to determine whether the producer is overpaid.  <b>Note:</b> If more than 1 producer is found on the name and address file matching the criteria entered, then Screen MACR04-01 will be displayed to allow the user to select the desired producer.	
5	After the overpayment computation process has been completed: <ul style="list-style-type: none"> <li>• the Overpayment Processing Menu will be redisplayed</li> <li>• the overpayment register will be sent to the printer selected in step 3.</li> </ul>		

--\*



**\*--644 Computing Overpayments (Continued)**

**B Error Messages**

The following provides messages that may be displayed while computing overpayments.

<b>Message</b>	<b>Reason for Message</b>	<b>County Office Action</b>	
"Invalid ID Number - Please Try Again."	The producer selected is not on the payment history file.	<b>IF the...</b>	<b>THEN...</b>
		correct producer was selected	no action is necessary because the producer: <ul style="list-style-type: none"> <li>• has <b>not</b> been issued a payment</li> <li>• is <b>not</b> overpaid.</li> </ul>
		incorrect producer was selected	re-enter the correct producer selection criteria.
"Invalid Producer ID Type."	An ID number was entered, but: <ul style="list-style-type: none"> <li>• an ID type was not entered</li> <li>• the ID type entered does not match the ID type on the name and address file</li> </ul>	Ensure that the correct ID type was entered or select the producer by entering the producer's last name.	
"More Than 1 Method Used for Producer Selection."	an entry was recorded in more than 1 producer selection field.	Enter producer selection data in only 1 field.	
"Must enter Producer ID and Type, Last Name, or Last 4."	"Enter" was pressed without selecting a producer on the producer overpayment Selection Screen.	Select a specific producer or all producers.	

--\*

\*--644 Computing Overpayments (Continued)

**B Error Messages**

<b>Message</b>	<b>Reason for Message</b>	<b>County Office Action</b>
<p>“The Overpayment File is more than 60 calendar days old. All overpayments must be run; do you want to run an all overpayment cycle at this time? ENTER ‘Y’ to run the cycle or ‘N’ to end this process.”</p>	<p>An “ALL” overpayment batch has not been run in the last 60 calendar days, and the user is trying to process a producer or selected producers.</p>	<p>An “ALL” overpayment batch must be completed before overpayments can be processed for a specific producer or selected producers.</p>
<p>“The overpayment process is currently being processed on another workstation. Please try again after the process has completed. PRESS “Enter” to terminate this request.”</p>	<p>The overpayment process can only be accessed from one workstation at a time.</p>	<p>Access the overpayment process after the current overpayment job is completed from the other terminal.</p>

--\*

**\*--645 Transferring Overpayment Amount to CRS**

**A Action Required Before Establishing Receivables**

Before any overpayment is transferred to CRS, County Offices shall verify that the overpayment amount listed on the overpayment register is actually a debt due by the producer. If it is determined that the overpayment is **not** a legitimate overpayment, then the County Offices shall correct conditions causing the producer to be erroneously listed on the overpayment register. This will ensure that the overpayment is not inadvertently transferred to CRS.

**B Transferring Amount to CRS**

Once it has been determined that the producer is actually overpaid and that a receivable should be established, County Offices shall transfer the overpayment to CRS according to the following.

Step	Action	Result
1	Access Overpayment Processing Menu paragraph 643.	
2	ENTER "3", "Transfer Overpayments to CRS", and PRESS "Enter".	The producer Selection Screen will be displayed.  <b>Note:</b> The message, "No Overpayments To Be Selected", will be displayed if there are not any calculated overpayments on the overpayment file.

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\*--645 Transferring Overpayment Amount to CRS (Continued)

**B Transferring Amount to CRS (Continued)**

Step	Action	Result
3	The producer Selection Screen provides users with several options for selecting which overpayment amounts listed on the overpayment register should be transferred to CRS. Select either a specific producer or all producers according to the following.	
	<b>Selection</b>	<b>Action</b>
	Display all producers listed on the overpayment register.	ENTER "ALL" in the "Enter Producer ID Number" field, and PRESS "Enter".
		All producers listed on the most recently computed overpayment register will be displayed on the Overpayments Selection Screen.
	Display a selected producer listed on the overpayment register.	Enter 1 of the following, and PRESS "Enter": <ul style="list-style-type: none"> <li>• producer ID number and ID type in the "Enter Producer ID Number and Type" fields</li> <li>• last 4 digits of the producer's ID number in the "Producer Last Four Digits of ID" field</li> <li>• producer's last name in the "Producer Last Name" field.</li> </ul>
		The Overpayments Selection Screen will be displayed with general information about all overpayments for the selected producer.  <b>Note:</b> If more than 1 producer is found on the name and address file matching the criteria entered, then Screen MACR04-01 will be displayed to allow the user to select the desired producer.

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\*--645 Transferring Overpayment Amounts to CRS (Continued)

**B Transferring Amounts to CRS (Continued)**

Step	Action	Result
4	The Overpayments Selection Screen allows users to select which overpayments should be transferred to CRS.	
	<b>IF the user wants to...</b>	
	<b>THEN...</b> <ul style="list-style-type: none"> <li>• ENTER "X" in the "Sel" column next to each overpayment that should be transferred to CRS</li> <li>• PRESS "Cmd5".</li> </ul> <p><b>Note:</b> If more than 9 overpayment records exist for the producers selected on the Overpayments Selection Screen, then the roll keys should be used to scroll through the list until all overpayment amounts are selected.</p>	<p>The Overpayments Transfer Confirmation Screen will be displayed for each overpayment amount selected for transfer to CRS.</p> <p><b>Note:</b> If the producer is a joint operation, then the transfer selection Overpayments Screen will be displayed for:</p> <ul style="list-style-type: none"> <li>• each member of the joint operation that has an overpayment condition</li> <li>• the joint operation</li> </ul>
	end the process without transferring the overpayment to CRS	PRESS "Cmd7".  The Overpayment Processing Menu will be redisplayed.

--\*

\*--645 Transferring Overpayment Amounts to CRS (Continued)

**B Transferring Amounts to CRS (Continued)**

Step	Action	Result		
5	<p>The Overpayments Transfer Confirmation Screen will be displayed for each selected overpayment. Users have the option of:</p> <ul style="list-style-type: none"> <li>• skipping the overpayment without transferring it to CRS</li> <li>• transferring the calculated data to CRS as is</li> <li>• adjusting the data displayed for the overpayment before the data is transferred to CRS.</li> </ul> <p><b>Note:</b> Depending on the type of overpayment, County Offices can adjust some of the data displayed on the Overpayments Transfer Confirmation Screen according to paragraph 651.</p>			
	<b>IF the user wants to...</b>	<b>THEN...</b>		
	transfer the data to CRS as it is displayed	PRESS "Enter" to display the next overpayment record.	<b>IF...</b>	<b>THEN...</b>
			there are additional overpayment records that were selected on the Overpayments Selection Screen	the Overpayments Transfer Confirmation Screen will be redisplayed each time "Enter" is pressed.
			all overpayment records have been processed	<ul style="list-style-type: none"> <li>• PRESS "Cmd5" to transfer the overpayment to CRS</li> <li>• The Overpayments Screen for batch overpayment printing control will be displayed.</li> </ul>

--\*

\*--645 Transferring Overpayment Amounts to CRS (Continued)

**B Transferring Amounts to CRS (Continued)**

Step	Action		Result	
5 (Cntd)	<b>IF the user wants to...</b>	<b>THEN...</b>		
	adjust the data before transferring the overpayment to CRS	<ul style="list-style-type: none"> <li>adjust the data according to paragraph 651</li> <li>PRESS “Enter” to display the next overpayment record.</li> </ul>	<b>IF...</b> there are additional overpayment records that were selected on the Overpayments Selection Screen	<b>THEN...</b> Overpayments Transfer Confirmation Screen will be redisplayed each time “Enter” is pressed.
			all overpayment records have been processed	<ul style="list-style-type: none"> <li>PRESS “Cmd5” to transfer the overpayment to CRS</li> <li>The Overpayments Screen for batch overpayment printing control will be displayed.</li> </ul>
	skip the displayed overpayment record	PRESS “Cmd2”.	The Overpayments Transfer Confirmation Screen will be redisplayed with data for the next overpayment record.	
end the process without transferring any overpayments to CRS	PRESS “Cmd7”.	Overpayment Processing Menu will be redisplayed.		

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**\*--645 Transferring Overpayment Amounts to CRS (Continued)**

**B Transferring Amounts to CRS (Continued)**

Step	Action	Result
6	<p>The Overpayments Screen for batch overpayment printing control will be displayed for the overpayments processed on Overpayments Transfer Selection Screen. Overpayments are sorted into the “B” and “O” overpayment batches. See paragraph 652 for a complete description of the payment batches.</p> <p>On the Overpayments Screen for batch overpayment printing control, do either of the following.</p>	
	<b>IF the user wants to...</b>	<b>THEN ENTER...</b>
	<p>complete the overpayment transfer process for either of the payment batches</p>	<p>“Y” next to the overpayment batch to be processed.</p> <p><b>Note:</b> The entire batch must be completed before the next payment batch can be processed.</p>
	<p>suspend the overpayment batch for later processing</p>	<p>The payables are passed through the accounting interface for processing. Complete the overpayment process and print the notification letter according to 67-FI.</p> <p>The Overpayment Processing Menu will be redisplayed.</p>

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**646-648 (Reserved)**



**\*--649 Producer Selection Screen for Overpayments**

**A Example of Producer Selection Screen for Overpayments**

The following is an example of the producer Selection Screen for overpayments. Overpayments can only be processed by producer. However, a variety of options have been developed to provide flexibility in overpayment processing. Overpayments can be processed for:

- all producers
- a specific producer by entering the producer ID number and type, the producer’s last name, or the last 4 digits of the producer’s ID number.

**Note:** The producer Selection Screen for overpayments is used in processing the following:

- compute overpayments
- transfer overpayments to CRS.

```

MHAXXX          107-TULARE          SELECTION          MHAXXXX
2005 XXX Selection Screen          Version: AE39          04-12-2006          14:56          Term E0
-----
          Enter Producer ID Number:          and Type:
          (Enter 'ALL' For All Producers)

OR          Producer Last Four Digits of ID:

OR          Producer Last Name
          (Enter Partial Name To Do An Inquiry)

Enter=Continue          Cmd3=Previous Menu
    
```

--\*

**\*--649 Producer Selection Screen for Overpayments (Continued)**

**B Error Messages**

The following describes the error messages that may be displayed on the producer Selection Screen for overpayments.

<b>Error Message</b>	<b>Explanation</b>	<b>Action</b>
“Must Enter Producer ID and Type, Last Name, or Last 4.”	“Enter” was pressed without selecting a producer on the producer Selection Screen for overpayments.	Select a specific producer or all producers.
“Invalid Producer ID Type.”	An ID number was entered, but the ID type: <ul style="list-style-type: none"> <li>• was not entered</li> <li>• entered does not match the ID type on the name and address file.</li> </ul>	Ensure that the ID type entered matches the ID type for the selected producer ID number.
“Invalid ID number - Please Try Again.”	An ID number was entered that is not on the name and address file.	Ensure the correct ID number is entered or select the producer by entering the producer’s last name.
“No Producer Selected - Please Try Again.”	The last 4 digits of an ID number were entered, but a match was not found on the name and address file.	Ensure that the correct last 4 digits of the ID number are entered or select the producer by entering the producer’s last name.
<ul style="list-style-type: none"> <li>• “Entry Must Be Blank When Entering a Producer ID and Type.”</li> <li>• “Entry Must Be Blank When Entering Last 4 of Producer ID.”</li> <li>• “Entry Must Be Blank When Entering a Producer Last Name.”</li> </ul>	An entry was recorded in more than 1 producer selection field.	Enter producer selection data in only 1 field.

--\*

\*--650 Overpayments Selection Screen

**A Example of Overpayment Selection Screen**

After producers with overpayments have been selected on the producer Selection Screen for overpayments, all overpayment records for the selected producers will be displayed on the Overpayments Selection Screen. General data applicable to the overpayment will be displayed, including:

- producers name, ID number, and ID type
- kind
- type
- weight
- contract/owner (LIP only).

**Note:** Head loss and contract/owner will not be displayed if the overpayment is the result of payment issued exceeding the producer's payment limitation.

- net overpayment amount.

**Note:** If a member of a joint operation is listed on the overpayment register, then the joint operation will be listed on the Overpayments Selection Screen. The overpayment data for the member will not be displayed until the Overpayments Transfer Confirmation Screen is displayed.

MHAXXX	107-TULARE	CONTROL	MHAXXXX
2005 XXX Overpayments		Version: AE39 04-120-200 14:59	TERM E0
-----			
Enter an 'X' in the SEL column to select producer for overpayment processing			
SEL	Producer name	Producer ID and Type	Kind Type Weight Contract/Owner Overpayment Amount
	A JOHNSON	123-45-6789 S Beef	Adult Cow Owner \$750
Cmd5=Update Cmd7=End			

--\*

**\*--650 Overpayments Selection Screen (Continued)**

**B Selecting Overpayments To Be Transferred to CRS**

Overpayment amounts computed for selected producers will be displayed on the Overpayments Selection Screen. Select each overpayment record that should be transferred to CRS by entering “X” in the “SEL” field.

**Note:** Only select overpayment records that have been verified as a true debt. Do **not** select any overpayment record that should not be sent to CRS.

If there are more than 9 overpayment records for producers selected on the Overpayments Selection Screen, use the roll keys to scroll through the producers displayed on the screen to “indicate” the records that should be transferred. ENTER “X” in the “SEL” field next to each overpayment that should be transferred to CRS.

When all overpayments have been “indicated”, PRESS “Cmd5” to continue the CRS transfer process.

**Note:** None of the data displayed on the Overpayments Selection Screen can be modified.

**C Error Messages**

The following describes the error messages that may be displayed on the Overpayments Selection Screen.

Error Message	Explanation	Action	
“Invalid Response - Only Cmd5 and Cmd7 are allowed.”	Something other than “Cmd5” or “Cmd7” was pressed.	<b>IF all overpayment records...</b> have been “marked” for transfer	<b>THEN...</b> PRESS “Cmd5” to continue with the transfer process.
		have <b>not</b> been “marked” for transfer	<ul style="list-style-type: none"> <li>• place “X” in the “SEL” field next to each overpayment that should be transferred to CRS</li> <li>• PRESS “Cmd5” to continue with the transfer process.</li> </ul>
“Invalid Response - Enter ‘X’ to Select Overpayment.”	Something other than “X” was entered in the “SEL” field.		

--\*

**\*--651 Transfer Confirmation Overpayments Screen**

**A Example of Transfer Confirmation Overpayments Screen**

After overpayments have been selected for transfer, the transfer confirmation Overpayments Screen will be displayed for:

- each selected overpayment record
- members of joint operations.

County Offices are allowed to adjust overpayment data on the transfer confirmation Overpayments Screen before transferring the overpayment to CRS. See subparagraph B for additional information on which fields can be adjusted.

**Important:** Adjust overpayment data on the transfer confirmation Overpayments Screen before transferring the overpayment to CRS. The data **cannot** be adjusted after it is updated in CRS.

The following is an example of the transfer confirmation Overpayments Screen.

```

MHAXXX          107-TULARE          Selection      MHAXXXXX
2005 XXX Overpayments          Version: AE39  04-12-2006 16:02 TERM E0
-----
Producer ID/Name      123-45-6789 S      SAM JOHNSON
Member ID/Name

Kind Beef      Type Adult      Weight Cow      Contract or Owner

Basis Code 10427

Overpayment Amount:          $750

Interest Start Date          Interest Rate

          _____          _____

Cmd7=End  Cmd5=Transfer Selected Records          Enter=Continue
Cmd2=Skip this Payment
    
```

--\*

\*--651 Transfer Confirmation Overpayments Screen (Continued)

**B Fields on Transfer Confirmation Overpayments Screen**

The following describes the fields on the transfer confirmation Overpayments Screen and provides an explanation of the information displayed. County Offices are allowed to adjust or modify certain data depending on the type of overpayment that exists.

Field	Information Displayed	What Can Be Changed
Producer ID/Name	The producer's or entity's: <ul style="list-style-type: none"> <li>• ID number and type</li> <li>• name.</li> </ul>	
Member ID/Name	If the entity is a joint operation, the member's: <ul style="list-style-type: none"> <li>• ID number and type</li> <li>• name.</li> </ul>	
Kind	The kind of livestock associated with the overpayment. <p><b>Note:</b> Kind of livestock will not be displayed if the overpayment results from payment limitation being exceeded.</p>	
Type	The type of livestock associated with the overpayment. <p><b>Note:</b> Type of livestock will not be displayed if the overpayment results from payment limitation being exceeded.</p>	
Weight	The weight of the livestock associated with the overpayment. <p><b>Notes:</b> This field will display for LIP overpayment data only.</p> <p>Weight of the livestock will not be displayed if the overpayment results from payment limitation being exceeded.</p>	
Contract or Owner	If livestock associated with the overpayment was contract or owned. <p><b>Notes:</b> This field will display for LIP overpayment data only.</p> <p>Contract or owner will not be displayed if the overpayment results from payment limitation being exceeded.</p>	

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\*--651 Transfer Confirmation Overpayments Screen (Continued)

**B Fields on Transfer Confirmation Overpayments Screen (Continued)**

Field	Information Displayed	What Can Be Changed
Basis Code	The basis code associated with the overpayment.	<p>The basis code will be displayed based on the reason for the overpayment. Only certain debt basis codes can be changed. See paragraph 639 for additional information on debt basis codes.</p> <p><b>Note:</b> The debt basis code <b>cannot</b> be changed for members of joint operations. If the debt basis code should be changed, then change the debt basis code displayed on the joint operation record.</p>
Audit No.		If the debt basis code is changed to 1 that begins with "19", then the "Audit No." field will be displayed so the audit number that identified the overpayment can be entered.
Overpayment Amount	The amount of the overpayment.  All amounts will be displayed in the "Overpayment Amount" field except those resulting from a payment limitation overpayment.	The overpayment amount may be reduced or increased. If the overpayment is changed, then a reason code <b>must</b> be entered.
Pay Limit Amount	<b>Note:</b> Only the applicable field will be displayed.	<b>Note:</b> The amount <b>cannot</b> be adjusted if the record displayed is for a joint operation. If the overpayment amount should be adjusted, then adjust the applicable member's record.
Interest Start Date		<p>An entry is required in this field if the debt basis code is any of the following:</p> <ul style="list-style-type: none"> <li>• 10-421 or 19-421</li> <li>• 10-427 or 19-427.</li> </ul> <p><b>Note:</b> The interest start date should be the date of the original disbursement.</p>

--\*

\*--651 Transfer Confirmation Overpayments Screen (Continued)

**B Fields on Transfer Confirmation Overpayments Screen (Continued)**

Field	Information Displayed	What Can Be Changed
Interest Rate		<p>An entry is required in this field if the debt basis code is any of the following:</p> <ul style="list-style-type: none"> <li>• 10-421 or 19-421</li> <li>• 10-427 or 19-427.</li> </ul> <p><b>Note:</b> The interest rate:</p> <ul style="list-style-type: none"> <li>• must be greater than 0 and less than 25.001</li> <li>• should be the applicable late payment interest rate in effect on the date the original payment was disbursed. See 50-FI for interest rates.</li> </ul>

--\*



**\*--651 Transfer Confirmation Overpayments Screen (Continued)**

**C Error Messages**

The following describes the error messages that may be displayed on the transfer confirmation Overpayments Screen.

<b>Error Message</b>	<b>Explanation</b>	<b>Action</b>
“Invalid Entry - Basis Code Must be Entered.”	The displayed debt basis code was removed and a valid debt basis code was not entered.	Enter a valid debt basis code. See paragraph 639 for additional information on valid debt basis codes.
“Invalid Basis Code - Please Re-enter.”	The displayed debt basis code was changed to an invalid debt basis code.	
“Interest Start Date & Interest Rate Required for This Debt Basis Code.”	An interest start date and/or interest rate were not entered.	Enter the following: <ul style="list-style-type: none"> <li>• date the payment was originally issued</li> <li>• interest rate in effect on the date the payment was issued.</li> </ul>
“Interest Rate Required for This Debt Basis Code.”	An interest start date was entered, but an interest rate was not entered.	Enter interest rate in effect on the date the payment was issued.
“Invalid Date - Please Re-enter.”	The interest start date entered is a date before the payment was issued.	Enter the date the payment was issued. Print the PPH Report to determine the payment issue date.
“Interest Start Date Cannot be Greater than Current Date.”	The interest start date entered is greater than the system date.	
“Invalid Entry - Interest Rate Cannot Exceed 25.00.”	An invalid interest rate was entered.	See 50-FI for interest rates.
“Reason Code Required If Overpayment Amount is Adjusted.”	The overpayment amount displayed was either increased or decreased.	Enter 1 of the following reason codes to justify the adjustment: <ul style="list-style-type: none"> <li>• “1” - Eligibility is Incorrect</li> <li>• “2” - Payment Limitation</li> <li>• “3” - Finality Rule</li> <li>• “9” - Other.</li> </ul> <p><b>Note:</b> “Cmd13” can also be pressed to display a pop-up screen with the applicable reason codes.</p>
“Invalid Entry - Press Cmd13 for List of Valid Reason Codes.”	An invalid reason code was entered.	

--\*

\*--651 Transfer Confirmation Overpayments Screen (Continued)

C Error Messages (Continued)

Error Message	Explanation	Action	
"Invalid Response - Only Cmd2, Cmd7, and ENTER are allowed."	Something other than "Cmd2", "Cmd7", or "Enter" was pressed on a screen displaying an overpayment for a member of a joint operation.	<b>IF the displayed overpayment record should be...</b>	<b>THEN...</b>
		transferred to CRS	PRESS "Enter" to continue the transfer process.
		skipped	PRESS "Cmd2".

--\*

**\*--652 Overpayments Screen for Batch Overpayment Printing Control**

**A Example of Overpayments Screen for Batch Overpayment Printing Control**

After overpayments have been confirmed for transfer to CRS, the Overpayments Screen for batch overpayment printing control will be displayed with the number of overpayment work records:

- to be processed
- that have been processed
- remaining to be processed.

The following is an example of the Overpayments Screen for batch overpayment printing control.

```

MHAXXX                107 TULARE                ENTRY                MHAXXXX
2005 XXX Overpayments                Version: AE39  04-12-2006 16:05 Term E0
-----
                                BATCH OVERPAYMENT PRINTING CONTROL

                                5 Records to be processed
                                0 Have been processed
                                5 Records remain to be processed

Enter (Y)es to start or continue a Batch Print Processing.

Only one "Y" entry will be accepted.

                                5 "B" (regular overpayment) work records to be processed
                                0 "O" (Joint Operation) work records to be processed

                                                                Enter-Continue
    
```

**B Sorting Overpayment Records**

Overpayments are sorted into the following 2 categories for FIP or LIP.

- “B”atch - regular overpayments that have no special circumstances. These records are sent in batches of 75 or less.
- “O”nline - overpayments for producers with an entity type of 02, 03, 05, and 07. These records are sent in batches of 10 or less.--\*

**\*--652 Overpayments Screen for Batch Overpayment Printing Control (Continued)**

**C Selecting Batches to Print**

Batches of overpayments may be selected to complete the CRS transfer process and print the initial notification letter. The following provisions apply to the batch overpayment processing.

- When an overpayment batch is selected, that entire batch must be completed before selecting the other batch.
- Batches may be selected in either order.
- After an overpayment batch completes printing, the option to select that batch is no longer available.--\*

**653-656 (Reserved)**

**\*--657 Canceling Overpayments**

**A Introduction**

If it is discovered that an overpayment has been transferred to CRS erroneously, then the overpayment **cannot** be canceled until subsequent transactions, such as collections applied to the receivable, have been canceled in CRS.

**Note:** See 67-FI for deleting transactions.

If an error is determined, then the overpayment shall be canceled by accessing option 4, “Cancel Overpayments” on the Overpayment Processing Menu.

**B Steps to Cancel Overpayments**

The overpayment cancellation process has been developed to restrict the number of overpayments displayed on the overpayments Cancel Screen. This:

- ensures the correct overpayment is displayed for a requested producer
- reduces the possibility that the wrong overpayment is accidentally canceled.

County Offices shall take extra caution to ensure the correct overpayment is selected for cancellation by printing the PPH Report according to paragraph 679.

Cancel erroneous overpayments according to the following.

Step	Action	Result
1	Access the Overpayment Processing Menu according to paragraph 607.	
2	ENTER “4”, “Cancel Overpayments”, and PRESS “Enter”.	Cancel Screen to select an overpaid producer will be displayed.

--\*

\*--657 Canceling Overpayments (Continued)

**B Steps to Cancel Overpayments (Continued)**

Step	Action	Result
3	The Cancel Screen for selecting a producer to cancel an overpayment requires the user to enter specific data about the payable to be canceled. See paragraph 658 for additional information on the producer selection Cancel Screen.	
	<p><b>IF the user wants to...</b></p>	
	<p><b>THEN...</b></p> <ul style="list-style-type: none"> <li>• enter the following data:                             <ul style="list-style-type: none"> <li>• producer’s ID number and type, last 4 digits of the producer’s ID number, or the producer’s last name</li> <li>• transaction number for the overpayment to be canceled</li> </ul> </li> </ul> <p><b>Notes:</b> These are identified on the PPH Report with “RECV” as the payment type.</p> <p>If the overpayment was established for a joint operation, then the transaction number for the joint operation must be entered.</p> <ul style="list-style-type: none"> <li>• PRESS “Enter”.</li> </ul>	<p>If there is a receivable record on the payment history file that matches the criteria entered, then the select overpayment for cancellation Cancel Screen will be displayed.</p> <p><b>Note:</b> If more than 1 producer is found on the name and address file matching the criteria entered, Screen MACR04-01 will be displayed allowing the user to select the desired producer.</p>
	end processing without accessing the overpayment	The Overpayment Processing Menu will be redisplayed.

--\*

\*--657 Canceling Overpayments (Continued)

**B Steps to Cancel Overpayments (Continued)**

Step	Action	Result
4	The overpayment for cancellation Cancel Screen provides users with information about the overpayment being canceled, including: <ul style="list-style-type: none"> <li>• producer name and ID number and type</li> <li>• transaction number for the overpayment being canceled</li> <li>• date the receivable was established</li> <li>• net overpayment amount.</li> </ul>	
	<b>IF the user wants to...</b>	<b>THEN, on the overpayment for cancellation Cancel Screen...</b>
	cancel a displayed overpayment	ENTER "X" in the "SEL" field next to the overpayment for cancellation.
	end without processing	PRESS "Cmd7".
		<b>Result</b> A verification message will be displayed.  The Overpayment Processing Menu will be redisplayed.

--\*

\*--658 Cancel Screen for Selecting a Producer to Cancel an Overpayment

A Example of Cancel Screen for Selecting a Producer to Cancel an Overpayment

Overpayments can only be canceled if both of the following are entered on the for selecting a producer to cancel an overpayment:

- producer identification by entering any of the following:
  - producer ID number and type
  - the producer’s last name
  - last 4 digits of the producer’s ID number
- transaction number associated with the overpayment for the identified producer.

**Note:** See paragraph 678 for additional information on the PPH Report.

The following is an example of the Cancel Screen for selecting a producer to cancel an overpayment.

```

MHAXXX          107-TULARE          SELECTION          MHAXXXXX
2005 XXX Cancel Screen          Version: AE39  04-12-2006 16:20 Term E0
-----
          Enter Producer ID Number: _____ and Type: ____

          OR   Producer Last Four Digits of ID:          _____

          OR   Producer Last Name          _____
                (Enter Partial Name To Do An Inquiry)

          AND  Transaction Number          _____

Cmd3=Previous Menu          Enter=Continue
  
```

--\*



**\*--658 Cancel Screen for Selecting a Producer to Cancel an Overpayment (Continued)**

**B Error Messages**

The following describes the error messages that may be displayed on the Cancel Screen for selecting a producer to cancel an overpayment.

**Recommendation:** The PPH Report includes all transactions associated with the producer along with the transaction number for each transaction. It is recommended that County Offices use the PPH Report to verify the overpayment to be canceled.

<b>IF the following message is displayed...</b>	<b>THEN...</b>	<b>Action</b>
“Must Enter a Producer and Transaction Number.”	“Enter” was pressed without selecting both a producer and transaction number on the Cancel Screen for selecting a producer to cancel an overpayment.	Select a specific producer and enter the associated transaction number for the overpayment to be canceled.
“Invalid ID number - Please Try Again.”	either of the following were entered: <ul style="list-style-type: none"> <li>• an ID number and ID type that is not on the Name and Address file</li> <li>• last 4 digits of the producer ID number do not match any active ID number on the Name and Address file.</li> </ul>	Ensure that the correct ID number and type, or last 4 digits are entered or, select the producer by entering the producer’s last name.
“More Than 1 Method Used for Producer Selection.”	an entry was recorded in more than 1 producer selection field.	Enter producer selection data in only 1 field.

--\*

\*--658 Cancel Screen for Selecting a Producer to Cancel an Overpayment (Continued)

**B Error Messages (Continued)**

<b>IF the following message is displayed...</b>	<b>THEN...</b>	<b>Action</b>
"Invalid Transaction Number. Please Reenter."	a valid producer was selected and there are records on the payment history file associated with the producer, but the transaction number entered does not match the transaction number for any payable associated with the producer.	Enter the transaction number associated with the record for the total payable. Refer to the PPH Report to determine transaction numbers.  <b>Note:</b> See paragraph 678 for additional information on the data printed on the PPH Report.
	A valid transaction number was entered for an overpayment associated with the producer; however, the transaction number entered is for a member of a joint operation.	Cancel the overpayment using the joint operation's ID number and transaction number. Refer to the PPH Report to determine the transaction number.  <b>Note:</b> See paragraph 678 for additional information on the data printed on the PPH Report.
"Selected Producer ID conflicts with the Producer ID on Workstation XX."	cancellation for the producer is being processed on another workstation.	PRESS "Enter" to terminate the request.

--\*

**\*--659 Overpayment for Cancellation Cancel Screen**

**A Example of Overpayment for Cancellation Cancel Screen**

After an overpayment has been selected for cancellation on Cancel Screen for selecting a producer to cancel an overpayment, the overpayment for cancellation Cancel Screen will be displayed with data from the payment history file to allow the user to verify that the correct overpayment has been selected. The following information will be displayed:

- producer name, ID number, and ID type
- transaction number for the overpayment record
- date the receivable was established
- net overpayment amount.

**Note:** Since the transaction number is a required entry on the Cancel Screen for selecting a producer to cancel an overpayment, only 1 overpayment will be displayed for cancellation on the overpayment for cancellation Cancel Screen.

To continue with the cancellation process, ENTER “X” next to the overpayment record displayed, and PRESS “Cmd5”.

The following is an example of the overpayment for cancellation Cancel Screen for LIP.

```

MHAXXX                      107 -TULARE                      SELECT          MHAXXXXX
2005 XXX Cancel Screen                      Version: AE39 04-12-2002 16:25 Term E0
-----
                SELECT OVERPAYMENT FOR CANCELLATION

Enter 'X' in the SEL column to select an overpayment for cancellation

Producer Name: SAM JOHNSON                      Producer ID: 123456789 S
Transaction Number: E009300001

SEL   Transfer Date  Kind   Type   Weight  Contract/      Overpayment Amount
      04-12-2006    BEEF  ADULT  COW     OWNER
___
                                $750

Cmd5=Update Cmd7=End
    
```

--\*

**\*--659 Overpayment for Cancellation Cancel Screen (Continued)**

**B Error Messages**

The following describes the error messages displayed on the overpayment for cancellation Cancel Screen, and the action that shall be taken.

<b>Error Message</b>	<b>Explanation</b>	<b>Action</b>
"Invalid Response."	Something other than "X" was entered in the "SEL" field.	ENTER "X" to select the payable for cancellation.
"If Selection is correct, PRESS 'Cmd5' to verify."	The overpayment was selected for cancellation.	Do either of the following" <ul style="list-style-type: none"> <li>• if the selected overpayment should be canceled, PRESS "Cmd5" again to complete the cancellation</li> <li>• if the selected overpayment should not be canceled, PRESS "Cmd7" to end processing.</li> </ul>

--\*

**\*--660 Overpayment Register****A About the Overpayment Register**

When overpayments are computed, an overpayment register will be printed that includes information for each selected producer that is overpaid. This register informs County Offices of the reason the overpayment has been calculated and the amount of the overpayment.

**Note:** An overpayment register will be printed even if none of the producers in the selected batch are overpaid. The message, “No Exceptions for Selected Producers”, will be printed on the overpayment register.

**B Reviewing the Overpayment Register**

The overpayment register is automatically printed after all selected overpayments have been computed. County Offices shall review the overpayment register to ensure that:

- producers are timely notified of overpayments
- the finality rule will not apply.

**C DD Review**

DD’s shall review the overpayment register to ensure that County Offices are:

- running the overpayment process in a timely manner
- collecting overpayments in a timely manner
- correcting information in the system that creates an erroneous overpayment condition.

**D Register Retention**

County Offices shall retain copies of FIP and LIP overpayment registers for 1 year from the date the overpayment register is prepared.

**E Reprinting the Overpayment Register**

The overpayment register for the most recent computations can be reprinted by accessing option 2, “Reprint Overpayment Register”, on the Overpayment Processing Menu.

**Note:** The overpayment register **cannot** be reprinted if the system date is more than 7 calendar days past the date the overpayments were last computed.--\*

**\*--661 Overpayment Register Messages**

**A Exception Messages on the Overpayment Register**

The following provides the messages that may be displayed on the overpayment register.

**Note:** The overpayment register will list information for joint operations, as well as, the members of the joint operation. If the overpayment reason is because of the joint operation or member instead of the producer, then the message will print with “Joint Operation” or “Member” in place of “Producer”.

<b>Message</b>	<b>Reason for Message</b>
“Application is not approved for payment.”	The application not approved for payment.
“Application is approved, but producer ID number and/or business type is not valid for payment purposes.”	Invalid ID number and/or business type.
“Member information not found for the joint operation.”	Joint operation member information is not found on the permitted entity file.
“Total payments issued to the producer or member exceeds the earned payment amount on the application.”	The total payments issued to the producer exceed the earned payment amount.
“Payment limitation allocation is zero.”	Payment limitation is allocated to zero.
“Producer has exceeded effective payment limitation.”	The producer’s payments exceed the effective payment limitation.
“Producer has refused ALL payments.”	The refuse payment flag in the name and address file is set to “Y” for the selected producer.
“Producer is not eligible due to person determination status.”	The producer does not meet person determination provisions.
“Producer is not eligible due to AD-1026 certification status.”	The producer is not eligible because of AD-1026 certification status.
“Producer is not eligible due to conservation compliance violation.”	The producer is not eligible because of conservation compliance violation.
“Producer is not eligible due to controlled substance violation.”	The producer is not eligible because of controlled substance violation.
“Producer is not eligible due to Fraud, including FCIC, violation.”	The producer is not eligible because of fraud, including FCIC, violation.
“Producer does not meet AGI provisions.”	The producer does not meet AGI provisions.
“Producer is a Member of joint operation 99-9999999 X”	The producer is a member of a joint operation. The joint operation ID number is identified in the message.

--\*

**\*--661 Overpayment Register Messages (Continued)**

**A Exception Messages on the Overpayment Register (Continued)**

<b>Message</b>	<b>Reason for Message</b>
"AGI share has been determined to be greater than 100%."	AGI determination was greater than 100 percent.
"Producer is not recorded on entity file."	The producer is a joint operation or an entity, but there is not a matching ID number and type on the entity file.
"One or more members of joint operation are not eligible for payment."	Joint operation has 1 or more members that are not eligible for payment.
"Producer is a joint operation."	The producer has an entity type of "02" or "03".

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**662-671 (Reserved)**





**\*--Section 5 Payment Registers and Reports**

**672 Overview**

**A Introduction**

There are a variety of reports and registers that have been developed to assist County Offices with processing payments. These include:

- pending payment registers for the “B”, “A”, and “O” payment batches
- nonpayment register for producers that cannot be paid
- PPH Report.

**B Accessing Payment Processing Main Menu**

The PPH Report for FIP or LIP payment processing can be generated from the Payment Processing Main Menu.

**Note:** The pending and nonpayment registers are automatically generated after a payment batch has completed processing. These reports **cannot** be regenerated.

Access the Payment Processing Main Menu according to the following.

Step	Menu	Action
1	FAX250	ENTER “3” or “4”, “Application Processing”, as applicable.
2	FAX09002	If option 4 was selected on Menu FAX250, then select the appropriate county.
3	FAX07001	ENTER “11”, “PFC/DCP/Compliance”.
4	M00000	ENTER “1”, “NAP and Disaster”.
5	MH0000	ENTER “14”, “Hurricane Disaster Programs”.
6	MHN0YR	<ul style="list-style-type: none"> <li>• ENTER “1”, “Feed Indemnity Program”</li> <li>• ENTER “3”, “Livestock Indemnity Program”.</li> </ul>
7	MHAV00	ENTER, “2”, “Payment Process”.
8	MHAVN0	ENTER “6”, “Print Producer Payment History”.

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**673-677 (Reserved)**



**\*--678 PPH Report****A Introduction**

The PPH Report identifies all records that have been written to the payment history file, including:

- all payments issued to producers
- payment amounts attributed to members of joint operations
- all payables that have been canceled
- receivable amounts transferred to CRS
- canceled receivables.

County Offices shall use the PPH Report to verify and ensure that payments are issued properly.

**B How the Payment History File Gets Updated**

The following 3 types of records written to the payment history file will be printed on the PPH Report:

- producer-level records for payments issued to producers and joint operations
- member-level records for amounts attributable to members of joint operations
- “total” records reflecting the total combined payment issued to the producer.

The PPH Report will summarize:

- for FIP, payment information will be printed by kind of livestock
- for LIP, payment information will be printed by kind of livestock and if contract or owned.

If the producer is a joint operation, then a record is also written to the payment history file for each member sharing in the FIP or LIP payment.--\*

\*--678 PPH Report (Continued)

**C Information on the PPH Report**

Depending on the type of record printed, data for certain fields will not be printed. The following describes the information on the PPH Report.

Item/Field	Description		
Producer Name, Address, and ID Number			
Payment Date	Date the payable or total record was either issued or canceled from the payment history file.		
Joint Op/Member ID Number	Data will only be printed in this field if PPH Report is for a joint operation or a member of a joint operation.		
	<table border="1"> <tr> <td data-bbox="537 688 727 800"><b>IF PPH Report is for...</b></td> <td data-bbox="727 688 1484 800"><b>THEN...</b></td> </tr> </table>	<b>IF PPH Report is for...</b>	<b>THEN...</b>
	<b>IF PPH Report is for...</b>	<b>THEN...</b>	
joint operation	<ul style="list-style-type: none"> <li>• a record will be printed on PPH Report for each member of the joint operation that was eligible for a payment</li> <li>• the member's ID number will be printed in this field.</li> </ul>		
member	the joint operation's ID number will be printed in this field.		
Kind	The kind of livestock from the application will be printed in this field.		
Type	The type of livestock from the application will be printed in this field.		
Weight  <b>Note:</b> This field applies to the LIP PPH Report only.	The weight category of the livestock from the application will be printed in this field.		
Contract or Owner  <b>Note:</b> This field applies to the LIP PPH Report only.	Identifies if the livestock was contract or owned.		

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**C Information on the PPH Report (Continued)**

Item/Field	Description	
Payment Type	Identifies the status or type of transaction that has been recorded.	
	<b>IF the payment type is...</b>	<b>THEN the record...</b>
	“CHK/EFT”	is for a payment issued to the producer. The record with this indicator represents the total combined payment issued to the producer.  <b>Note:</b> The “CHK/EFT” will only be printed on the FIP or LIP “total” records. This is the record that is actually sent to the accounting system for checkwriting or EFT processing.
	“CANCEL”	has been canceled through the FIP or LIP payment cancellation process.
	“RECV”	is for an overpayment amount that has been transferred to CRS.
	“C/RECV”	is for an overpayment amount that was sent to CRS, but has been canceled through the FIP or LIP overpayment cancellation process.
blank	is for a member of the joint operation. These records <b>cannot</b> be selected during the payable cancellation process.	
Transaction Number	<p>A system-assigned number used to uniquely identify each payable generated through the FIP or LIP payment process. The transaction number is also sent to the accounting system and printed on the producer transaction statement.</p> <p>The transaction number is very important for payables that need to be canceled. To alleviate potential erroneously canceled payables, the transaction number must be entered on the Cancel Screen with the producer ID number or name. Since the record with “CHK/EFT” is the only record sent to the accounting system, the transaction number for the “CHK/EFT” or “total” record is the only transaction number that can be used. This record represents all payables that have been combined together for the producer. When a payment is canceled for a “total” record, then all records associated with the “total” record are also canceled.</p>	

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\*--678 PPH Report (Continued)

C Information on the PPH Report (Continued)

Item/Field	Description
Gross Payment	Amount of the calculated payment before AGI and payment limitation reductions have been applied.
Payment Limit Reduction	<p>Amount of the payment that is subject to the payment limitation that <b>cannot</b> be issued to the producer because payment limitation has been reached.</p> <p>Amounts listed in the payment limitation reduction field represent the amount of the reduction at the time the payment was computed. A “total” payment limitation reduction is not printed on the PPH Report.</p> <p><b>Note:</b> Records are only written to the payment history file if a payment was issued. If the entire payable was not issued because of AGI or payment limitation reductions, then the record is not printed on the PPH Report. County Offices shall use the nonpayment register to determine which payments are not issued and the exact reason the payment was not issued.</p>
AGI Reduction	Amount of the payment that is subject to an AGI reduction.
Net Payment	Amount of the calculated payment after AGI and payment limitation reductions have been applied. This is the amount actually issued to the producer.

--\*

**\*--679 Printing PPH Report**

**A Printing the PPH Report**

The PPH Report can be printed for a producer or for members of joint operations. Print the PPH Report according to the following.

Step	Action	Result	
1	Access the Payment Processing Main Menu according to subparagraph 672 B.		
2	On the Payment Processing Main Menu, ENTER “6”, “Print Producer Payment History”, and PRESS “Enter”.	The Printer Selection Screen will be displayed	
3	On the Printer Selection Screen, enter the appropriate printer ID and PRESS “Enter”.	The producer Selection Screen will be displayed.	
4	The producer Selection Screen provides users with several options for printing PPH Reports.		
	<b>IF the user wants to print a PPH Report for...</b>	<b>THEN...</b>	
	all producers	ENTER “ALL” in the “Enter Producer ID Number and Type” field.	PPH Report will be printed for all producers and members of joint operations that are found on the payment history file.  The producer Selection Screen will be redisplayed.
a selected producer	enter 1 of the following and PRESS “Enter”:  <ul style="list-style-type: none"> <li>• producer ID number and ID type in the “Enter Producer ID Number and Type” field</li> <li>• last 4 digits of the producer’s ID number in the “Producers Last Four Digits of ID” field</li> <li>• producer’s last name in the “Producer Last Name” field.</li> </ul>	The PPH Report will be printed for the selected producer if any records are found on the payment history file.  The producer Selection Screen will be redisplayed.	

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680-683 (Reserved)





**\*--684 Pending Payment Registers****A About the Pending Payment Registers**

When FIP or LIP payments are processed, pending payment registers will be printed for each selected producer that is eligible for payment. This register informs County Offices of the following:

- amounts of the payment that has been computed
- the specific payment batch the payment will be processed through.

According to subparagraph 610 B, the payment batches are as follows.

- “B” - batch payments that have no special circumstances. These payments require no user intervention.
- “A” - assignment payments marked in the name and address file as having an assignment or joint payee form on file. These payments require no user intervention, but may require more time to print because they will read the assignment/joint payee file.
- “O” - online payments marked in the name and address file as having a flag set for any of the following:
  - receivable
  - claim
  - other agency claim
  - bankruptcy
  - deceased
  - missing
  - incompetent
  - nonresident alien.

These records **require** user intervention.

**Note:** Pending payment registers will only be printed for the payment batches being processed.--\*

**\*--684 Pending Payment Registers (Continued)**

**B Reviewing the Pending Payment Registers**

The pending payment register is automatically printed after all selected payments have been computed. County Offices shall review the registers to ensure that payments have been computed properly.

**Recommendation:** It is recommended that the County Office print the producer Statement of Projected Payment Amounts Report according to subparagraphs 551 for LIP and 851 for FIP, to verify payment amounts.

If a payable is not computed properly, County Offices shall:

- cancel CCC-184 or EFT **immediately** after it is processed
- correct the condition that caused the payable to be computed improperly
- reprocess the payment.--\*

\*--684 Pending Payment Registers (Continued)

**C Information on the FIP and LIP Pending Payment Register**

The following information is printed on the pending payment register.

Field	Contents of Field
Producer ID Number and Type	Producer ID number and ID type.  <b>Note:</b> If the payment is for a joint operation, then the joint operation will be printed. Members will <b>not</b> be printed.
Producer Entity Type	Producer entity type.
Producer Name	Name of producer.  <b>Note:</b> If the producer or entity is a joint operation, then the name of the joint operation appears first followed by the names of all the members eligible for payment.
Livestock Kind	Kind of livestock from the application.
Contract/Owner	Indicates if livestock was contract or owned.  <b>Note:</b> This field applies to LIP processing only.
Gross Payment	Calculated payment amount before AGI or payment limitation reductions have been applied.
Reduction Amount	Amount the payable is being reduced because of an AGI or payment limitation reduction.  <b>Note:</b> An amount will only be printed in this field for the livestock kind on which the producer reaches payment limitation. If a payable is completely reduced to zero because of payment limitation, then the payable will be printed on the nonpayment register.
RSN	Reason code of "A" indicating a payment limitation reduction or "B" indicating an AGI payment reduction.
Net Payment	Calculated payment amount after AGI or payment limitation reductions have been applied.

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685-689 (Reserved)



**\*--690 Nonpayment Register**

**A About the FIP or LIP Nonpayment Register**

When payments are processed, a nonpayment register will be printed for each selected producer that is not eligible for payment. This register informs County Offices of the reason the payment is not being issued.

**Note:** A nonpayment register will be printed even if all the producers in the selected batch are being paid. The message, “No Exceptions for Selected Producers”, will be printed on the nonpayment register.

**B Reviewing the Nonpayment Register**

The nonpayment register is automatically printed after all selected payments have been computed. County Offices shall review the nonpayment register to identify conditions that are preventing payments from being issued and take the appropriate action.--\*

**\*--691 Nonpayment Register Messages**

**A Exception Messages**

County Offices shall resolve exception messages printed on the nonpayment register according to the following.

<b>Message</b>	<b>Reason for Message</b>	<b>County Office Action</b>
“Application is not approved for payment.”	COC payment approval date for the application is not recorded in the system.	Enter the approval date in the system according to paragraph 510 for LIP and 809 for FIP.
“Payment rate not available. Please contact your State Specialist.”  <b>Note:</b> This message applies to LIP processing only.	The payment rate for the livestock kind, type, weight, and if contract or owned is not available.	Contact the State Specialist.
“Payment computed to zero.”	The payment for the producer calculated to zero.	Ensure that the application data is loaded correctly in the system.
“Payment calculated to less than \$1.00.”	The accumulated payment for the producer does not round to at least \$1.	Ensure that the application data is loaded correctly in the system.
“Producer has refused ALL payments.”	The refuse payment flag in the Name and Address file is set to “Y” for the selected producer.	If the producer has: <ul style="list-style-type: none"> <li>• refused program payments, then disregard the message</li> <li>• not refused program payments, then change the refuse payment flag to “N” in the name and address file.</li> </ul>
“AGI share has been determined to be greater than 100%.”	AGI share is not correct in the system.	Re-update the producer/member AGI share in the system.
“Invalid ID number and/or business type.”	Application is approved, but the producer ID and/or business type is not valid for payment purposes.	Correct the producer ID type, business type, or both if they are not loaded correctly in SCIMS.

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## \*--691 Nonpayment Register Messages (Continued)

## A Exception Messages (Continued)

Message	Reason for Message	County Office Action
“Payment limitation allocated to zero.”	Payment limitation allocation has not been received from the control County Office.	Contact the control County Office to request a payment limitation allocation. If an allocation cannot be provided, then the producer is not eligible to receive a payment.
“Producer has reached payment limitation.”	Payments issued to the producer exceed the 2005 LIP or FIP payment limitation amount or the effective payment limitation amount.	Contact the control County Office to request an increase in the payment limitation allocation. If the limitation cannot be increased, then the producer is not eligible to receive any additional payments.
“One or more members of joint operation are not eligible for payment.”	Joint operation has one or more members that are not eligible for payment.	This is an informational message
“Producer is a member of joint operation 99-9999999.”	Member of joint operation is eligible for payment, but joint operation is not eligible.	This is an informational message to tie the member back to the joint operation.
“Producer is a Joint Operation.”	The producer has an entity code of “02” or “03”.	This is an informational message and no action is required.
“Member information not found for the joint operation.”	Joint operation member information is not found on the permitted entity file.	Update the joint operation member information in the permitted entity file.
“Producer is not recorded on entity file.”	The producer is a joint operation or entity and is not loaded in the joint operation or entity file according to 2-PL.	Ensure that the joint operation or entity information is loaded correctly in the joint operation or entity file according to 2-PL.
“Producer has a temporary ID number.”	The ID number for the selected producer has an ID type on the name and address file of “T” and the producer’s entity type is not “15”.	Producers with temporary ID numbers are not eligible for payment. Obtain the producer’s ID number and record the information on the application.
“Producer is a federal entity and not eligible for program benefits.”	Producer has a Federal tax ID number.	Do <b>not</b> issue a payment to a Federal entity.

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**\*--691 Nonpayment Register Messages**

**A Exception Messages (Continued)**

<b>Message</b>	<b>Reason for Message</b>	<b>County Office Action</b>
“Producer is not eligible due to person determination status.”	The producer does not meet person determination provisions.	Update the producer eligibility according to COC determinations, according to 3-PL.  <b>Note:</b> Print Report MABDIG from the System 36 or the web-based Subsidiary Print to determine producer eligibility flag settings.
“Producer is not eligible due to AD-1026 certification status.”	The producer is not eligible because of AD-1026 certification status.	
“Producer is not eligible due to conservation compliance violation.”	The producer is not eligible because of conservation compliance violation.	
“Producer is not eligible due to controlled substance violation.”	The producer is not eligible because of controlled substance violation.	
“Producer is not eligible due to Fraud, including FCIC, violation.”	The producer is not eligible because of fraud, including FCIC, violation.	
“Producer does not meet AGI provisions.”	The producer does not meet AGI provisions.	

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**692-695 (Reserved)**



**\*--Section 6 Recovery Process****696 Using the Recovery Process****A Introduction**

If the system is interrupted for any reason while processing payments, then the recovery program is executed when the option to issue payments is accessed again.

**B Recovery Process**

When an interruption occurs, the system attempts to automatically recover when either of the following occurs:

- the user selects any option on Menu FAX250 from the workstation that was processing payment before the interruption
- the user selects a payment option on the applicable payment processing menu.

The system recovers to the point of interruption or a report, file listing, or both print to assist in the recovery process.

**C If an Interruption Is Detected**

An error message screen will be displayed if an interruption is detected. The message, "An interruption in the payment processing has been detected. PRESS 'Enter' to attempt the recovery process. PLEASE DO NOT CANCEL.", will be displayed. Canceling the process will damage the payment history file.

**D After Recovery Is Completed**

After the recovery process has been completed, a message screen will be displayed. The message, "The recovery process has completed. PRESS 'Enter' to continue with the options originally selected.", will be displayed. The system then returns to the process that was originally selected on the applicable payment processing menu.

The user may now continue with original processing.--\*

**\*--697 Diagnostic Report****A When Report Will Print**

If intervention is required from the National Help Desk, then the Diagnostic Report is placed on the spool file. A message will be displayed instructing the user that the recovery program has printed a report. The report will be on hold. The user must release the report from the spool file.

Do **not** destroy the report. This report contains information that is helpful to the National Help Desk in restoring the system.

**B Contacting the Help Desk**

If the Diagnostic Report is received, then immediately contact the National Help Desk through the appropriate State Office personnel. Ensure that the report is available to assist the National Help Desk.

**C State Office Action**

The State Office shall:

- immediately contact the National Help Desk
- **not** attempt to correct the County Office system.--\*

**698-700 (Reserved)**

**\*--Part 12 2005 Hurricanes FIP**

**Section 1 Basic 2005 Hurricanes FIP Information**

**701 General Information**

**A Purpose**

2005 Hurricanes FIP provides monetary assistance to eligible livestock owners and cash lessees, but not both for the same livestock, for certain types of foraged based livestock for feed losses or increased feed costs that occurred as a result of Hurricane Dennis, Katrina, Ophelia, Rita, and/or Wilma.

Monetary assistance provided under 2005 Hurricanes FIP is not required to be used by the payee for any specific purpose.

This part provides instructions for administering 2005 Hurricanes FIP.

**B Source of Authority**

The Act of August 24, 1935, Section 32, as amended, authorizes the Secretary of Agriculture to provide assistance to restore farmers' purchasing power.

The widespread and significant loss of feed for certain livestock as a result of Hurricanes Dennis, Katrina, Ophelia, Rita, and Wilma has adversely affected the purchasing power of certain livestock producers in Presidentially- and Secretarially-declared primary disaster counties. Accordingly, the Secretary of Agriculture has determined that monetary assistance is appropriate under this authority for certain livestock producers.

The regulations for 2005 Hurricanes FIP are provided in 7 CFR Part 760.

**C Public Information**

Follow instructions in 2-INFO for providing information about 2005 Hurricanes FIP.--\*

**\*--701 General Information (Continued)****D Modifying Provisions**

Provisions in this handbook shall **not** be revised without prior approval from the National Office Livestock Assistance Program Manager.

**Important:** Revisions include adding, deleting, editing, clarifying, supplementing, or otherwise amending any procedure, form, or exhibit.

A separate State or county handbook shall **not** be created.

**E Forms**

**Forms, worksheets, applications and other documents other than those provided in this handbook or issued by the National Office shall not be used for 2005 Hurricanes FIP.**

Any document that collects data from a producer, regardless of whether the producer's signature is required, is subject to the Privacy Act and Information Collection Procedures, including clearance of such documents by the following offices:

- National Office program area
- MSD, Forms and Graphics Section
- OMB.

Forms, worksheets, and documents developed by State or County Office must be submitted to the National Office Livestock Assistance Program Manager for review and clearance.

**Important:** No State or County Office developed form, worksheet, or other document shall be used for 2005 Hurricanes FIP unless it is approved by the National Office Livestock Assistance Program Manager **before** use.

**F Related Handbooks**

See Part 1 for handbooks related to 2005 Hurricanes FIP.--\*

**\*--702 Responsibilities**

**A STC Responsibilities**

Within the authorities and limitations in this handbook and 7 CFR 760 Subpart D, STC shall:

- direct the administration of 2005 Hurricanes FIP
- ensure FSA State and County Offices follow the 2005 Hurricanes FIP provisions
- thoroughly document all actions taken in STC meeting minutes
- handle appeals according to 1-APP
- review all applications executed by State Office employees, COC members, CED's, County Office employees, and their spouses according to subparagraph 752 D
- require reviews be conducted by DD according to subparagraph 752 E to ensure that County Offices comply with 2005 Hurricanes FIP provisions.

**Note:** STC may establish additional reviews to ensure the program is administered according to these provisions.

**B SED Responsibilities**

Within the authorities and limitations in this handbook and 7 CFR 760 Subpart D, SED shall:

- ensure FSA County Offices follow the 2005 Hurricanes FIP provisions
- handle appeals according to 1-APP
- ensure DD conducts reviews according to subparagraph A

**Note:** SED may establish additional reviews to ensure the program is administered according to these provisions.--\*

**\*--702 Responsibilities (Continued)****B SED Responsibilities (Continued)**

- ensure **all** County Offices publicize 2005 Hurricanes FIP provisions according to subparagraph D

**Important:** Because benefits for 2005 Hurricanes FIP are based on the physical location of the livestock on the beginning date of the applicable disaster period, and some producers may still be displaced, **all** County Offices in the State must publicize the program provisions.

- immediately notify the National Office Livestock Assistance Program Manager of software problems, incomplete or incorrect procedures, specific problems or findings.

The SED equitable relief authority in 7-CP is applicable to 2005 Hurricanes FIP.

**C DD Responsibilities**

Within the authorities and limitations in this handbook and 7 CFR 760 Subpart D, DD shall:

- ensure that COC's and CED's follow the 2005 Hurricanes FIP provisions
- conduct reviews according to subparagraph 752 E and any additional reviews established by STC or SED according to subparagraph A and B
- provide SED with report of all reviews according to subparagraph 752 E
- ensure County Offices publicize the program provisions according to subparagraph D.

**D COC Responsibilities**

Within the authorities and limitations in this handbook and 7 CFR 760 Subpart D, COC shall:

- fully comply with all 2005 Hurricanes FIP provisions
- ensure that CED fully complies with all 2005 Hurricanes FIP provisions
- act on completed FSA-573's for 2005 Hurricanes FIP according to paragraph 752--\*

## 702 Responsibilities (Continued)

**D COC Responsibilities (Continued)**

- handle appeals according to 1-APP
- thoroughly document all actions taken in COC meeting minutes

**Important:** All the following must be thoroughly documented for all program determinations made by COC:

- all factors reviewed or considered
  - all documentation reviewed
  - references to applicable handbooks, notices and regulations
  - all sources of information obtained for review or consideration.
- ensure that producers receive complete and accurate program information
- Note:** Program information may be provided through the following:
- program leaflets, newsletters, and print media
  - meetings
  - radio, television, and video
  - County Office visit.
- ensure 2005 Hurricanes FIP general provisions and other important items are publicized as soon as possible after information is received from the National Office, including, but not limited to, the following:
    - signup period
    - payment limitation
    - eligible livestock
    - basic participant eligibility criteria
    - general data required to complete application.

**Important:** Because livestock eligibility is based on the physical location of the livestock on the beginning date of the applicable disaster period, and some producers may still be displaced, **all** County Offices in the State must publicize the program provisions regardless of whether the county is a disaster county.

**\*--Note:** The 2005 Hurricanes FIP Fact Sheet may be used to provide some of the information in this subparagraph. The fact sheet is available online at <http://www.fsa.usda.gov/pas/publications/facts/html/fip06.htm>.--\*

**702 Responsibilities (Continued)****E CED Responsibilities**

Within the authorities and limitations in this handbook and 7 CFR 760 Subpart D, CED shall:

- fully comply with all 2005 Hurricanes FIP provisions
- ensure County Office employees fully comply with all 2005 Hurricanes FIP provisions
- handle appeals according to 1-APP
- act on completed FSA-573 for 2005 Hurricanes FIP according to paragraph 752

**Note:** CED may delegate approval authority to program technicians for routine cases. Program technicians shall **not** be delegated authority to disapprove any FSA-573.

- ensure that producers receive complete and accurate program information
- immediately notify SED, through DD, of software problems and incomplete or incorrect procedures
- \*--ensure that all applicants receive a copy of Exhibit 19 according to paragraph 753 at the time the application is filed--\*
- ensure that general provisions and other important items are publicized according to subparagraph D.

**F Program Technician Responsibilities**

Within the authorities and limitations in this handbook and 7 CFR 760 Subpart D, program technician shall:

- fully comply with all 2005 Hurricanes FIP provisions
- immediately notify CED of software problems and incomplete or incorrect procedures
- ensure that producers receive complete and accurate program information.
- \*--ensure that all producers receive a copy of Exhibit 19 according to paragraph 753 at the time the application is filed.--\*



**703 Definitions for 2005 Hurricanes FIP****A Definitions**

The following definitions apply to 2005 Hurricanes FIP. The definitions provided in other parts of this handbook do **not** apply to 2005 Hurricanes FIP.

Adult beef bulls means male bovine animals that were at least 2 years old and used for breeding purposes on the beginning date of the applicable disaster period as provided in Exhibit 20.

Adult beef cows means female bovine animals that had delivered one or more offspring before the beginning date of the applicable disaster as provided in Exhibit 20. A first time bred beef heifer shall also be considered an adult beef cow if it was pregnant on the beginning date of the applicable disaster period as provided in Exhibit 20.

Adult buffalo/beefalo bulls means male animals of those breeds that were at least 2 years old and used for breeding purposes on the beginning date of the applicable disaster period as provided in Exhibit 20.

Adult buffalo/beefalo cows means female animals of those breeds that had delivered one or more offspring before the beginning date of the applicable disaster period as provided in Exhibit 20. A first time bred buffalo/beefalo heifer shall also be considered an adult buffalo/beefalo cow if it was pregnant on the beginning date of the applicable disaster period as provided in Exhibit 20.

Adult dairy bulls means male bovine animals of a breed used for producing milk for human consumption that were at least 2 years old and used for breeding dairy cows on the beginning date of the applicable disaster period as provided in Exhibit 20.

Adult dairy cows means female bovine animals used for the purpose of providing milk for human consumption, that had delivered one or more offspring before the beginning date of the applicable disaster period as provided in Exhibit 20. A first time bred dairy heifer shall also be considered an adult dairy cow if it was pregnant on the beginning date of the applicable disaster period as provided in Exhibit 20.

Commercial use means used in the operation of a business activity engaged in as a means of livelihood for profit by the eligible producer.

\* \* \*

## \*--703 Definitions for 2005 Hurricanes FIP (Continued)

**A Definitions (Continued)**

Disaster county means a primary county included the geographic area covered by a Presidential or Secretarial disaster declaration for Hurricanes Dennis, Katrina, Ophelia, Rita and/or Wilma, excluding contiguous counties. See Exhibit 20 for list of eligible counties by Hurricane.

Eligible livestock means only certain adult and non-adult dairy cattle, beef cattle, buffalo, beefalo, horses, sheep, goats, and deer that on the beginning date of the applicable disaster period were all of the following:

- maintained for commercial use as part of a farming operation
- owned or cash leased
- physically located in a disaster county.

**Note:** See paragraph 723 for delineation of eligible livestock by payment rate.

Eligible livestock producer means an owner or cash lessee, but not both for the same livestock, of eligible livestock on the beginning date of the applicable disaster period, and is a citizen of, or legal resident alien in, the United States. A farm cooperative, private domestic corporation, partnership, or joint operation in which a majority interest is held by members, stockholders, or partners who are citizens of, or legal resident aliens in, the United States, if such cooperative, corporation, partnership or joint operation owned, jointly owned or cash leased eligible livestock on the beginning date of the applicable disaster period will be considered eligible livestock producers. Any Native American tribe (as defined in section 4(b) of the Indian Self-Determination and Education Assistance Act (Pub. L. 93-638, 88 Stat. 2003)); any Native American organization or entity chartered under the Indian Reorganization Act; any tribal organization chartered under the Indian Self-Determination and Education Assistance Act; and any economic enterprise under the Indian Financing Act of 1974 may be considered eligible livestock producers so long as they meet the terms of the definition.

Farming operation means a business enterprise engaged in the production of agricultural products.

Horses means domesticated horses, and does not include donkeys, mules, or other large solid-hoofed herbivorous mammals.--\*

**\*--703 Definitions for 2005 Hurricanes FIP (Continued)****A Definitions (Continued)**

Goats means domesticated ruminant mammals of the genus Capra, including Angora goats.

Ineligible livestock means any of the following:

- any animal produced or maintained for reasons other than commercial use as part of a farming operation, as determined by FSA, including, but not limited to, recreational purposes, such as pleasure, hunting, pets, or for show
- all wild free roaming animals, as determined by FSA
- any animal not meeting the definition of eligible livestock, as determined by FSA
- any animal weighing less than 500 pounds on the beginning date of the applicable disaster period
- any animal owned or cash leased by an ineligible livestock producer
- all animals not physically located in a disaster county on the beginning date of the applicable disaster period.

Non-adult beef cattle means male, female, or neutered male bovine animals that weighed 500 pounds or more on the beginning date of the applicable disaster period, as provided in Exhibit 20, but do not meet the definition of adult beef cows or bulls.

Non-adult buffalo/beefalo means male, female, or neutered male animals of those breeds that weighed 500 pounds or more on the beginning date of the applicable disaster period, as provided in Exhibit 20, but do not meet the definition of adult buffalo/beefalo cows or bulls.

Non-adult dairy cattle means male, female, or neutered male bovine livestock, of a breed used for the purpose of providing milk for human consumption, that weighed 500 pounds or more on the beginning date of the applicable disaster period, as provided in Exhibit 20, but do not meet the definition of adult dairy cows or bulls.

Sheep means domesticated ruminant mammals of the genus Ovis.--\*

**704-720 (Reserved)**



## Section 2 Policy and Procedure

## 721 Signup Period

## A 2005 Hurricanes FIP Signup

\*--Signup for 2005 Hurricanes FIP began May 17, 2006, and ended September 29, 2006.--\*

**Important:** There are **no** late-filed provisions for 2005 Hurricanes FIP.

## 722 Eligibility Criteria

## A Eligible Livestock

Eligible livestock for 2005 Hurricanes FIP are any of the following that were maintained for commercial use as part of a farming operation and were physically located in a disaster county on the beginning date of the applicable disaster period, as provided in Exhibit 20:

- adult and non-adult beef cattle
- adult and non-adult dairy cattle
- adult and non-adult beefalo
- adult and non-adult buffalo
- sheep
- goats
- horses
- deer.

**Important:** Livestock meeting the requirements of this subparagraph and the definitions in paragraph 703 that were sold or perished after the beginning date of the applicable disaster period are still eligible livestock for 2005 Hurricanes FIP.

Proof of sale or death of livestock shall be required if selected for spot check.

**Example:** On the beginning date of Hurricane Rita (September 23, 2005), John Smith owned 100 head of adult beef cows he maintained for commercial use as part of a farming operation. The adult beef cows were physically located in Caddo Parish Louisiana on September 23, 2005. Shortly after September 23, 2005, Mr. Smith sold 15 of the adult beef cows. The 15 sold cows are eligible livestock for 2005 Hurricanes FIP, provided all other requirements are met. Proof of sale shall be required if Mr. Smith's application is selected for spot check.

See paragraph:

- 703 for definitions of eligible livestock, commercial use, and farming operation
- 723 for further delineation of eligible livestock by payment rate.

## 722 Eligibility Criteria (Continued)

**B Ineligible Livestock**

Animals **not** eligible for 2005 Hurricanes FIP include, but is not limited to, all of the following:

- livestock produced or maintained for reasons other than commercial use as part of a farming operation, including, but not limited to, recreational purposes such as:
  - hunting
  - show
  - pleasure
  - pets
  - consumption by the owner

**Example 1:** Mike Jones owns 5 horses, 2 beef steers, and 3 goats. Mr. Jones maintains the horses for pleasure riding and fox hunting, and maintains the goats as pets for his children. He maintains the beef steers to be consumed by his family. Accordingly, Mr. Jones does not maintain any of the livestock for commercial use as part of a farming operation. All of the animals perished in a disaster county as a result of Hurricane Katrina.

Because none of Mr. Jones' livestock is maintained for commercial use as part of a farming operation, the animals are **not** eligible livestock for \*--2005 Hurricanes FIP purposes.--\*

**Example 2:** Joe Smith owns 5 horses which he uses to pull hansom cabs in the tourist district of the local city. The hansom cabs are Mr. Smith's business activity he engages in as a means of livelihood for profit.

However, because the horse are not maintained as part of a farming \*--operation, they are not eligible livestock for 2005 Hurricanes FIP--\* purposes.

## 722 Eligibility Criteria (Continued)

**B Ineligible Livestock (Continued)**

**Example 3:** Jane Black owns and raises a deer herd. Mrs. Black sells the does to a local food market to be processed into meat products. She sells the bucks to hunting preserves nationwide.

Mrs. Black is in the business of selling deer as a means of livelihood for profit; therefore, the deer are maintained for commercial use. However, they also must be maintained as part of a farming operation.

The County Office must determine whether Mrs. Black's deer business is a farming operation. Mrs. Black must provide evidence to satisfy COC or CED that the deer are part of a farming operation. One indicator of being a farming operation would be whether Mrs. Black files taxes as a farming operation. The County Office cannot request Mrs. Black to provide a copy of her tax records; however, COC or CED may ask Mrs. Black how she files her taxes for the operation.

- yaks
- llamas
- swine
- \*--reindeer--\*
- poultry
- \*--elk--\*
- equine, other than horses
- all beef and dairy cattle, and buffalo and beefalo that weighed less than 500 pounds on the beginning date of the applicable disaster period, as provided in Exhibit 20
- any wild free roaming livestock, including horses and deer
- any animals not included in subparagraph A.

## \*--722 Eligibility Criteria (Continued)

**C Eligible Livestock Producers**

An eligible livestock producer for 2005 Hurricanes FIP is 1 who meets **all** of the following:

- had legal ownership of or cash leased, but not both for the same livestock, eligible livestock on the beginning date of the applicable disaster period, as provided in Exhibit 20
- suffered a loss of feed or increase in feed costs as a result of 1 of the following Hurricanes, during the applicable disaster period, as provided in Exhibit 20:
  - Dennis
  - Katrina
  - Ophelia
  - Rita
  - Wilma

**Important:** The feed lost or feed purchased must have been for claimed eligible livestock.

An increase in costs other than the cost of feed, such as increase in transportation costs, taxes, or other fees, are **not** considered an increase in feed cost for producer eligibility purposes.

- is 1 of the following:
  - a citizen of, or legal resident alien in, the United States, including a farm cooperative, private domestic corporation, partnership, or joint operation in which a majority interest is held by members, stockholders, or partners who are citizens of, or legal resident aliens in, the United States, if such cooperative, corporation, partnership, or joint operation owned, jointly owned, or cash leased the livestock on the beginning date of the applicable disaster period
  - any Native American tribe as defined in the Indian Self-Determination and Education Assistance Act
  - any Native American organization or entity chartered under the Indian Reorganization Act
  - any economic enterprise under the Indian Financing Act of 1974.--\*



**\*--722 Eligibility Criteria (Continued)****C Eligible Livestock Producers (Continued)**

The following are **not** eligible livestock producers for 2005 Hurricanes FIP benefits:

- a foreign person, as determined according to 1-PL
- any individual or entity that did **not** have legal ownership of or cash leased the eligible livestock on the beginning date of the applicable disaster period, as provided in Exhibit 20
- any individual or entity that did not suffer a feed loss or increase in feed cost as a result of an applicable Hurricane.

**D Deceased Producers and Dissolved Entities**

Authority to sign contracts, applications, and other documents on behalf of deceased producers may vary according to State law. If an eligible livestock producer is now deceased or a dissolved entity, then an authorized representative of the deceased producer or dissolved entity may sign FSA-573 provided the authorized representative has authority to enter into a contract for the deceased producer or dissolved entity.

**Important:** Proof of authority to sign for the eligible deceased producer or dissolved entity must be on file in the County Office before the representative is allowed to sign FSA-573 for the producer. Proof of authority includes any of the following:

- court order
- letter from Secretary of State
- document approved by the OGC Regional Attorney.

FSA-325 is:

- only used in situations where a program application was filed by an individual who subsequently died, is declared incompetent, or is missing before the payment is issued
- not applicable for determining who may file a program application for a deceased, incompetent, or missing individual.--\*

**\*--722 Eligibility Criteria (Continued)****D Deceased Producers and Dissolved Entities (Continued)**

State Office shall consult with the OGC Regional Attorney on the following types of cases:

- documentation submitted does not clearly establish authority to enter into a contract or application on behalf of the deceased individual, closed estate, or dissolved entity
- application from and request for issuing payments to heirs of a deceased individual without documentation provided that establishes authority to enter into a contract or application on behalf of the deceased individual.

See paragraph 723 for making payments to deceased individuals, closed estates, and dissolved entities.

**723 Payment Rates and Limitations****A Funding**

Because 2005 Hurricanes FIP is being implemented under the authority provided the Secretary in the Act of August 24, 1935, Section 32, as amended, a national factor is not anticipated.

Payments may be issued after regulations are published in the Federal Register and software is released to County Offices.

**B Payment Limitation**

A \$80,000 payment limitation applies to each “person” for benefits received under 2005 Hurricanes FIP. Determine “persons” according to 1-PL.

If a “person” determination for the applicant has:

- already been made for other 2005 program purposes, use the same “person” determination for 2005 Hurricanes FIP purposes
- **not** been made for any other 2005 program purpose, COC shall:
  - obtain a CCC-502 from the applicant
  - make a “person” determination and notify applicant according to 1-PL.

**Note:** Actively engaged and cash-rent tenant provisions do **not** apply.--\*

**\*--723 Payment Rates and Limitations (Continued)**

**C AGI**

The AGI provisions of 1-PL are applicable. Individuals and entities exceeding \$2.5 million AGI are not eligible for payment under 2005 Hurricanes FIP.

See 1-PL and 3-PL for policy and software provisions of AGI.

**D Payment Rates for Eligible Livestock**

2005 Hurricanes FIP payment rates are based, in part, on the number of pounds of corn equivalent per day, as established by FSA, determined necessary to provide the energy requirements for the specific kind/type of livestock.

The following provides the per head payment rates, by livestock category.

<b>Kind/Type of Livestock</b>	<b>Payment Per Head</b>
Adult beef cows and bulls	\$6.80
Non-adult beef cattle (500 pounds or more)	\$5.10
Adult dairy cows and bulls	\$17.69
Non-adult dairy cattle (500 pounds or more)	\$5.10
Adult buffalo/beefalo cows and bulls	\$6.80
Non-adult buffalo/beefalo (500 pounds or more)	\$5.10
Sheep (all)	\$1.70
Goats (all)	\$1.70
Deer (all)	\$1.70
Horses (all)	\$5.04

See paragraph 703 for definitions of the different livestock kind/types.

**724 General Payment Information**

**A Assignments and Offsets**

For 2005 Hurricanes FIP, County Offices shall:

- accept assignments according to 63-FI
- apply offsets according to 58-FI.--\*

724 General Payment Information (Continued)

**B Issuing Payments to Deceased Individuals, Closed Estates and Dissolved Entities**

2005 Hurricanes FIP payments for FSA-573’s involving deceased individuals, closed estates, or dissolved entities shall be made according to the following, provided all other eligibility requirements are met.

<b>IF the applicant is...</b>	<b>and FSA-573 is signed by an authorized representative of the...</b>	<b>THEN payments shall be issued...</b>
an individual who died before FSA-573 was filed	deceased according to subparagraph 722 D	to any of the following, as applicable, using the ID number of the applicant:
an estate that closed before FSA-573 was filed	estate according to subparagraph 722 D	<ul style="list-style-type: none"> <li>• the deceased individual</li> <li>• the individual’s estate</li> <li>• name of the heirs, based on OGC determination, according to 1-CM, Part 26.</li> </ul>
an entity that dissolved before FSA-573 was filed	dissolved entity according to subparagraph 722 D	using the ID number of the applicant.
an individual who dies, is declared incompetent, or is missing after filing FSA-573		to eligible payees executing FSA-325 according to 1-CM, paragraph 779.

**Note:** FSA-325 is only used where a program application was filed by an individual who subsequently died, is declared incompetent, or is missing before payments are issued. Heirs **cannot** succeed to a loss or file their own application.

**724 General Payment Information (Continued)****\*--C Payment Eligibility Requirements**

A participant must meet all the following before a payment shall be issued:

- CCC-502 on file and “person” determination for 2005 according to 1-PL
- AD-1026 on file according to 6-CP
- not in violation of fraud provisions, including FCIC fraud provisions, according to 1-CM and 3-PL
- compliance with:
  - controlled substance provisions according to 1-CM
  - AGI provisions according to 1-PL.

**Note:** See subparagraph:

- 723 B for more information about CCC-502
- D for more information about AD-1026.

County Offices shall record determinations for the applicable criteria in the web-based eligibility system according to 3-PL.

**D Conservation Compliance Provisions**

An AD-1026 applicable to 2005 must be on file for the producer according to 6-CP.

If an AD-1026 applicable for 2005 is:

- already on file for the applicant, it is not necessary to obtain a new AD-1026 for 2005 Hurricanes FIP
- not on file for the applicant, County Office shall obtain a completed AD-1026 applicable to 2005 from the applicant.

If a new AD-1026 is required to be filed, payments may be issued to eligible producers upon signing in AD-1026, item 12. It is not necessary to withhold payments pending NRCS highly erodible land or wetland determinations. The continuous certification statement on AD-1026 requires producers to refund program payments if a NRCS determination results in the discovery of a HELC/WC violation.--\*



## 751 Applying for Benefits

**A Filing FSA-573 for 2005 Hurricanes FIP**

To apply for 2005 Hurricanes FIP benefits, eligible livestock producers shall file an automated FSA-573 in the County Office where the claimed livestock were physically located on the beginning date of the applicable disaster period, as provided in Exhibit 20.

\*--A completed FSA-573 must be signed and dated by the applicant before the end of signup to be considered timely filed. There are no late-filed provisions for 2005 Hurricanes FIP. See paragraph 721.--\*

See Part 13 for completing FSA-573 through the automated system.

**State and County Offices shall not develop, design or use any forms, worksheets, applications or other documents to obtain or collect the data required from applicants to complete FSA-573.** See subparagraph 701 E.

FSA-573's shall be filed by producer and county.

**Important:** FSA-573's are **not** filed by operation or FSN.

**Example:** John Smith suffered an eligible feed loss, and has the following livestock interests in eligible counties.

- 50-50 share with Bob Smith in the S and S General Partnership. The general partnership has a permanent tax ID number, and owns and operates a dairy operation of 75 adult dairy cows in Jefferson County.
- 100 percent owner of 125 adult beef cows in Jefferson County.
- 25-75 share owner of 200 adult beef cows with Jane Brown in Jefferson County. John Smith and Jane Brown jointly own the adult beef cows as individuals on a 25-75 percent share.
- 100 percent owner of 55 goats in Desoto County.

The following four FSA-573's would be submitted, assuming all producers file FSA-573 for eligible livestock, and none of the producers have any other livestock interests.

- One FSA-573 for S and S General Partnership for 100 percent share of the 75 eligible adult dairy cows in Jefferson County.--\*

**\*--751 Applying for Benefits (Continued)****A Filing FSA-573 for 2005 Hurricanes FIP (Continued)**

- One FSA-573 for John Smith that includes **both** the following:
  - 125 eligible adult beef cows from his own herd in Jefferson County for 100 percent share
  - 200 eligible adult beef cows from the operation in Jefferson County he shares with Jane Brown for 25 percent share.
- One FSA-573 for Jane Brown for 75 percent share of the 200 eligible adult beef cows from the operation in Jefferson County she shares with John Smith.
- One FSA-573 for John Smith for 100 percent share of the 55 eligible goats he owns in Desoto County.

When an eligible livestock producer has the same percentage share interest in the same eligible livestock type through multiple operations with different associated producers in the same county, the total eligible livestock type for all such operations shall be listed for the producer only once on FSA-573.

**Example:** Jane Jones has the following livestock interests in Desoto County, which is an eligible county.

- 50-50 share owner of 65 non-adult beef cattle with Bill. Jane Jones and Bill Green, as individuals, jointly own the 65 non-adult beef cattle.
- 50-50 share owner of 120 non-adult beef cattle with Mary Blue. Jane Jones and Mary Blue, as individuals, jointly own the 120 non-adult beef cattle.
- 50-25-25 share owner of 185 non-adult beef cattle with Bob Black and Mike White. Jane Jones, Bob Black and Mike White, as individuals, jointly own the 185 non-adult beef cattle with a 50-25-25 percent interest respectively.--\*



**\*--751 Applying for Benefits (Continued)****A Filing FSA-573 for 2005 Hurricanes FIP (Continued)**

The following five FSA-573's would be submitted in Desoto County, assuming all producers file an application for the eligible livestock, and none of the producers have any other livestock interests.

- One FSA-573 for Jane Jones for 50 percent share of the 370 eligible non-adult beef cattle. Because Jane Jones has the same percent share interest (50 percent) in all the eligible non-adult beef cattle, the total eligible livestock ( $65 + 120 + 185 = 370$ ) shall be listed for Jane Jones only once on FSA-573 for 2005 Hurricanes FIP.
- One FSA-573 for Bill Green for 50 percent share of 65 non-adult beef cattle from the operation he shares with Jane Jones.
- One FSA-573 for Mary Blue for 50 percent share of 120 non-adult beef cattle from the operation she shares with Jane Jones.
- One FSA-573 for Bob Black for 25 percent share of 185 eligible non-adult beef cattle from the operation he shares with Jane Jones and Mike White.
- One FSA-573 for Mike White for 25 percent share of 185 eligible non-adult beef cattle from the operation he shares with Jane Jones and Bob Black.

After all information is entered into the automated FSA-573 software, County Offices shall print the automated FSA-573 and obtain the applicant's signature.

**B Signing and Certifying FSA-573 for 2005 Hurricanes FIP**

When signing FSA-573, item 16, the applicant is:

- applying for 2005 Hurricanes FIP benefits for the producer listed on FSA-573, item 5
- certifying **all** of the following:
  - information provided on FSA-573 is true and correct
  - livestock claimed on FSA-573 for 2005 Hurricanes FIP are eligible livestock according to subparagraph 722 A--\*

**\*--751 Applying for Benefits (Continued)****B Signing and Certifying FSA-573 for 2005 Hurricanes FIP (Continued)**

- all supporting documentation provided are true and correct copies of the transaction reported
- they suffered an eligible feed loss or increase in feed costs according to subparagraph 722 C
- the physical location of the:
  - claimed livestock on the beginning date of the applicable disaster period, as provided in Exhibit 20
  - applicant's current livestock inventory
- the names of all other producers that have an interest in the claimed livestock
- authorizing FSA officials to:
  - enter upon, inspect, and verify all applicable livestock and acreage in which the applicant has an interest for the purpose of confirming the accuracy of the information provided
  - review, verify, and authenticate all information provided on FSA-573 and supporting documents
  - contact other agencies, organizations, or facilities to verify data provided by an applicant from such agencies, organizations or facilities
- acknowledging that:
  - failure to provide information requested by FSA is cause for disapproval of FSA-573
  - providing a false certification to FSA is cause for disapproval of FSA-573, and is punishable by imprisonment, fines, and other penalties.--\*

**\*--751 Applying for Benefits (Continued)****C Signature Requirements**

All applicants' signatures **must** be received by the ending signup date. Neither STC nor COC has authority to approve late-filed FSA-573.

Follow 1-CM for signature requirements.

**Important:** 1-CM, Part 25, Section 3, provides that all members of general partnerships and joint ventures must sign for the general partnership or joint venture, as applicable, unless an individual is authorized to act on behalf of the general partnership or joint venture.

**If the producer applying for 2005 Hurricanes FIP benefits on FSA-573, item 5, is a general partnership or joint venture which has an individual authorized to act for it, according to 1-CM, the authorized individual may sign FSA-573, item 16, on behalf of the general partnership or joint venture.**

**Notes:** General partnerships must have a permanent tax ID number to receive any FSA payment. FSA payments shall not be issued to the individual members of a general partnership when the general partnership does not have a permanent tax ID number.

FSA payments may be issued to:

- a joint venture with a permanent tax identification number
- the individual members of a joint venture, using the individual member's identification numbers, when the joint venture does not have a permanent tax identification number.--\*

**751 Applying for Benefits (Continued)****D Modifying FSA-573 for 2005 Hurricanes FIP**

Once the applicant signs FSA-573 for 2005 Hurricanes FIP, the application **cannot** be modified.

If the applicant wishes to change or modify any data on a signed FSA-573, the applicant must take the following action before the end of the signup period:

- withdraw FSA-573 by writing “WITHDRAWN” on the hardcopy FSA-573 and initialing and dating next to “WITHDRAWN”
- submit new FSA-573 with correct data
- sign and date new FSA-573.

COC or CED shall review and act on the new FSA-573 according to paragraph 752.

**Important:** Any FSA-573 for 2005 Hurricanes FIP submitted after the end of the signup period shall **not** be approved. There are **no** late-file provisions for 2005 Hurricanes FIP.

**E Deleting FSA-573 for 2005 Hurricanes FIP**

County Office shall not delete any signed FSA-573 for 2005 Hurricanes FIP unless the applicant withdraws FSA-573 before it is selected for spot check.

If an applicant wishes to withdraw a signed FSA-573, they must write “WITHDRAWN” on the hardcopy FSA-573 and initial and date next to “WITHDRAWN”.

**Important:** Producers **cannot** withdraw FSA-573 after it is selected for spot check.

When an applicant withdraws FSA-573, the County Office shall delete FSA-573 in the \*--automated system according to Part 13.

**F Supporting Documents**

All supporting documents must be completed by the applicant and on file in the County Office:

- no later than 10 work days after the end of the signup period
- before FSA-573 may be approved.

Supporting documents include, but may not be limited to:

- CCC-502 applicable for 2005
- AD-1026 applicable for 2005
- CCC-526, or other acceptable document according to 1-PL to determine compliance with AGI provisions.--\*

## 752 Acting on FSA-573 for 2005 Hurricanes FIP

## A Approving FSA-573 for 2005 Hurricanes FIP

COC or CED must act on all completed and signed FSA-573's submitted.

**Note:** CED may delegate approval authority to program technicians for routine cases. Program technicians shall **not** be delegated authority to disapprove any FSA-573.

**Important:** DD review of initial FSA-573 must be completed according to subparagraph E before FSA-573's may be approved or disapproved.

FSA-573:

- is used for multiple programs
- has separate parts for each of the applicable programs.

Each part of FSA-573 requires:

- specific information be provided by the applicant
- applicant to certify to specific eligibility criteria, by program
- separate approval or disapproval of each program.

FSA-573 for 2005 Hurricanes FIP shall be approved or disapproved as certified by the applicant. When more than 1 type of livestock is claimed on FSA-573 for 2005 Hurricanes FIP, FSA-573 shall be approved or disapproved based on all livestock claimed. **Certain livestock cannot be approved and other livestock disapproved on the same FSA-573.**

**Example:** Jim Brown executes FSA-573 for 2005 Hurricanes FIP that includes 100 adult beef cows that meet the livestock eligibility requirements and 5 horses that do not meet the livestock eligibility requirements. COC shall disapprove FSA-573 because all livestock claimed are not eligible.

Before approving FSA-573 for 2005 Hurricanes FIP, COC or CED must:

- ensure that **all** eligibility requirements are met
- \*--ensure that all supporting documents are timely filed according to subparagraph 751 F--\*
- be satisfied with **all** the following:
  - livestock claimed are eligible livestock according to subparagraph 722 A
  - applicant owned or cash leased the claimed livestock on the applicable beginning date listed on FSA-573, item 12

## 752 Acting on FSA-573 for 2005 Hurricanes FIP (Continued)

**A Approving FSA-573 for 2005 Hurricanes FIP (Continued)**

- reasonableness of the:
  - number and type of livestock claimed
  - certification of feed lost or increase in feed cost
- it knows where the applicant's current livestock inventory is physically located to conduct spot checks
- all signature requirements are met.

**Note:** See subparagraph B when:

- COC or CED questions any data provided by applicant
- disapproving FSA-573 for 2005 Hurricanes FIP.

FSA-573's for 2005 Hurricanes LIP executed by the following, and their spouses, shall be sent to State Office for action according to subparagraph D:

- STC members
- SED
- State Office employees
- COC members
- CED
- County Office employees.

**B Disapproving FSA-573 for 2005 Hurricanes FIP**

COC or CED must act on all completed and signed FSA-573's submitted.

**Note:** CED may delegate approval authority to program technicians for routine cases. Program technicians shall **not** be delegated authority to disapprove any FSA-573.

**Important:** DD review of initial FSA-573's must be completed according to subparagraph E before FSA-573's may be approved or disapproved.

FSA-573:

- is used for multiple programs
- has separate parts for each of the applicable programs.

Each part of FSA-573 requires:

- specific information be provided by the applicant
- applicant to certify to specific eligibility criteria, by program
- separate approval or disapproval of each program.

**\*--752 Acting on FSA-573 for 2005 Hurricanes FIP (Continued)****B Disapproving FSA-573 for 2005 Hurricanes FIP (Continued)**

FSA-573 for 2005 Hurricanes FIP shall be approved or disapproved as certified by the applicant. When more than 1 type of livestock is claimed on FSA-573 for 2005 Hurricanes FIP, FSA-573 shall be approved or disapproved based on all livestock claimed. **Certain livestock cannot be approved and other livestock disapproved on the same FSA-573.**

**Example:** Jim Brown executes FSA-573 for 2005 Hurricanes FIP that includes 100 adult beef cows that meet the livestock eligibility requirements and 5 horses that do not meet the livestock eligibility requirements. COC shall disapprove FSA-573 because all livestock claimed are not eligible.

If it's determined that any information provided on FSA-573 for 2005 Hurricanes FIP is not reasonable or is questionable, additional verifiable documentation or evidence shall be requested from the applicant to support the data on the application. Other agencies, organizations, or facilities may also be contacted to verify information provided by applicants.

**Important:** See subparagraph C when contacting other agencies, organizations, or facilities to verify information provided by applicants.

**Exception:** COC shall **not** require tax records; however, applicant may voluntarily provide tax records.

If all program eligibility requirements are **not** met, or it's determined that the information on FSA-573 for 2005 Hurricanes FIP, or any additional supporting documentation provided by applicant, is **not** accurate or reasonable, then the following action shall be taken:

- disapprove FSA-573 for 2005 Hurricanes FIP
- notify applicant of disapproval
- provide applicant applicable appeal rights according to 1-APP
- thoroughly document reason for disapproval in COC minutes, if disapproved by COC.

**C Verifying Data with Other Agencies, Organizations, or Facilities**

When contacting agencies, organizations, or facilities to verify data provided by an applicant, County Office shall be specific in the information requested. The request should include, but is not limited to, the following:

- producer's name and address
- animal kind and type
- why the request is being made
- what information is being requested.--\*

**\*--752 Acting on FSA-573 for 2005 Hurricanes FIP (Continued)****D STC Approval or Disapproval of FSA-573 for 2005 Hurricanes FIP**

STC, or State Office representative designated by STC, shall review all FSA-573's for 2005 Hurricanes FIP executed by State Office employees, COC members, CED's, County Office employees, and their spouses. If FSA-573 and all supporting documents meet all applicable requirements, then STC, or designee, shall authorize COC to act on FSA-573.

**Notes:** If STC designates State Office representative to review FSA-573 executed by State office employees and their spouses, the designated representative shall not review their own or their spouses' FSA-573.

State Office representative includes DD's.

All FSA-573's for 2005 Hurricanes FIP executed by STC members, SED and their spouses shall be submitted to DAFP for review. If FSA-573 and all supporting documents meet all applicable requirements, the National Office shall authorize COC to act on FSA-573.

**E DD Review and Report of Initial FSA-573's for 2005 Hurricanes FIP**

DD shall review the first five FSA-573's for 2005 Hurricanes FIP submitted in each county. The review shall include the following:

- ensuring FSA-573's are submitted by producer and county
- signature requirements, including power of attorney, are met
- no State or County Office develop forms, worksheets, applications, or other documents are being used to obtain or collect the data required from applicants
- participants were informed of supporting data required for payment, such as CCC-502, CCC-526, AD-1026, and accurate subsidiary and SCIMS data.

Within 10 workdays of completing the review, DD shall provide a written report to SED describing the review findings, including a list of errors discovered, and the overall status of the implementation of 2005 Hurricanes FIP in the County Office.

DD review of the initial FSA-573's for 2005 Hurricanes FIP and supporting documentation submitted is critical to ensuring 2005 Hurricanes FIP is being administered according the procedures provided in this handbook and the regulations in 7 CFR Part 760.--\*



## 752 Acting on FSA-573 for 2005 Hurricanes FIP (Continued)

## E DD Review and Report of Initial FSA-573's for 2005 Hurricanes FIP (Continued)

Reviewing the initial FSA-573's and supporting documentation in a timely manner:

- identifies possible weaknesses in the administration of the program that may be resolved by additional training, clarified procedures, or modified software
- prevents numerous producers from being impacted by erroneous administration of the program
- allows corrections to be made in a timely manner before erroneous payments are issued.

## 753 Spot Checks

## A Informing Producers

Spot checks are performed to:

- verify the accuracy of the data certified by the producer on FSA-573
- ensure that all eligibility requirements were met
- determine whether correct payments were issued.

Exhibit 19 provides a list of:

- data elements that may be spot-checked for 2005 Hurricanes FIP
- documents or other data that may be requested from producers selected for spot check.

County Offices shall:

- not modify Exhibit 19
- reproduce copies of Exhibit 19 locally
- provide a copy of Exhibit 19 to each producer at the time FSA-573 is submitted for 2005 Hurricanes FIP.

**Note:** Procedure for conducting spot checks will be provided in a future amendment. The County Office shall **not** conduct any spot checks until procedure is issued from the National Office.

## 753 Spot Checks (Continued)

**\*--B Selecting 2005 Hurricanes FIP FSA-573's for Spot Check**

Spot checks are performed to determine the following:

- whether a valid signature was obtained on FSA-573
- whether the participant complied with AGI provisions
- whether the participant suffered an eligible feed loss or an increase in feed cost
- accuracy of the number and kind/type/weight range of claimed livestock on FSA-573.

Spot checks shall be performed initially on a minimum of 10 percent, not to exceed a total of twenty 2005 Hurricanes FIP FSA-573's in a county for which a payment was generated.

**Note:** The total percent of FSA-573's initially spot-checked may exceed 10 percent because of required spot checks, such as COC members.

The National Office shall:

- randomly select 10 percent of all FIP FSA-573's in each applicable county for which a payment was generated to be reviewed by the County Office

**Note:** A minimum of ten FSA-573's per county will be selected. If there are less than ten FSA-573's in a county, all FSA-573's in the county will be selected.

- provide each State Office with a list, by county, of FIP FSA-573's to be spot-checked.

In addition to the 2005 Hurricanes FIP FSA-573's selected by the National Office, the County Office shall conduct a spot check of **all** the following 2005 Hurricanes FIP FSA-573's:

- all FIP FSA-573's submitted by Federal and State level FSA employees, including SED, STC members, DD's, their spouse, and minor children

**Note:** STC alternates and advisors are **not** required spot checks.

- all FIP FSA-573's submitted by county level FSA employees, including CED, COC members, their spouse, and minor children

**Note:** COC alternates, CMC members, and advisors are **not** required spot checks.

- any FIP FSA-573 for which COC questions the information provided.--\*

753 Spot Checks (Continued)

**\*--B Selecting 2005 Hurricanes FIP FSA-573's for Spot Check (Continued)**

STC:

- may establish additional FIP FSA-573's to be spot-checked
- shall thoroughly document justification for additional spot checks in the STC meeting minutes.

**C Information To Be Spot-Checked**

For each FSA-573 selected for spot check according to subparagraph B, the County Office shall:

- verify FSA-573 has valid signatures according to subparagraph D
- request evidence to support the AGI certification on CCC-526 when COC has reason to question the certification according to subparagraph E
- verify accuracy of number and type/kind/weight range of livestock claimed according to subparagraph F
- unless a waiver is approved according to subparagraph G, verify the participant suffered a feed loss or an increase in feed cost for the claimed livestock as a result of the applicable hurricane according to subparagraph H.

**All reviews and findings shall be thoroughly documented in the COC meeting minutes.**

STC:

- may establish additional data to be spot-checked
- shall thoroughly document additional data to be spot-checked and justification for such spot checks in the STC meeting minutes.--\*

**753 Spot Checks (Continued)****\*--D Valid Signature**

Spot checks are performed to determine whether a valid signature was obtained on FSA-573. For each FSA-573 selected for spot check according to subparagraph B, the County Office shall verify that the participant's signature on FSA-573 is acceptable according to subparagraph 722 D and 1-CM, Part 25, if applicable.

A discrepancy in a signature is when the participant's signature on FSA-573 is not acceptable according to subparagraph 722 D and 1-CM, Part 25, if applicable.

If COC determines that the participant's signature on FSA-573 is not acceptable, as determined according to subparagraph 722 D and 1-CM, Part 25, as applicable, COC shall:

- determine the participant ineligible for 2005 Hurricanes FIP
- disapprove the participant's FSA-573 in the automated system
- request a refund of the entire payment amount, plus interest
- provide appeal rights according to 1-APP.

**Note:** Calculate the interest amount according to 50-FI.

**E AGI Certification**

Spot checks are performed to determine whether the participant exceeded AGI limitations. To be eligible for 2005 Hurricanes FIP benefits, applicants had to certify that AGI limitations were not exceeded by filing CCC-526. A discrepancy is when the individual's or entity's AGI certification is determined to be inaccurate.

COC shall request evidence from the participant to verify that the individual's or entity's certification on CCC-526 is accurate only when there is reason to question the individual's or entity's certification on CCC-526.

**Example:** John Smith certified that he did not exceed the AGI limitations on CCC-526. During a spot check of Mr. Smith's livestock operation, the County Office discovered Mr. Smith's livestock and farming operation was much larger than they had previously thought. In addition, the County Office discovered that Mr. Smith was operating a seed and fertilizer dealership. Based on the new information, COC questions the certification on CCC-526 and requests Mr. Smith provide evidence to support the certification.

COC shall verify whether the AGI limitations according to 1-PL, paragraph 633 were exceeded.--\*

## 753 Spot Checks (Continued)

**\*--E AGI Certification (Continued)**

If COC determines that the individual or entity did not correctly certify to AGI provisions, COC shall:

- determine the participant ineligible for 2005 Hurricanes FIP
- disapprove the participant's FSA-573 in the automated system
- request a refund of the entire payment amount, plus interest
- provide appeal rights according to 1-APP.

**Note:** Calculate the interest amount according to 50-FI.

**F Verifying Number of Claimed Livestock**

Spot checks are performed to determine the accuracy of the number and kind/type/weight range of claimed livestock on FSA-573.

COC shall conduct a farm visit to determine the number of applicable livestock in the participant's current inventory.

If the participant's current inventory of applicable livestock, as determined by a farm visit, does not match the number and/or kind/type/weight range of livestock claimed on FSA-573, COC shall:

- contact the participant and request verifiable documentation of purchases, sales, and deaths of applicable livestock since the hurricane

**Important:** To be considered verifiable, the documentation must contain contact information, such as a name and telephone number or address, for the source of the document. Documents providing verifiable evidence of changes in the participant's applicable livestock inventory include, but are not limited to, any of or a combination of the following:

- veterinary records
- loan records
- bank statements
- IRS inventory records
- property tax records
- sales and purchase receipts
- private insurance documents
- rendering truck receipts or certificates
- National Guard receipts of carcass removal.--\*

## 753 Spot Checks (Continued)

**\*--F Verifying Number of Claimed Livestock (Continued)**

- contact the source of the document and verify all of the following:
  - document is authentic
  - participant was customer or party to the transaction
  - number and kind/type/weight range of animals listed
- take into consideration births and changes in weight of livestock since the hurricane.

A discrepancy is when the participant's current inventory of livestock, when adjusted for purchases, sales, deaths, births, and changes in weight, does not match the claimed livestock on FSA-573.

COC shall handle discrepancies according to subparagraph I.

In some cases, determining the total number of applicable livestock in current inventory is not possible because of the inaccessibility of the livestock. This type of situation should be very unusual, and COC shall make every effort to verify livestock inventory during the farm visit. However, in such cases, the County Office shall take the following action:

- verify the number of livestock that can be safely determined
- thoroughly document, in the COC meeting minutes, findings of spot check, and review the data provided by the participant
- take action according to subparagraph I.

**Example:** Bill White submitted a FIP FSA-573 for 110 adult beef cows. The County Office conducts a farm visit and discovers livestock is scattered over 400 acres that includes 250 heavily wooded acres that are inaccessible by motor vehicle.

The County Office shall:

- count the number of animals that can be determined safely without having to search the entire wooded acres
- notate the heavily wooded acreage and its inaccessibility
- thoroughly document findings and evidence provided in the COC meeting minutes, and take action according to subparagraph I.--\*

## 753 Spot Checks (Continued)

**\*--G Waiver of Spot-Checking Participant's Feed Loss or Increase in Feed Cost**

To be eligible for FIP benefits, a participant must have suffered a loss of feed or increase in feed costs for the claimed livestock as a result of an eligible hurricane.

In some counties, especially those adjacent to the coast, the kind and scope of damage caused by the applicable hurricane **may** have been such that it is possible to reasonably determine that a substantial number of, if not all, livestock producers in that county suffered a loss of feed or increase in feed costs. In these counties, requiring each participant selected for spot check to provide evidence of a feed loss or increase in feed cost **may not** be a productive use of FSA resources.

If STC determines the kind and scope of damage caused by the applicable hurricane was such that it is possible to reasonably determine that a substantial number of, if not all, livestock producers in that county suffered a loss of feed or increase in feed costs, STC may request a waiver of spot-checking individual participant's loss of feed or increase in feed costs.

**Only DAFP may approve a waiver for a county.**

If STC wishes to request a waiver, all of the following must be submitted to DAFP, through the National Office Livestock Assistance Program Manager:

- verifiable documentation from independent sources that clearly provides that the applicable hurricane caused **both** of the following:
  - the kind of damage that would result in the loss of feed that is typically maintained by livestock producers in the county, such as pastures and feed stuff (hay, silage, or grain)
  - applicable damage to at least 90 percent of the county

**Note:** Documentation may include the following:

- newspaper articles detailing the damage in the county
- certification from a CSREES representative in the county
- documents from other Federal, State, or local government agencies detailing the damage in the county
- documents from insurance companies.--\*

## 753 Spot Checks (Continued)

**\*--G Waiver of Spot-Checking Participant's Feed Loss or Increase in Feed Cost (Continued)**

- cover memorandum that clearly provides the following:
  - county for which a waiver is being requested
  - detailed explanation that warrants approval of waiver
  - a list of all documents STC reviewed as part of its determination process, including those that may not have supported a waiver
  - name and telephone number of all sources contacted to obtain information about the type and level of damage caused by the hurricane
- copy of the STC meeting minutes that thoroughly describes the review process and basis of the determination.

**Important:** STC shall submit a separate request for each applicable county.

**If the county is not approved for a waiver by DAFP, COC shall verify loss of feed or increase in feed costs accordingly subparagraph H.**

**H Verifying Feed Loss or Increase in Feed Cost**

Spot checks are performed to determine whether the participant suffered a feed loss or an increase in feed costs for the claimed livestock as a result of the applicable hurricane.

The County Office shall:

- contact each participant selected for spot check according to subparagraph B, and ask the participant whether they suffered a feed loss or an increase in feed costs for the claimed livestock as a result of the applicable hurricane--\*



753 Spot Checks (Continued)

**\*--H Verifying Feed Loss or Increase in Feed Cost (Continued)**

- request the participant provide information according to the following table.

<b>IF the participant indicates they suffered...</b>	<b>THEN the County Office shall request the participant provide...</b>
a feed loss as a result of an eligible hurricane	<ul style="list-style-type: none"> <li>• a detailed written description of all of the following:                             <ul style="list-style-type: none"> <li>• type, location, and amount of the feed lost</li> <li>• when the feed was lost</li> <li>• specific cause of feed loss</li> <li>• how the lost feed was used for the claimed livestock</li> <li>• type, location, owner, and number of grazing acres used to maintain livestock inventory before the hurricane</li> </ul> </li> <li>• copies of leases of grazing acres not owned by the participant if these acres are claimed as a feed loss.</li> </ul>
an increase in feed costs as a result of an eligible hurricane	<ul style="list-style-type: none"> <li>• copies of purchase receipts for applicable feed before and after the hurricane</li> <li>• written description of how the feed was used for the claimed livestock.</li> </ul>

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753 Spot Checks (Continued)

\*--H Verifying Feed Loss or Increase in Feed Cost (Continued)

COC shall take action according to the following table.

WHEN the participant indicates they suffered...	AND the...	THEN COC shall...
a feed loss	claimed feed loss was a loss of grazing acres	<ul style="list-style-type: none"> <li>• thoroughly review the information provided by the participant, and record the review in the COC meeting minutes</li> <li>• conduct a farm visit to determine whether the claimed loss is still apparent</li> <li>• if the grazing acres lost were leased by the participant:                             <ul style="list-style-type: none"> <li>• contact the owner of the applicable acres</li> <li>• ask the applicable owner if there was any loss of grazing acres as a result of the hurricane</li> </ul> </li> <li>• determine whether:                             <ul style="list-style-type: none"> <li>• specific cause of loss was the result of the applicable hurricane</li> <li>• grazing acres lost were acres being grazed by the claimed livestock.</li> </ul> </li> </ul> <p><b>Example:</b> Joe Black indicated the lost feed was grazing acres located 5 miles from his milking operation on a separate farm. Joe Black claimed all of his adult and nonadult dairy cattle on his FIP FSA-573. COC must determine whether it is reasonable that the lost grazing acres on a separate farm 5 miles from the participant’s milking operation were being used to feed all of Joe Black’s dairy cattle. If his normal operation is to keep the dairy cows being milked on the farm with the dairy facilities, and pasture the dry cows and heifers on the other farm, the lost feed would not have been feed used for all of the claimed livestock.</p>

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753 Spot Checks (Continued)

\*--H Verifying Feed Loss or Increase in Feed Cost (Continued)

<b>WHEN the participant indicates they suffered...</b>	<b>AND the...</b>	<b>THEN COC shall...</b>
a feed loss	claimed feed loss was a loss of feed other than grazing acres, such as hay, corn, silage, or other feed stuff	<ul style="list-style-type: none"> <li>• thoroughly review the information provided by the participant, and record the review in the COC meeting minutes</li> <li>• conduct a farm visit to determine whether the claimed loss is still apparent</li> <li>• determine whether:                             <ul style="list-style-type: none"> <li>• specific cause of loss was the result of the applicable hurricane</li> <li>• it is reasonable that the type of feed lost would have been used as feed for all the claimed livestock.</li> </ul> </li> </ul> <p><b>Example:</b> Sara Green indicated the lost feed was a corn and protein mixture that is usually fed to swine. Sara Green claimed all of her sheep on her FIP FSA-573. COC must determine whether the type of feed lost could have been used as feed stuff for the claimed sheep. If Sara Green’s normal operation is to feed her sheep feed stuff other than the type of feed stuff claimed lost, or to only graze the sheep, the lost feed would not have been feed used for all of the claimed livestock.</p>

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753 Spot Checks (Continued)

\*--H Verifying Feed Loss or Increase in Feed Cost (Continued)

<b>WHEN the participant indicates they suffered...</b>	<b>AND the...</b>	<b>THEN COC shall...</b>
<p>an increase in feed costs</p>	<p>increase in cost was for the same feed type from the same supplier</p>	<ul style="list-style-type: none"> <li>• thoroughly review the information provided by the participant, and record the review in the COC meeting minutes</li> <li>• determine whether the participant suffered an increase in total feed costs by comparing the purchase receipts from before and after the hurricane</li> <li>• if there was an increase in the total feed costs, determine whether the increase was because of either of the following:                             <ul style="list-style-type: none"> <li>• the participant purchased more feed after the hurricane than purchased before the hurricane</li> <li>• an increase in the cost of the feed</li> </ul> </li> <li>• if the increase in total feed costs was because the participant purchased more feed after the hurricane than before, determine whether the increase in feed purchased was normal for the producer’s operation</li> <li>• if the increase in total feed costs was because of an increase in the cost of the feed, contact the feed supplier to determine whether the increase in cost was because of the hurricane</li> <li>• determine whether it is reasonable that the type of feed purchased for an increased cost would have been used as feed for all the claimed livestock.</li> </ul> <p><b>Example:</b> Sara Green indicated the feed purchased was a corn and protein mixture that is usually fed to swine. Sara Green claimed all of her sheep on her FIP FSA-573. COC must determine whether the type of feed purchased could have been used as feed stuff for the claimed sheep. If Sara Green’s normal operation is to feed her sheep feed stuff other than the type of feed purchased or to only graze the sheep, the feed purchased would not have been feed used for all of the claimed livestock.</p>

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753 Spot Checks (Continued)

\*--H Verifying Feed Loss or Increase in Feed Cost (Continued)

<b>WHEN the participant indicates they suffered...</b>	<b>AND the...</b>	<b>THEN COC shall...</b>
<p>an increase in feed costs</p>	<p>increase in cost was for the same feed type, but purchased from a different supplier</p>	<ul style="list-style-type: none"> <li>• thoroughly review the information provided by the participant, and record the review in the COC meeting minutes</li> <li>• determine whether there was an increase in total feed costs by comparing the purchase receipts from before and after the hurricane</li> <li>• if there was an increase in total feed costs, contact the following:               <ul style="list-style-type: none"> <li>• feed supplier where the feed was purchased before the hurricane to determine whether:                   <ul style="list-style-type: none"> <li>• that supplier had the same feed type available after the hurricane</li> <li>• the price of the same feed type increased because of the hurricane</li> </ul> </li> <li>• participant if the initial feed supplier had the same feed type available after the hurricane at the same or lesser price as before the hurricane, to determine why they purchased the same feed type from a different supplier at a higher cost</li> <li>• feed supplier where the feed was purchased after the hurricane to determine whether the increase in cost was because of either of the following:                   <ul style="list-style-type: none"> <li>• the participant purchased more feed after the hurricane than purchased before the hurricane</li> <li>• an increase in the cost of the feed</li> </ul> </li> </ul> </li> <li>• if the increase in total feed costs was because the participant purchased more feed after the hurricane than before, determine whether the increase in feed purchased was normal for the producer's operation</li> </ul>

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753 Spot Checks (Continued)

\*--H Verifying Feed Loss or Increase in Feed Cost (Continued)

<b>WHEN the participant indicates they suffered...</b>	<b>AND the...</b>	<b>THEN COC shall...</b>
<p>an increase in feed costs (Continued)</p>	<p>increase in cost was for the same feed type, but purchased from a different supplier (Continued)</p>	<ul style="list-style-type: none"> <li>• if the increase in total feed costs was because of an increase in the cost of the feed, contact the feed supplier to determine whether the increase in cost was because of the hurricane</li> <li>• determine whether it is reasonable that the type of feed purchased for an increased cost would have been used as feed for all the claimed livestock.</li> </ul> <p><b>Example:</b> Sara Green indicated the feed purchased was a corn and protein mixture that is usually fed to swine. Sara Green claimed all of her sheep on her FIP FSA-573. COC must determine whether the type of feed purchased could have been used as feed stuff for the claimed sheep. If Sara Green's normal operation is to feed her sheep feed stuff other than the type of feed purchased or to only graze the sheep, the feed purchased would not have been feed used for all of the claimed livestock.</p>
<p>an increase in feed costs</p>	<p>increase in cost was for a different feed type regardless of where it was purchased</p>	<ul style="list-style-type: none"> <li>• thoroughly review the information provided by the participant, and record the review in the COC meeting minutes</li> <li>• determine whether there was an increase in total feed costs by comparing the purchase receipts from before and after the hurricane</li> <li>• contact the supplier of the feed purchased before the hurricane to determine whether:                             <ul style="list-style-type: none"> <li>• that supplier had the same feed type purchased before the hurricane available after the hurricane</li> <li>• the price of the feed type purchased before the hurricane increased because of the hurricane</li> </ul> </li> </ul>

--\*

753 Spot Checks (Continued)

\*--H Verifying Feed Loss or Increase in Feed Cost (Continued)

<b>WHEN the participant indicates they suffered...</b>	<b>AND the...</b>	<b>THEN COC shall...</b>
an increase in feed costs (Continued)	increase in cost was for a different feed type regardless of where it was purchased (Continued)	<ul style="list-style-type: none"> <li>• if the initial feed supplier had the same feed type available after the hurricane at the same or lesser price as before the hurricane, contact the participant to determine why the participant purchased a different feed type at a higher cost</li> <li>• determine whether it is reasonable that the type of feed purchased for an increased cost would have been used as feed for all the claimed livestock.</li> </ul> <p><b>Example:</b> Sara Green indicated the feed purchased was a corn and protein mixture that is usually fed to swine. Sara Green claimed all of her sheep on her FIP FSA-573. COC must determine whether the type of feed purchased could have been used as feed stuff for the claimed sheep. If Sara Green's normal operation is to feed her sheep feed stuff other than the type of feed purchased or to only graze the sheep, the feed purchased would not have been feed used for all of the claimed livestock.</p>

A discrepancy is when COC determines any of the following apply:

- there was no feed loss suffered by the participant
- feed loss suffered by the participant was not caused by the applicable hurricane
- feed lost was not feed for the claimed livestock
- participant cannot provide verifiable evidence of increase in feed costs
- increase in feed costs was not caused by the applicable hurricane
- increase in feed costs was not for feed for the claimed livestock.--\*

753 Spot Checks (Continued)

**\*--H Verifying Feed Loss or Increase in Feed Cost (Continued)**

If COC determines that the participant did not suffer a feed loss or increase in feed costs for the claimed livestock as a result of the applicable hurricane, COC shall:

- determine the participant ineligible for 2005 Hurricanes LIP
- disapprove the participant’s FSA-573 in the automated system
- request a refund of the entire payment amount, plus interest
- provide appeal rights according to 1-APP.

**Note:** Calculate the interest amount according to 50-FI.

**I Handling Discrepancies in Claimed Livestock**

The County Office shall handle discrepancies in the number and kind/type of claimed livestock according to the following table.

<b>IF the total payment amount calculated based on the spot check findings is...</b>	<b>THEN COC...</b>
less than the payment amount issued by no more than \$35	may: <ul style="list-style-type: none"> <li>• determine the producer made a good faith effort to fully comply without an explanation from the producer</li> <li>• not request any refund, provided COC determines the producer made a good faith effort to fully comply.</li> </ul>
less than the payment amount issued by \$36 to \$100	<ul style="list-style-type: none"> <li>• may determine the producer made a good faith effort to fully comply without an explanation from the producer</li> <li>• shall, provided COC determines the producer made a good faith effort to fully comply, request a refund of the difference between the amount issued and the amount calculated based on the spot check findings, plus interest.</li> </ul>

--\*



753 Spot Checks (Continued)

\*--I Handling Discrepancies in Claimed Livestock (Continued)

<b>IF the total payment amount calculated based on the spot check findings is...</b>	<b>THEN COC...</b>
less than the payment amount issued by \$101 to \$500	shall: <ul style="list-style-type: none"> <li>• notify the producer of discrepancy and request explanation of inaccurate certification</li> <li>• provided COC determines the producer made a good faith effort to fully comply, request a refund of the difference between the amount issued and the amount calculated based on the spot check findings, plus interest.</li> </ul>
less than the payment amount issued by more than \$500 any amount, and COC does <b>not</b> determine the producer acted in good faith	shall: <ul style="list-style-type: none"> <li>• determine the participant ineligible for 2005 Hurricanes LIP</li> <li>• disapprove the participant’s FSA-573 in the automated system</li> <li>• request a refund of the entire payment amount, plus interest</li> <li>• provide appeal rights according to 1-APP.</li> </ul>

To determine the total payment amount calculated based on spot check findings, the County Office shall:

- record spot check findings in the FSA-573 software
- print a new FSA-573E.

**Important:** Anytime the data on FSA-573 is modified, the participant’s signature date and COC approval date is automatically removed by the FSA-573 software.

**Example:** Jane Jones certified to 200 head of adult beef cows and signed her FSA-573 for FIP on August 16, 2006. Based on the information provided by the participant and a farm visit, COC determined on November 8, 2006, that Jane Jones only had 180 head of eligible adult beef cows.

To determine the payment amount based on the spot check findings, the County Office shall modify Jane Jones’ FSA-573 for FIP to indicate only 180 adult beef cows. When the livestock data is modified, Jane Jones’ signature date and the COC approval date will automatically be removed by the FSA-573 software.--\*

**753 Spot Checks (Continued)****\*--I Handling Discrepancies in Claimed Livestock (Continued)**

When a participant's FIP FSA-573 is modified by the County Office as a result of a spot check, the County Office shall:

- re-enter the producer's signature date
- re-enter the COC approval date if COC determines the modified FSA-573 shall be approved
- enter the COC disapproval date if COC disapproves FSA-573
- write "MODIFIED DUE TO SPOT CHECK" on FSA-573
- print a new FSA-573E
- thoroughly document the reason for modifying FSA-573 in the COC meeting minutes.

**754 Additional Spot Checks****A Required Additional Spot Checks**

If 20 percent or more of the 2005 Hurricanes FIP FSA-573's spot-checked according to paragraph 753 have 1 or more discrepancies:

- the County Office shall contact the State Office to obtain additional FSA-573's to spot check
- the State Office shall contact the National Office Livestock Assistance Program Manager to obtain additional FSA-573's for the County Office to spot check
- the National Office shall randomly select an additional 10 percent of all 2005 Hurricanes FIP FSA-573's in the county for which a payment was generated to be reviewed by the County Office.

**Example:** The County Office completed spot checks of all FSA-573's selected according to subparagraph 753 B. A total of twenty FSA-573's were spot-checked. The County Office discovered at least 1 discrepancy on seven FSA-573's.

Because at least 1 discrepancy was discovered on over 20 percent of FSA-573's spot-checked, the County Office shall contact the State Office to obtain additional FSA-573's to spot check.--\*

**\*--754 Additional Spot Checks (Continued)**

**B Excessive Percent of Overall Discrepancies**

If 20 percent or more of the total (initial and additional) 2005 Hurricanes FIP FSA-573's spot-checked have 1 or more discrepancies, the County Office shall contact the National Office Livestock Assistance Program Manager, through the State Office, for further guidance.

**Example:** The County Office completed spot checks of all FSA-573's selected according to subparagraph 753 B, and discovered 7 of the twenty FSA-573's had at least 1 discrepancy.

The County Office received additional FSA-573's to spot check according to subparagraph 753 B. There were twenty FSA-573's on the additional list obtained from the National Office. The County Office discovered at least 1 discrepancy on 3 of the additional FSA-573's.

The County Office shall contact the National Office Livestock Assistance Program Manager, through the State Office, for further guidance.--\*

**755-800 (Reserved)**



**\*--Part 13 2005 Hurricanes FIP Application Software**

**801 Accessing 2005 Hurricanes FIP Software**

**A Accessing Software**

From Menu FAX250, access FIP software according to the following.

Step	Menu	Action
1	FAX250	ENTER "3" or "4", "Application Processing", as applicable, and PRESS "Enter".
2	FAX09002	Enter the appropriate county on the Office Selection Menu, if applicable, and PRESS "Enter".
3	FAX07001	ENTER "11", "PFC/DCP Compliance", and PRESS "Enter".
4	M00000	ENTER "1", "NAP and Disaster", and PRESS "Enter".
5	MH0000	ENTER "14", "Hurricane Disaster Programs", and PRESS "Enter".
6	MHN0YR	ENTER "1", "Feed Indemnity Program", and PRESS "Enter". Feed Indemnity Program Menu MHAU00 will be displayed.

**B Example of Feed Indemnity Program Menu MHAU00**

The following is an example of Menu MHAU00.

```

COMMAND                                MENU: MHAU00                                H2
Feed Indemnity Program Menu
-----
      1. Application Process
      2. Payment Process
    * 3. Spot Check Selection Process

      21. Return to Application selection Menu
      23. Return to Primary Selection Menu
      24. Sign off

Cmd3=Previous Menu                                *=option currently not available.
Enter option and press "Enter".
    
```

--\*

**\*--802 Application Processing**

**A Overview**

To process applications for 2005 Hurricanes FIP, selection option 1, on Menu MHAU00. FIP Application Menu MHAUW0 will be displayed. The following is an example of Menu MHAUW0.

```

COMMAND                                MENU: MHAUW0                                H2
FIP Application Menu
-----
1. Loss Application                      4. Unsigned Applications Report
2. Signature/Approval Dates            5. Unapproved Applications Report
3. Print Producer Application          6. Approved Applications Report
                                         7. Disapproved Applications Report
                                         8. Deleted Applications Report

                                         20. Return to Application Primary Menu
                                         21. Return to Application Selection Menu
                                         23. Return to Primary Selection Screen
                                         24. Sign off

Cmd3=Previous Menu                                *=option currently not available.
Enter option and press "Enter".
    
```

**B Available Options**

The following table provides an explanation of the options available on Menu MHAUW0.

Action	Result	Option Is Used For...
ENTER "1", "Loss Application", and PRESS "Enter".	Producer Selection Screen MHAUWA01 will be displayed	loading feed loss data for FIP.
ENTER "2", "Signature/ Approval Dates", and PRESS "Enter".		loading signature/approval dates for FIP applications.
ENTER "3", "Print Producer Application", and PRESS "Enter".	Printer Selection Screen MHAURP01 will be displayed	printing producer FSA-573.
ENTER "4", "Unsigned Applications Report", and PRESS "Enter".		printing the report of unsigned applications.
ENTER "5", "Unapproved Applications Report", and PRESS "Enter".		printing the report of unapproved applications.
ENTER "6", "Approved Applications Report", and PRESS "Enter".		printing the report of approved applications.
ENTER "7", "Disapproved Applications Report", and PRESS "Enter".		printing the report of disapproved applications.
ENTER "8", "Deleted Applications Report", and PRESS "Enter".		printing the report of deleted applications.

--\*

**\*--803 Producer Selection Screen MHAUWA01**

**A Overview**

Access to FIP software requires entry of 1 of the following:

- producer’s ID number and type
- last 4 digits of producer’s ID
- producer’s last name.

**B Example of Producer Selection Screen MHAUWA01**

The following is an example of Screen MHAUWA01.

```

FIP              027-COAHOMA          selection      MHAUWA01
Producer Selection Screen          Version: AF36 03/14/2006 11:07 Term H2
-----
Enter Last Four Digits of ID: . . . .
or
Producer ID Number: . . . . . and Type:
or
Last Name: . . . . .
           (Enter Partial Name To Do An Inquiry)

Enter=Continue  Cmd7=End

```

**C Producer Not Active in SCIMS**

Producers must be in SCIMS with a legacy link to the county completing the application to apply for FIP benefits. If the selected producer is not active in SCIMS with a legacy link to the county completing the application, then add the producer to SCIMS and create a legacy link according to 1-CM.--\*

**\*--804 Livestock Location Screen MHAUWC01**

**A Overview**

Once a valid producer has been selected, Screen MHAUWC01 will be displayed. Screen MHAUWC01 will be used to capture the following:

- physical location of the claimed livestock on the beginning date of the hurricane
- current physical location of the livestock in inventory.

**B Example of Screen MHAUWC01**

The following is an example of Screen MHAUWC01.

```

FIP          027-COAHOMA          Input          MHAUWC01
Livestock Location Screen          Version: AF36 03/21/2006 07:10 Term H2
-----
Producer ALISON GROENWOLDT          Hurricane Begin Date
                                     KATRINA 08/29/2005
                                     RITA    09/23/2005

      where were the claimed livestock physically located
      on the above hurricane begin date?
      .....

      where is the current physical location of the
      livestock in inventory?
      .....

Enter=Continue  Cmd4=Previous screen  Cmd7=End

```

**C Action**

County Offices shall enter a free form text explanation of:

- where the claimed livestock were physically located on the beginning date of the hurricane that is specific enough to assist COC/CED in determining livestock eligibility
- the current physical location of the livestock in inventory that is specific enough to assist with finding the livestock in the event of a spot check.

**Note:** Information entered on Screen MHAUWC01 applies to the entire application.--\*



**\*--805 Livestock Kind Selection Screen MHAUWD01**

**A Overview**

Screen MHAUWD01 will be:

- displayed once all required data has been entered on Screen MHAUWC01
- used to select the kind of livestock for which loss data will be entered.

**B Example of Screen MHAUWD01**

Following is an example of Screen MHAUWD01.

```

FIP                027-COAHOMA                Selection      MHAUWD01
Livestock kind selection screen                version: AF36 03/20/2006 10:36 Term H2
-----
Producer ALISON GROENWOLDT                    Hurricane Begin Date
                                                KATRINA  08/29/2005
                                                RITA     09/23/2005

                select kind/type of livestock:

.. ADULT BEEF COWS AND BULLS
.. NON-ADULT BEEF CATTLE(500 POUNDS OR MORE)
.. ADULT DAIRY COWS AND BULLS
.. NON-ADULT DAIRY CATTLE(500 POUNDS OR MORE)
.. ADULT BUFFALO/BEEFALO COWS AND BULLS
.. NON-ADULT BUFFALO/BEEFALO(500 POUNDS OR MORE)
.. SHEEP(ALL)
.. GOATS(ALL)
.. DEER(ALL)
.. HORSES(ALL)

Enter=Continue  cmd4=Previous screen  cmd7=End
    
```

**C Action**

County Offices shall enter an "X" next to the applicable kind of livestock.--\*

**\*--806 Load Head Count Screen MHAUWH01**

**A Overview**

Screen MHAUWH01 will be:

- displayed once a livestock kind has been selected on Screen MHAUWD01
- used to capture the following:
  - number of livestock
  - share.

**B Example of Screen MHAUWH01**

The following is an example of Screen MHAUWH01.

```

FIP                027-COAHOMA          Entry      MHAUWH01
Load Head count screen          Version: AF36 03/20/2006 10:37 Term H2
-----
Producer ALISON GROENWOLDT          Hurricane Begin Date
Livestock ADULT BEEF COWS AND BULLS KATRINA 08/29/2005
                                       RITA    09/23/2005

                               Number of
                               Livestock share
                               .....

cmd4=Previous screen  cmd5=update  cmd7=End  cmd24=Delete

```

**C Action**

County Offices shall enter the following:

- number of eligible livestock that were physically located in the county on the hurricane start date provided on the screen
- producer's share of the livestock.

**Note:** If a producer has multiple operations of the same livestock kind, type, and weight range with the same share, then total the number of livestock and load on 1 line.--\*

**\*--806 Load Head Count Screen MHAUWH01 (Continued)****D Options**

The following table describes the options available on Screen MHAUWH01.

<b>Option</b>	<b>Result</b>
Cmd4	Screen MHAUWD01 will be displayed.
Cmd5	Record More Data Question Screen MHAUWH1A will be displayed.
Cmd7	Menu MHAUW0 will be displayed.
Cmd24	The line item where the cursor is located will be deleted.

--\*

**\*--807 Record More Data Question Screen MHAUWH1A**

**A Overview**

Screen MHAUWH1A provides the opportunity for the user to load another:

- share for the producer/kind/weight range
- kind of livestock.

**B Example of Screen MHAUWH1A**

The following is an example of Screen MHAUWH1A.

```

FIP                027-COAHOMA                Entry      MHAUWH01
Load Head Count screen          version: AF36 03/20/2006 10:46 Term H2
-----
Producer ALISON GROENWOLDT                Hurricane Begin Date
Livestock ADULT BEEF COWS AND BULLS        KATRINA   08/29/2005
                                             RITA     09/23/2005

Record More Data Question Screen                MHAUWH1A

Do you want to record data for another:
Share for this Producer/Kind/Weight Range.. (Y/N) .Y.
Kind/Type of Livestock.....                .N.

Enter=Continue  Cmd4=Previous screen
IM: Loss data has been recorded.

Cmd4=Previous screen  Cmd5=update  Cmd7=End  Cmdz4=Delete
    
```

**C Action**

The following describes the options available on Screen MHAUWH1A.

<b>Do you want to record data for another...</b>	<b>IF "Y" is entered...</b>
share for this producer/kind/weight range?	Screen MHAUWH01 will be displayed for the producer, kind, type, and weight range previously selected.
kind of livestock?	Screen MHAUWD01 will be displayed for the producer previously selected.

If "N" is entered for both questions and:

- any share entered on the producer's application is less than 100 percent, then Other Producer Association Screen MHAUWI01 will be displayed
- all shares entered on the producer's application are equal to 100 percent, then FSA-573 will be printed.--\*

**\*--808 Other Producer Association Screen MHAUWI01**

**A Overview**

Screen MHAUWI01 provides the opportunity for the user to load other producers who are associated with the livestock claimed on application. The user is required to add at least 1 other producer if any share entered on the producer’s application is less than 100 percent.

**Note:** This data is not used by the system. It will be used for reference outside of the system in the event of a spot check.

**B Example of Screen MHAUWI01**

The following is an example of Screen MHAUWI01.

```

FIP                027-COAHOMA                Selection      MHAUWI01
Other Producer Association Screen      Version: AF36  03/29/2006 06:44 Term H2
-----
Producer ALISON GROENWOLDT                Hurricane Begin Date
                                           KATRINA  08/29/2005
                                           RITA     09/23/2005

Other Producers Associated with this Applicant:
(must be at least one if shares are less than 100 percent)

                                PAUL GROENWOLDT

Enter=Continue  Cmd4=Previous screen  Cmd7=End  Cmd16=Add Producer  Cmd24=Delete
    
```

**C Action**

The following table describes the options available on Screen MHAUWI01.

Option	Result
Enter	FSA-573 will be printed.
Cmd4	Screen MHAUWH01 will be displayed.
Cmd7	Menu MHAUW0 will be displayed.
Cmd16	Common Routine To Select ID Number Screen MACR04 will be displayed.
Cmd24	The line item where the cursor is located will be deleted.

--\*

809 Signature/Approval Dates

A Overview

Signature and approval date must be entered into the automated system before FIP payments can be issued. Signature/approval dates will be entered by selecting:

- option 2, "Signature/Approval Dates", from Menu MHAUW0
- applicable producer on Producer Selection Screen MHAUWA01.

B Example of Signature/Approval Screen MHAUAC01

The following is an example of Screen MHAUAC01.

\*--

```

FIP          027-COAHOMA          Entry          MHAUAC01
Signature/Approval screen          Version: AF36 03/21/2006 07:31 Term H2
-----
Producer ALISON GROENWOLDT          ID/Type XXXXXXXXX S

          Signature          Approval          Disapproval
          Date              Date              Date
          (MM/DD/CCYY)      (MM/DD/CCYY) or (MM/DD/CCYY)
          .....           .....           .....

cmd4=Previous screen cmd5=Update cmd7=End
cmd12=Print Statement of Projected Payment Amounts

```

--\*

C Action

County Offices shall:

- enter producer signature date
- enter approval or disapproval date as applicable
- PRESS "Cmd5" to update.

**Note:** The approval/disapproval process is by producer ID, not by livestock kind. The application is either approved or disapproved.

The signature and approval dates will be removed if any changes are made to the application after the signature/approval dates are entered.

810-830 (Reserved)

**\*--831 Print Producer Application**

**A Overview**

FSA-573 will be generated:

- when option 3, “Print Producer Application”, is selected from Menu MHAUW0, and applicable producer ID is entered
- during application process when user entered “N” for all questions on Record More Data Question Screen MHAUWH1A.--\*

**\*--832 Unsigned Applications Report**

**A Overview**

The Unsigned Applications Report is a computer-generated report that lists all applications that have been initiated but do not have a signature date entered.

**B Unsigned Applications Report Option Screen MHAURD1A**

Once a valid printer ID has been entered, Screen MHAURD1A will be displayed. The following is an example of Screen MHAURD1A.

```

FIP          027-COAHOMA          Entry          MHAURP01
Printer selection screen          Version: AF36 03/14/2006 15:03 Term H2
-----
                unsigned Applications Report option screen          MHAURD1A
                select the order you wish to print the report:
                - alphabetically by producer last name/business ... ..
                - by update date with the most recent first ..... ..
                Enter date restrictions, if you wish:
                (MM/DD/CCYY)
                - do not print update dates prior to ..... ..
                - do not print update dates after ..... ..
                Enter=Continue  cmd4=Previous screen  cmd7=End
    
```

Enter=Continue cmd7=End

--\*



**\*--832 Unsigned Applications Report (Continued)**

**C Action**

County Offices are required to select the order in which the report will print. If:

- “alphabetically by producer last name/business” is selected, then the report will print alphabetically by last name/business
- “by update date with the most recent first” is selected, then the report will print by the date that the application was updated, most recent update date first.

Only 1 print order can be selected at a time.

County Offices also have the option of entering date restrictions. If a date is entered next to:

- “do not print update dates prior to”, then the report will only print applications that were updated on or after the date entered
- “do not print update dates after”, then the report will only print applications that were updated on or before the date entered
- both “do not print update dates prior to” and “do not print update dates after”, then the report will only print applications that were updated on or between the dates entered.

Both a print order and a date restriction can be entered at the same time.--\*

**\*--833 Unapproved Applications Report**

**A Overview**

The Unapproved Applications Report is a computer-generated report that lists all applications that have been signed but do not have an approval or disapproval date entered.

**B Unapproved Applications Report Option Screen MHAURE1A**

Once a valid printer ID has been entered, Screen MHAURE1A will be displayed. The following is an example of Screen MHAURE1A.

```
FIP 027-COAHOMA Entry MHAURP01
Printer selection screen Version: AF36 03/14/2006 15:03 Term H2
-----
unapproved Applications report option screen MHAURE1A
select the order you wish to print the report:
- alphabetically by producer last name/business ... ..
- by signature date with the most recent first .... ..
Enter date restrictions, if you wish: (MM/DD/CCYY)
- do not print signature dates prior to .. .....
- do not print signature dates after .....
Enter=Continue cmd4=Previous screen cmd7=End
Enter=Continue cmd7=End
```

--\*

**\*--833 Unapproved Applications Report (Continued)**

**C Action**

County Offices are required to select the order in which the report will print. If:

- “alphabetically by producer last name/business” is selected, then the report will print alphabetically by last name/business
- “by signature date with the most recent first” is selected, then the report will print by the date that the application was signed, most recent signature date first.

Only 1 print order can be selected at a time.

County Offices also have the option of entering date restrictions. If a date is entered next to:

- “do not print signature dates prior to”, then the report will only print applications that were signed on or after the date entered
- “do not print signature dates after”, then the report will only print applications that were signed on or before the date entered
- both “do not print signature dates prior to” and “do not print signature dates after”, then the report will only print applications that were signed on or between the dates entered.

Both a print order and a date restriction can be entered at the same time.--\*

**\*--834 Approved Applications Report**

**A Overview**

The Approved Applications Report is a computer-generated report that lists all applications that have an approval date entered in the system.

**B Approved Applications Report Option Screen MHAURF1A**

Once a valid printer ID has been entered, Screen MHAURF1A will be displayed. The following is an example of Screen MHAURF1A.

```
FIP          027-COAHOMA          Entry          MHAURP01
Printer selection screen          Version: AF36 03/14/2006 15:03 Term H2
-----
Approved Applications Report option screen          MHAURF1A
select the order you wish to print the report:
- alphabetically by producer last name/business ... ..
- by approval date with the most recent first ..... ..

Enter date restrictions, if you wish:
                                     (MM/DD/CCYY)
- do not print approval dates prior to ... ..
- do not print approval dates after ..... ..

Enter=Continue  cmd4=Previous screen  cmd7=End

Enter=Continue  cmd7=End
```

--\*

**\*--834 Approved Applications Report (Continued)**

**C Action**

County Offices are required to select the order in which the report will print. If:

- “alphabetically by producer last name/business” is selected, then the report will print alphabetically by last name/business
- “by approval date with the most recent first” is selected, then the report will print by the date that the application was approved, most recent approval date first.

Only 1 print order can be selected at a time.

County Offices also have the option of entering date restrictions. If a date is entered next to:

- “do not print approval dates prior to”, then the report will only print applications that were approved on or after the date entered
- “do not print approval dates after”, then the report will only print applications that were approved on or before the date entered
- both “do not print approval dates prior to” and “do not print approval dates after”, then the report will only print applications that were approved on or between the dates entered.

Both a print order and a date restriction can be entered at the same time.--\*

**\*--835 Disapproved Applications Report**

**A Overview**

The Disapproved Applications Report is a computer-generated report that lists all applications that have a disapproval date entered in they system.

**B Disapproved Applications Report Option Screen MHAURG1A**

Once a valid printer ID has been entered, Screen MHAURG1A will be displayed. The following is an example of Screen MHAURG1A.

```

FIP          027-COAHOMA          Entry          MHAURP01
Printer selection screen          Version: AF36 03/14/2006 15:03 Term H2
-----
Disapproved Applications Report option screen          MHAURG1A
select the order you wish to print the report:
- alphabetically by producer last name/business ... ..
- by disapproval date with the most recent first .. ..

Enter date restrictions, if you wish:
                                     (MM/DD/CCYY)
- do not print disapproval dates prior to .....
- do not print disapproval dates after ... ..

Enter=Continue  cmd4=Previous screen  cmd7=End
    
```

Enter=Continue cmd7=End

--\*

**\*--835 Disapproved Applications Report (Continued)**

**C Action**

County Offices are required to select the order in which the report will print. If:

- “alphabetically by producer last name/business” is selected, then the report will print alphabetically by last name/business
- “by disapproval date with the most recent first” is selected, then the report will print by the date that the application was disapproved, most recent disapproval date first.

Only 1 print order can be selected at a time.

County Offices also have the option of entering date restrictions. If a date is entered next to:

- “do not print disapproval dates prior to”, then the report will only print applications that were disapproved on or after the date entered
- “do not print disapproval dates after”, then the report will only print applications that were disapproved on or before the date entered
- both “do not print disapproval dates prior to” and “do not print disapproval dates after”, then the report will only print applications that were disapproved on or between the dates entered.

Both a print order and a date restriction can be entered at the same time.--\*

## \*--836 Deleted Applications Report

### A Overview

The Deleted Applications Report is a computer-generated report that lists all applications that have been deleted from the system.

### B Deleted Applications Report Option Screen MHAURH1

Once a valid printer ID has been entered, Screen MHAURH1A will be displayed. The following is an example of Screen MHAURH1A.

```
FIP          027-COAHOMA          Entry          MHAURP01
Printer selection screen          Version: AF36 03/14/2006 15:03 Term H2
-----
deleted Applications Report option screen          MHAURH1A
select the order you wish to print the report:
- alphabetically by producer last name/business ... ..
- by deletion date with the most recent first ..... ..

Enter date restrictions, if you wish:
                                     (MM/DD/CCYY)
- do not print deletion dates prior to ... ..
- do not print deletion dates after ..... ..

Enter=Continue  cmd4=Previous screen  cmd7=End

Enter=Continue  cmd7=End
```

--\*



**\*--836 Deleted Applications Report (Continued)**

**C Action**

County Offices are required to select the order in which the report will print. If:

- “alphabetically by producer last name/business” is selected, then the report will print alphabetically by last name/business
- “by deletion date with the most recent first” is selected, then the report will print by the date that the application was deleted, most recent deletion date first.

Only 1 print order can be selected at a time.

County Offices also have the option of entering date restrictions. If a date is entered next to:

- “do not print deletion dates prior to”, then the report will only print applications that were deleted on or after the date entered
- “do not print deletion dates after”, then the report will only print applications that were deleted on or before the date entered
- both “do not print deletion dates prior to” and “do not print deletion dates after”, then the report will only print applications that were deleted on or between the dates entered.

Both a print order and a date restriction can be entered at the same time.--\*

**837-850 (Reserved)**



**\*--851 FSA-573E Statement of Projected Payment Amounts Report**

**A Introduction**

The FSA-573E Statement of Projected Payment Amounts Report is a computer-generated document that prints the calculated payment amount for the producer based on data currently loaded in the FIP application file.

**B Information on the FSA-573E Statement of Projected Payment Amounts Report**

The following provides a detailed description of the information contained in the FSA-573E Statement of Projected Payment Amounts Report.--\*

<b>Field</b>	<b>Description</b>	<b>FSA-573, Item</b>
Producer Name, Address, and ID Number	Producer name, mailing address, and last 4 digits of the ID number.	5A and 5B
Livestock Kind/Type	Kind, type, and weight range of livestock.	13
Number of Livestock	The number of livestock that were physically located in the county on the hurricane start date.	14
Share	The producer's share of the livestock.	15
Payment Rate	The payment rate established for the livestock kind, type, and weight range.	
Calculated Payment	Calculated payment for each livestock kind, type, and weight range is computed according to the following: <ul style="list-style-type: none"> <li>• number of livestock, multiplied times</li> <li>• share, multiplied times</li> <li>• payment rate.</li> </ul>	
Total Calculated Payment	Accumulated calculated payment amount for all livestock kinds, types, and weight ranges.	

**\*--851 FSA-573E Statement of Projected Payment Amounts Report (Continued)**

**C Printing the FSA-573E Statement of Projected Payment Amounts Report**

The FSA-573E Statement of Projected Payment Amounts Report can be printed for a specific producer or for all producers. Print the FSA-573E Statement of Projected Payment Amounts Report according to the following.

**Note:** The FSA-573E Statement of Projected Payment Amounts Report can also be--\* printed by pressing “Cmd12” on Screen MHAUAC01.

<b>Step</b>	<b>Menu or Screen</b>	<b>Action</b>	<b>Result</b>
1	FAX250	ENTER “3” or “4”, “Application Processing”, as applicable.	Menu FAX09002 will be displayed
2	FAX09002	If option 4 was selected on Menu FAX250, then select the appropriate county.	Menu FAX09001 will be displayed.
3	FAX07001	ENTER “11”, “PFC/DCP/Compliance”.	Menu M00000 will be displayed.
4	M00000	ENTER “1”, “NAP and Disaster”.	Menu MH0000 will be displayed.
5	MH0000	ENTER “14”, “Hurricane Disaster Programs”.	Menu MHN0YR will be displayed.
6	MHN0YR	ENTER “3”, “Feed Indemnity Program”.	Menu MHAU00 will be displayed.
7	MHAU00	ENTER “2”, “Payment Process”.	Menu MHAU0 will be displayed.
8	MHAUN0	*--ENTER “5”, “Print Producer Statement of Projected Payment Amounts Report”.--*	Screen MHAURT2 will be displayed.
9	MHAUPRT2	Enter the appropriate printer ID, and PRESS “Enter”.	Screen MHAU701 will be displayed.

\*--851 FSA-573E Statement of Projected Payment Amounts Report (Continued)

C Printing the FSA-573E Statement of Projected Payment Amounts Report (Continued)

Step	Menu or Screen	Action		Result
10	MHAUN701	Screen MHAUN01 provides several options to print the FSA-573E Statement of Projected Payment Amounts Report. Select either a specific producer or all producers according to the following.		
		Selection	Action	
		Process the Statement of Projected Payment Amounts Report for all producers.	ENTER "All" in the "Enter Producer ID Number" field, and PRESS "Enter".  <b>Note:</b> Do <b>not</b> use this option if applications are being updated on other workstations. Wait until all users have exited the FIP application process.	The Statement of Projected Payment Amounts Report will be generated for all producers that have an application on the application file.  Screen MHAU701 will be redisplayed.
		Process the Statement of Projected Payment Amounts Report for a selected producer.	Enter 1 of the following, and PRESS "Enter": <ul style="list-style-type: none"> <li>• producer ID number and ID type in the "Enter Producer ID Number and Type" fields</li> <li>• last 4 digits of producer's ID number in the "Last Four Digits of ID" field</li> <li>• producer's last name in the "Last Name" field.</li> </ul>	The Statement of Projected Payment Amounts Report--* will be generated if the selected producer has an application on the application file.  Screen MHAU701 will be redisplayed.



**\*--Part 15 2005 Hurricanes LIP-II****Section 1 Basic 2005 Hurricanes LIP-II Information****1001 General Information****A Purpose**

2005 Hurricanes LIP-II provides monetary assistance to eligible livestock owners and livestock contract growers, but **not** both for the same livestock, for livestock deaths that occurred in eligible disaster counties as a result of Hurricane Katrina, Ophelia, Rita, or Wilma.

**Important:** Livestock that perished as a result of Hurricane Dennis are **not** eligible livestock for 2005 Hurricanes LIP-II.

The only livestock kind/type eligible for contract growers is poultry.  
See subparagraph 1022 B.

Monetary assistance provided under 2005 Hurricanes LIP-II is **not** required to be used by the payee for any specific purpose.

This part provides instructions for administering 2005 Hurricanes LIP-II.

**B Source of Authority**

The Emergency Supplemental Appropriations Act for Defense, the Global War on Terror, and Hurricane Recovery 2006 (Pub. L. 109-234) authorizes the Secretary of Agriculture to use CCC funds to provide assistance to certain:

- livestock owners who suffered the death of eligible livestock as a result of Hurricane Katrina, Ophelia, Rita, or Wilma
- livestock contract growers who suffered a loss of income with respect to the death of eligible poultry as a result of Hurricane Katrina, Ophelia, Rita, or Wilma.

The regulations for 2005 Hurricanes LIP-II are provided in 7 CFR Part 1416.

**C Public Information**

Follow instructions in 2-INFO for providing information about 2005 Hurricanes LIP-II.--\*

**\*--1001 General Information (Continued)****D Modifying Provisions**

Provisions in this handbook shall **not** be revised without prior approval from the National Office Livestock Assistance Program Manager.

**Important:** Revisions include adding, deleting, editing, clarifying, supplementing, or otherwise amending any procedure, form, or exhibit.

A separate State or county handbook shall **not** be created.

**E Forms**

**Forms, worksheets, applications and other documents other than those provided in this handbook or issued by the National Office shall not be used for 2005 Hurricanes LIP-II.**

Any document that collects data from a producer, regardless of whether the producer's signature is required, is subject to the Privacy Act, including clearance of such documents by the following offices:

- National Office program area
- MSD, Forms and Graphics Section.

Forms, worksheets, and documents developed or used by State or County Office must be:

- submitted to the National Office Livestock Assistance Program Manager for review and clearance
- approved for use by the National Office **before** use by any State or County Office.

**Important:** No form, worksheet, or other document other than those provided in this handbook or approved by the national office shall be used for 2005 Hurricanes LIP-II, including any form, worksheet or other document developed by any:

- State or County Office
- Other agency or organization.

**F Related Handbooks**

See Part 1 for handbooks related to 2005 Hurricanes LIP-II.--\*



**\*--1002 Responsibilities**

**A STC Responsibilities**

Within the authorities and limitations in this handbook and 7 CFR 1416 Subpart C, STC's shall:

- direct the administration of 2005 Hurricanes LIP-II
- ensure that FSA State and County Offices follow the 2005 Hurricanes LIP-II provisions
- thoroughly document all actions taken in STC meeting minutes
- handle appeals according to 1-APP
- review all applications executed by State Office employees, COC members, CED's, County Office employees, and their spouses according to subparagraph 1052 A
- require reviews be conducted by DD's according to subparagraph 1052 E to ensure that County Offices comply with 2005 Hurricane LIP-II provisions

**Note:** STC may establish additional reviews to ensure that 2005 Hurricanes LIP-II is administered in according to these provisions.

- take any oversight actions necessary to ensure that provisions of IPIA are met to prevent County Offices from issuing any improper payments according to subparagraph 1024 E.--\*

**\*--1002 Responsibilities (Continued)****B SED Responsibilities**

Within the authorities and limitations in this handbook and 7 CFR 1416 Subpart C, SED's shall:

- ensure that FSA County Offices follow the 2005 Hurricanes LIP-II provisions
- handle appeals according to 1-APP
- ensure that DD conducts reviews according to subparagraph A

**Note:** SED may establish additional reviews to ensure that 2005 Hurricanes LIP-II is administered in according to these provisions.

- ensure that County Offices publicize 2005 Hurricanes LIP-II provisions according to subparagraph D
- immediately notify the National Office Livestock Assistance Program Manager of software problems, incomplete or incorrect procedures, and specific problems or findings.
- take any oversight actions necessary to ensure that provisions of IPIA are met to prevent County Offices from issuing any improper payments according to subparagraph 1024 E.--\*

**\*--1002 Responsibilities (Continued)****C DD Responsibilities**

Within the authorities and limitations in this handbook and 7 CFR 1416 Subpart C, DD's shall:

- ensure that COC's and CED's follow the 2005 Hurricanes LIP-II provisions
- conduct reviews according to subparagraph 1052 E, and any additional reviews established by STC or SED according to subparagraph A and B
- provide SED with report of reviews conducted according to subparagraph 1052 E
- take any oversight actions necessary to ensure that provisions of IPIA are met to prevent County Offices from issuing any improper payments according to subparagraph 1024 E.
- closely monitor the number of 3rd party certifications approved by COC according to subparagraph 1051 E

**Important:** If the number of applicants using 3rd party certifications is excessive when compared to surrounding counties, DD's shall take all necessary action to ensure that the claimed losses are reasonable and that the provision is not being abused.

- ensure that County Offices publicize program provisions according to subparagraph D.--\*

**\*--1002 Responsibilities (Continued)****D COC Responsibilities**

Within the authorities and limitations in this handbook and 7 CFR 1416 Subpart C, COC's shall:

- fully comply with all 2005 Hurricanes LIP-II provisions
- ensure that CED fully complies with all 2005 Hurricanes LIP-II provisions
- review, initial, date, and document in COC minutes all 3rd party certifications according to subparagraph 1051 E

**Important:** COC shall **not** delegate authority to review 3rd party certifications to CED.

- provide DD with a weekly written report of all reviews of 3rd party certifications according to subparagraph 1051 E
- act on completed CCC-897 according to paragraph 1052
- handle appeals according to 1-APP
- thoroughly document all actions taken in COC meeting minutes

**Important:** All the following must be thoroughly documented for all program determinations made by COC:

- all factors reviewed or considered
- all documentation reviewed
- references to applicable handbooks, notices and regulations
- all sources of information obtained for review or consideration.--\*

**\*--1002 Responsibilities (Continued)****D COC Responsibilities (Continued)**

- take any oversight actions necessary to ensure that provisions of IPIA are met to prevent County Offices from issuing any improper payments according to subparagraph 1024 E.
- ensure that producers receive complete and accurate program information

**Note:** Program information may be provided through the following:

- program leaflets, newsletters, and print media
  - meetings
  - radio, television, and video
  - County Office visit.
- ensure that 2005 Hurricanes LIP-II general provisions and other important items are publicized as soon as possible after information is received from the National Office, including, but not limited to, the following:
    - signup period
    - payment limitation
    - eligible livestock
    - basic participant eligibility criteria
    - general data required to complete application.

**Important:** Because eligible losses are based on the physical location of the livestock when they perished, and some producers may still be displaced **all** County Offices in Alabama, Florida, Louisiana, Mississippi, North Carolina, and Texas shall publicize the program provisions regardless of whether the county is a disaster county.

**Note:** The 2005 Hurricanes LIP-II Fact Sheet may be used to provide general program information. The fact sheet is available online at [www.fsa.usda.gov](http://www.fsa.usda.gov).--\*

\*--1002 Responsibilities (Continued)

**E CED Responsibilities**

Within the authorities and limitations in this handbook and 7 CFR 1416 Subpart C, CED's shall:

- fully comply with all 2005 Hurricanes LIP-II provisions
- ensure that County Office employees fully comply with all 2005 Hurricanes LIP-II provisions
- act on completed CCC-897 according to paragraph 1052

**Note:** CED may delegate approval authority to program technicians for routine cases where proof of death is provided according to subparagraph 1051 D. Program technicians shall **not** be delegated authority to:

- disapprove any CCC-897
  - approve any CCC-897 where 3rd party certification is used to prove death.
- ensure that all program and payment eligibility requirements have been met by producers before issuing any payment to ensure that IPIA provisions are met.

**Note:** See subparagraph 1024 E for additional information.--\*

**\*--1002 Responsibilities (Continued)****E CED Responsibilities (Continued)**

- handle appeals according to 1-APP
- ensure that producers receive complete and accurate program information
- immediately notify SED, through DD, of software problems and incomplete or incorrect procedures
- ensure that all applicants receive a copy of Exhibit 19 according to paragraph 1053 when they file an application
- ensure that general provisions and other important items are publicized according to subparagraph D.

**F Program Technician Responsibilities**

Within the authorities and limitations in this handbook and 7 CFR 1416 Subpart C, program technician shall:

- fully comply with all 2005 Hurricanes LIP-II provisions
- immediately notify CED of software problems and incomplete or incorrect procedures
- ensure that producers receive complete and accurate program information
- ensure that all applicants receive a copy of Exhibit 19 according to paragraph 1053 when they file an application.
- ensure that all program and payment eligibility requirements have been met by producers before issuing any payments to ensure that IPIA provisions are met.

**Note:** See subparagraph 1024 E for additional information.--\*

**1003 Definitions for 2005 Hurricanes LIP-II****A Definitions**

The following definitions apply to 2005 Hurricanes LIP-II. The definitions provided in other parts of this handbook do **not** apply to 2005 Hurricanes LIP-II.

Adult beef bulls means male bovine animals that were at least 2 years old and used for breeding purposes before perishing.

Adult beef cows means female bovine animals that had delivered 1 or more offspring before perishing. A 1st time bred beef heifer shall also be considered an adult beef cow if it was pregnant when it perished.

Adult buffalo/beefalo bulls means male animals of those breeds that were at least 2 years old and used for breeding purposes before perishing.

Adult buffalo/beefalo cow means female animals of those breeds that had delivered 1 or more offspring before perishing. A 1st time bred buffalo or beefalo heifer shall also be considered an adult buffalo/beefalo cow if it was pregnant when it perished.

Adult dairy bulls means male bovine animals of a breed used for producing milk for human consumption that were at least 2 years old and used for breeding dairy cows before perishing.

Adult dairy cows means female bovine animals used for the purpose of providing milk for human consumption that had delivered 1 or more offspring before perishing. A 1st time bred dairy heifer shall also be considered an adult dairy cow if it was pregnant when it perished.

\*--Brownout means a reduction in electric power that affects the facility.--\*

Bucks mean male goats.

Catfish means any catfish grown as food for human consumption by a commercial operator on private property in water in a controlled environment.

Commercial use means used in the operation of a business activity engaged in as a means of livelihood for profit by the eligible producer.

Contract means, with respect to contracts for the handling of livestock, a written agreement between a livestock owner and another individual or entity setting the specific terms, conditions and obligations of the parties involved regarding the production of livestock or livestock products.



**\*--1003 Definitions for 2005 Hurricanes LIP-II (Continued)****A Definitions (Continued)**

Controlled environment means an environment in which everything that can practicably be controlled with structures, facilities, growing media (including but not limited to water and nutrients) by the producer, is in fact controlled by the producer.

Crawfish means any crayfish grown as food for human consumption by a commercial operator on private property in water in a controlled environment.

Disaster county means a county included the geographic area covered by a Presidential or Secretarial disaster declaration for Hurricane Katrina, Ophelia, Rita and/or Wilma, including contiguous counties. See Exhibit 20 for list of eligible counties by Hurricane.

Eligible livestock means only certain adult and non-adult dairy cattle, beef cattle, buffalo, beefalo, equine animals, sheep, goats, swine, deer, catfish, crawfish and poultry, including egg-producing poultry, that were maintained for commercial use as part of a farming operation, that perished in a disaster county as a direct result of an eligible hurricane during an applicable disaster period, as provided in Exhibit 20. See paragraph 1023 for further delineation of eligible livestock by payment rate.

Eligible livestock owner means a person who had legal ownership of the eligible livestock on the day the livestock perished and is a citizen of, or legal resident alien in, the United States. A farm cooperative, private domestic corporation, partnership, or joint operation in which a majority interest is held by members, stockholders, or partners who are citizens of, or legal resident aliens in, the United States, if such cooperative, corporation, partnership, or joint operation owned or jointly owned the eligible livestock on the day the livestock perished will be considered eligible livestock owners. Any Native American tribe (as defined in section 4(b) of the Indian Self-Determination and Education Assistance Act (Pub. L. 93-638, 88 Stat. 2003)); any Native American organization or entity chartered under the Indian Reorganization Act; any tribal organization chartered under the Indian Self-Determination and Education Assistance Act; and any economic enterprise under the Indian Financing Act of 1974 may be considered an eligible livestock owner so long as they meet the terms of the definition.--\*

**\*--1003 Definitions for 2005 Hurricanes LIP-II (Continued)****A Definitions (Continued)**

Eligible livestock contract grower means a person, other than the livestock owner, who possessed an independent financial interest in the eligible livestock or products derived from such livestock, as defined and limited by the terms and conditions of a contractual written agreement with the livestock owner on the day the livestock perished, and is a citizen of, or legal resident alien in, the United States. A farm cooperative, private domestic corporation, partnership, or joint operation in which a majority interest is held by members, stockholders, or partners who are citizens of, or legal resident aliens in, the United States, if such cooperative, corporation, partnership, or joint operation possessed a independent financial interest, but not as owner, in the eligible livestock or products derived from such livestock on the day the livestock perished will be considered an eligible livestock contract grower. Any Native American tribe (as defined in section 4(b) of the Indian Self-Determination and Education Assistance Act (Pub. L. 93-638, 88 Stat. 2003)); any Native American organization or entity chartered under the Indian Reorganization Act; any tribal organization chartered under the Indian Self-Determination and Education Assistance Act; and any economic enterprise under the Indian Financing Act of 1974 may be considered an eligible livestock contract grower so long as they meet the terms of the definition.

Equine animals mean domesticated horses, mules, and donkeys.

Ewes mean a female sheep.

Farming operation means a business enterprise engaged in the production of agricultural products.

Goats means domesticated ruminant mammals of the genus Capra, including Angora goats. Goats will be further delineated by sex (bucks and nannies) and age (kids).--\*

**\*--1003 Definitions for 2005 Hurricanes LIP-II (Continued)****A Definitions (Continued)**

Ineligible livestock means any of the following:

- any animal produced or maintained for reasons other than commercial use as part of a farming operation, as determined by CCC, including, but not limited to, recreational purposes, such as pleasure, hunting, pets, or for show
- all wild free roaming animals, as determined by CCC
- any animal not meeting the definition of eligible livestock, as determined by CCC
- any animal owned or cash leased by an ineligible livestock owner or contract grower
- all animals that perished:
  - in a county other than a disaster county
  - as a result of something other than Hurricane Katrina, Ophelia, Rita, or Wilma
  - at any time other than an applicable disaster period, as provided in Exhibit 20.

Kids mean goat less than 1 year old.

Lambs mean sheep less than 1 year old.

Nannies mean female goats.

Non-adult beef cattle mean male, female, or neutered male bovine animals that do not meet the definition of adult beef cows or bulls. Non-adult beef is further delineated by weight categories of less than 400 pounds, and 400 pounds or more when they perished.

Non-adult buffalo/beefalo means male, female or neutered male animals of those breeds that do not meet the definition of adult buffalo/beefalo cows or bulls. Non-adult buffalo/beefalo is further delineated by weight categories of less than 400 pounds, and 400 pounds or more when they perished.

Non-adult dairy cattle means male, female, or neutered male bovine livestock, of a breed used for the purpose of providing milk for human consumption, that do not meet the definition of adult dairy cows or bulls. Non-adult dairy is further delineated by weight categories of less than 400 pounds, and 400 pounds or more when they perished.--\*

**1003 Definitions for 2005 Hurricanes LIP-II (Continued)**

**A Definitions (Continued)**

Poultry means domesticated chickens, turkeys, ducks, and geese. Poultry will be further delineated by sex, age, and purpose of production, as determined by CCC.

Rams means male sheep.

\*--Saltwater intrusion line means the farthest point where saltwater has entered a fresh water body as the result of rising tide levels associated with a hurricane.--\*

Sheep means domesticated ruminant mammals of the genus Ovis. Sheep will be further delineated by sex (rams and ewes) and age (lambs).

\*--Storm surge means the onshore rush of saltwater caused by the high winds associated with a land falling hurricane and secondarily by the low pressure of the storm.

Storm surge line means the farthest point the saltwater is pushed onshore by the high winds associated with a hurricane.--\*

Swine means domesticated omnivorous pigs, hogs, or boars. Swine will be further delineated by sex and weight as determined by CCC.

**1004-1020 (Reserved)**

**\*--Section 2 Policy and Procedure****1021 Signup Period****A 2005 Hurricanes LIP-II Signup**

\*--The signup period for 2005 Hurricanes LIP-II is December 11, 2006, through March 30, 2007.

**Important:** There are **no** late-filed provisions for 2005 Hurricanes LIP-II. FSA shall not refuse to accept a producer's request to file CCC-897 after March 30, 2007. However, CCC-897's submitted by producers after March 30, 2007, shall be disapproved because they were not filed during the application period.

The application period for 2005 Hurricanes LIP-II is a matter of general applicability to all producers; therefore, disapproving CCC-897's filed after March 30, 2007, is **not** appealable.--\*

**1022 Eligibility Criteria****A Eligible Livestock for Owners**

Pub. L. 109-234 provides:

- that no producer shall receive duplicative payments under 2005 LIP-II and any other Federal program for the same loss
- different livestock categories for livestock owners and livestock contract growers.

**Note:** See subparagraph B for eligible livestock for contract growers.

Under 2005 Hurricanes LIP eligible livestock owners were provided benefits for certain livestock deaths that occurred as a result of 2005 Hurricane Dennis, Katrina, Ophelia, Rita, or Wilma in many of the same counties that are eligible counties under 2005 Hurricanes LIP-II. The benefits provided under 2005 Hurricanes LIP were significantly greater than the benefits provided under 2005 Hurricanes LIP-II.

**Note:** To ensure that the statutory requirement that **no** producer receives duplicative payments under 2005 Hurricanes LIP-II or any other Federal program for the same loss is met, eligible livestock for livestock owners shall be limited to catfish and crawfish in any county that was an eligible county under 2005 Hurricanes LIP.

\*--**Exception:** County Offices in eligible counties under 2005 Hurricanes LIP shall accept CCC-897's for 2005 Hurricanes LIP-II from eligible livestock owners who did not apply for benefits under 2005 Hurricanes LIP. All CCC-897's and supporting documentation received from eligible livestock owners who did not apply for benefits under 2005 Hurricanes LIP shall be submitted to DAFP for review by **COB April 6, 2007**. If CCC-897 and all supporting documentation meet all applicable requirements, the National Office shall authorize COC to act on CCC-897.--\*

**1022 Eligibility Criteria (Continued)****A Eligible Livestock for Owners (Continued)**

To be eligible livestock for owners under 2005 Hurricanes LIP-II, the livestock must meet all of the following:

- been owned by an eligible livestock owner on the day the livestock perished
- been maintained for commercial use as part of a farming operation on the day the livestock perished
- perished as a direct result of an eligible hurricane in a disaster county during an applicable disaster period, as provided in Exhibit 20
- been 1 of the following, as defined in paragraph 1003:
  - adult or non-adult beef cattle
  - adult or non-adult dairy cattle
  - adult or non-adult beefalo
  - adult or non-adult buffalo
  - sheep
  - goats
  - swine
  - equine animals
  - deer
  - catfish
  - crawfish
  - poultry, including egg-producing poultry.

**Exceptions:** Catfish and crawfish are the only eligible livestock for livestock owners in counties that were eligible counties under 2005 Hurricanes LIP.

\*--County Offices in eligible counties under 2005 Hurricanes LIP shall accept CCC-897's for 2005 Hurricanes LIP-II from eligible livestock owners who did not apply for benefits under 2005 Hurricanes LIP. These CCC-897's and supporting documentation shall be submitted to DAFP for review by **COB April 6, 2007**. If all applicable requirements are met, the National Office will authorize COC to act on CCC-897.--\*

**Important:** If an animal was pregnant at the time of death, only the pregnant animal that perished is eligible for payment under 2005 Hurricanes LIP-II. The unborn animal is **not** eligible livestock under 2005 Hurricanes LIP-II.

**1022 Eligibility Criteria (Continued)****A Eligible Livestock for Owners (Continued)**

See paragraph:

- 1003 for definitions of eligible livestock, commercial use, and farming operation
- 1023 for further delineation of eligible livestock by payment rate.

**B Eligible Livestock for Contract Growers**

Pub. L. 109-234 provides:

- that no producer shall receive duplicative payments under 2005 LIP-II and any other Federal program for the same loss
- different livestock categories for livestock owners and livestock contract growers.

See subparagraph A for eligible livestock for owners.

Under 2005 Hurricanes LIP eligible livestock contract growers were provided benefits for certain poultry deaths that occurred as a result of 2005 hurricanes Dennis, Katrina, Ophelia, Rita, or Wilma in many of the same counties that are eligible counties under 2005 Hurricanes LIP-II. The benefits provided under 2005 Hurricanes LIP were significantly greater than the benefits provided under 2005 Hurricanes LIP-II.

**Note:** To ensure that the statutory requirement that **no** producer receives duplicative payments under 2005 Hurricanes LIP-II or any other Federal program for the same loss is met, poultry that perished in any county that was an eligible county under \*--2005 Hurricanes LIP is not eligible livestock under 2005 Hurricanes LIP-II.

**Exception:** County Offices in eligible counties under 2005 Hurricanes LIP shall accept CCC-897's for 2005 Hurricanes LIP-II from eligible contract growers who did not apply for benefits under 2005 Hurricanes LIP. These CCC-897's and supporting documentation shall be submitted to DAFP for review by **COB April 6, 2007**. If all applicable requirements are met, the National Office will authorize COC to act on CCC-897.--\*

**1022 Eligibility Criteria (Continued)****B Eligible Livestock for Contract Growers (Continued)**

To be eligible livestock for contract growers under 2005 Hurricanes LIP-II, the livestock must meet all of the following:

- been in the possession of an eligible contract grower on the day the livestock perished
- been maintained for commercial use as part of a farming operation on the day the livestock perished
- perished as a direct result of an eligible hurricane in a disaster county during an applicable disaster period, as provided in Exhibit 20
- been poultry, including egg-producing poultry.

**Exception:** Poultry that perished in any county that was an eligible county under 2005 \*--Hurricanes LIP is not eligible livestock under 2005 Hurricanes LIP-II.

County Offices in eligible counties under 2005 Hurricanes LIP shall accept CCC-897's for 2005 Hurricanes LIP-II from eligible contract growers who did not apply for benefits under 2005 Hurricanes LIP. These CCC-897's and supporting documentation shall be submitted to DAFP for review by **COB April 6, 2007**. If all applicable requirements are met, the National Office shall authorize COC to act on CCC-897.--\*

See paragraph:

- 1003 for definition of poultry
- 1023 for further delineation of poultry by payment rate.



**\*--1022 Eligibility Criteria (Continued)****C Ineligible Livestock**

Animals **not** eligible for 2005 Hurricanes LIP-II include, but are **not** limited to the following:

- livestock produced or maintained for reasons other than commercial use as part of a farming operation, including, but not limited to, recreational purposes such as:
  - hunting
  - show
  - pleasure
  - pets
  - consumption by owner

**Example 1:** Mike Jones owns 5 horses, 2 beef steers, and 3 goats. Mr. Jones maintains the horses for pleasure riding and fox hunting, and maintains the goats as pets for his children. He maintains the beef steers to be consumed by his family. Accordingly, Mr. Jones does not maintain any of the livestock for commercial use as part of a farming operation. All of the animals perished in a disaster county as a result of Hurricane Katrina.

Because none of Mr. Jones' livestock is maintained for commercial use as part of a farming operation, the animals are **not** eligible livestock for 2005 Hurricanes LIP-II purposes.

**Example 2:** Joe Smith owns 5 horses which he uses to pull hansom cabs in the tourist district of the local city. The hansom cabs are Mr. Smith's business activity he engages in as a means of livelihood for profit.

However, because the horses are not maintained as part of a farming operation, they are not eligible livestock for 2005 Hurricanes LIP-II purposes.--\*

**\*--1022 Eligibility Criteria (Continued)****C Ineligible Livestock (Continued)**

**Example 3:** Jane Black owns and raises a deer herd. Mrs. Black sells the does to a local food market to be processed into meat products. She sells the bucks to hunting preserves nationwide.

Mrs. Black is in the business of selling deer as a means of livelihood for profit; therefore, the deer are maintained for commercial use. However, they also must be maintained as part of a farming operation.

The County Office must determine whether Mrs. Black's deer business is a farming operation. Mrs. Black must provide evidence to satisfy COC or CED that the deer are part of a farming operation. One indicator of being a farming operation would be whether Mrs. Black files taxes as a farming operation. The County Office cannot request Mrs. Black to provide a copy of her tax records; however, COC or CED may ask Mrs. Black how she files her taxes for the operation.

- yaks
- reindeer
- llamas
- elk
- stillborn livestock
- unborn livestock

**Example:** A pregnant adult beef cow died before the birth of the calf. Only the pregnant cow may be considered eligible for payment. The unborn calf is **not** eligible livestock.--\*

**1022 Eligibility Criteria (Continued)****C Ineligible Livestock (Continued)**

- any wild free roaming livestock, including equine and deer
- any animals not included in subparagraphs A or B
- all animals that perished:
  - in a county other than a disaster county
  - as a result of something other than Hurricane Katrina, Ophelia, Rita, or Wilma
  - at any time other than an applicable disaster period, as provided in Exhibit 20

**Important:** Contact the National Office Livestock Assistance Program Manager, through the State Office, when the reason for livestock death is questionable.

- for counties that were eligible counties under 2005 Hurricanes LIP, all livestock except catfish and crawfish.

**\*--Exception:** County Offices in eligible counties under 2005 Hurricanes LIP shall accept CCC-897's for 2005 Hurricanes LIP-II from eligible livestock owners who did not apply for benefits under 2005 Hurricanes LIP. These CCC-897's and supporting documentation shall be submitted to DAFP for review by **COB April 6, 2007**. If all applicable requirements are met, the National Office shall authorize COC to act on CCC-897.--\*

**\*--1022 Eligibility Criteria (Continued)****D Eligible Livestock Owners**

An eligible livestock owner for 2005 Hurricanes LIP-II is 1 who meets **all** of the following:

- had legal ownership of eligible livestock, determined according to subparagraph A, on the day the livestock perished
- is 1 of the following:
  - a citizen of, or legal resident alien in, the United States, including a farm cooperative, private domestic corporation, partnership, or joint operation in which a majority interest is held by members, stockholders, or partners who are citizens of, or legal resident aliens in, the United States, if such cooperative, corporation, partnership, or joint operation owned or jointly owned the livestock on the day the livestock perished
  - any Native American tribe as defined in the Indian Self-Determination and Education Assistance Act
  - any Native American organization or entity chartered under the Indian Reorganization Act
  - any economic enterprise under the Indian Financing Act of 1974.

The following are **not** eligible livestock owners for 2005 Hurricanes LIP-II benefits:

- a foreign person, as determined according to 1-PL

**Note:** A foreign person is not eligible even if the requirements of the foreign person rule are met.

- any individual or entity that did **not** have legal ownership of the livestock on the day the livestock perished.--\*

## \*--1022 Eligibility Criteria (Continued)

**E Eligible Livestock Contract Growers**

An eligible livestock contract grower for 2005 Hurricanes LIP-II is 1, other than the livestock owner, who meets **all** of the following:

- possessed an independent financial interest in eligible livestock according to subparagraph B, or products derived from such livestock, as defined and limited by the terms and conditions of a written contract with the livestock owner on the day the livestock perished
- suffered a loss of income as a direct result of the death of specific eligible livestock subject to the terms and conditions of the written contract with the owner of the specific livestock
- is 1 of the following:
  - a citizen of, or legal resident alien in, the United States, including a farm cooperative, private domestic corporation, partnership, or joint operation in which a majority interest is held by members, stockholders, or partners who are citizens of, or legal resident aliens in, the United States, if such cooperative, corporation, partnership, or joint operation owned or jointly owned the livestock on the day the livestock perished
  - any Native American tribe as defined in the Indian Self-Determination and Education Assistance Act
  - any Native American organization or entity chartered under the Indian Reorganization Act
  - any economic enterprise under the Indian Financing Act of 1974.

The following are **not** eligible livestock contract growers for 2005 Hurricanes LIP benefits:

- a foreign person, as determined according to 1-PL
 

**Note:** A foreign person is not eligible even if the requirements of the foreign person rule are met.
- any individual or entity that had legal ownership of the livestock on the day the livestock perished.--\*

**\*--1022 Eligibility Criteria (Continued)****F Deceased Producers and Dissolved Entities**

Authority to sign contracts, applications, and other documents on behalf of deceased producers may vary according to State law. If an eligible livestock owner or livestock contract grower is now deceased or a dissolved entity, then an authorized representative of the deceased producer or dissolved entity may sign CCC-897 provided the authorized representative has authority to enter into a contract for the deceased producer or dissolved entity.

**Important:** Proof of authority to sign for the eligible deceased producer or dissolved entity must be on file in the County Office before the representative is allowed to sign CCC-897 for the producer. Proof of authority includes any of the following:

- court order
- letter from Secretary of State
- document approved by the OGC Regional Attorney.

FSA-325 is:

- only used in situations where a program application was filed by an individual who subsequently died, is declared incompetent, or is missing before the payment is issued
- not applicable for determining who may file a program application for a deceased, incompetent or missing individual.

State Office shall consult with the OGC Regional Attorney on the following types of cases:

- documentation submitted does **not** clearly establish authority to enter into a contract or application on behalf of the deceased individual, closed estate, or dissolved entity
- application from and request for issuing payments to heirs of a deceased individual without documentation provided that establishes authority to enter into a contract or application on behalf of the deceased individual.

See paragraph 1024 for making payments to deceased individuals, closed estates, and dissolved entities.--\*

**\*--1022.5 Additional Eligibility Criteria for Catfish and Crawfish****A Eligible Catfish and Crawfish**

To be eligible for 2005 Hurricanes LIP-II, catfish and crawfish must have been grown:

- as food for human consumption by a commercial operator on private property
- in water in a controlled environment.

**B Determining Loss**

The unit of measure for catfish and crawfish is in pounds.

To determine the pounds of catfish or crawfish lost as a direct result of 2005 Hurricanes Katrina, Ophelia, Rita, or Wilma, COC and the County Office must compare the beginning inventory immediately before the disaster to the inventory immediately after the disaster. COC shall require the producer to provide verifiable documentation to substantiate inventories.

Verifiable documentation to substantiate and determine reasonableness of inventories for:

- **crawfish** may include, but is not limited to, FY's 2005 and 2006 sales and seeding documents
- **catfish** fingerlings or fry may include, but is not limited to, purchase receipts, chemical receipts, feed receipts, or electricity/fuel receipts.

**Note:** Catfish and crawfish owners shall provide, as determined by COC, other documentation needed to substantiate inventories. See subparagraph 1051 F for additional documentation required for proof and reasonableness of inventory.

COC's shall ensure that losses reported by catfish and crawfish owners are a direct result of an eligible hurricane during the applicable disaster period. COC's shall ensure that the catfish or crawfish owner provides an explanation of the cause of loss and any documentation the COC determines necessary to assist them in determining whether the loss was the result of an eligible hurricane.

**C Private Property**

For the catfish or crawfish owner to be considered eligible, the owner must have:

- owned or leased property with readily identifiable boundaries
- had control of the waterbed, the ground under the specific type of water and not just control over a column of water.

**Example:** The crawfish owner leased the right to grow crawfish in the aquatic facility for the applicable growing period.--\*

**\*--1022.5 Additional Eligibility Criteria for Catfish and Crawfish (Continued)****D Controlled Environment**

See subparagraph 1003 A for the definition of controlled environment.

Catfish and crawfish must have been:

- placed in the aquacultural facility by the livestock owner and must not be growing naturally in the facility

**Note:** Species indigenous to the facility are not eligible.

- stocked or seeded on property described in subparagraph C
- stocked or seeded in containers, wire baskets, net pens, or similar device designed for the protection and containment of the seeded aquacultural species.

All portions of the aquatic environment must have been under the control of the catfish or crawfish owner. Control means the catfish or crawfish owner must have implemented the following practices.

- **Flood Prevention**, including but not limited to:
  - placing the aquacultural facility in an area not prone to flood
  - in the case of raceways, devices or structures designed for the control of water level.
- **Growing Media** providing an aquatic medium that:
  - provides nutrients necessary for the production of the catfish or crawfish
  - protects the catfish or crawfish from harmful species or chemicals.
- **Fertilization or feeding** to obtain expected production results. Evidence of this practice must be provided by the producer at the request of COC. COC must be satisfied that the producer has an adequate supply of vitamins, minerals, or chemicals designed for the control of water quality and application equipment.--\*



**\*--1022.5 Additional Eligibility Criteria for Catfish and Crawfish (Continued)****D Controlled Environment (Continued)**

- **Irrigation and water quality.** Livestock owners should have had systems and practices in place to ensure that the catfish or crawfish had adequate quality water or aquatic medium. This includes having equipment designed to control the chemical balance and oxygenation of water. Therefore, COC shall consider the following:
  - whether the source of water is adequate to ensure continued growth and survival of the aquacultural species even in the event of severe drought
  - whether the aquacultural facility sustained losses in previous years because of water shortages or water supply interruption. If so, list corrective actions that have been taken.

**E Ineligible Disaster Conditions**

The loss of eligible, catfish or crawfish must be a direct result of an eligible hurricane during the applicable disaster period. Losses because of drought, managerial decisions, or losses of crawfish or catfish normally incurred in the production cycle, that is, normal death losses, are **not** eligible.

**Example 1:** Saltwater entered the aquatic facility located in the saltwater intrusion line area as a result of rising sea levels associated with Hurricane Katrina. The crawfish perished because of lack of oxygen as a result of the saltwater entering the facility. The crawfish death losses in this facility were a direct result of the eligible hurricane. The crawfish are eligible under 2005 Hurricanes LIP-II.

**Example 2:** Crawfish located in an aquatic facility located outside the saltwater intrusion line of Hurricane Katrina perished. Saltwater did **not** enter the facility. The aquatic facility was located in an area suffering drought. The crawfish perished as a result of the drought and not the direct result of the eligible hurricane. The crawfish are not eligible under 2005 Hurricanes LIP-II.--\*

**\*--1022.5 Additional Eligibility Criteria for Catfish and Crawfish (Continued)****E Ineligible Disaster Conditions (Continued)**

The loss of catfish or crawfish because of any of the following is **not** considered to be the direct result of an eligible hurricane during the applicable disaster period:

- brownout
- failure of power supply
- growing environments do not completely meet the requirements of subparagraphs C and D
- collapse or failure of equipment or apparatus used in the aquacultural facility
- normal mortality
- loss from predators.

**Example:** Damaging weather interrupts electrical power service causing the catfish or crawfish facility's aeration equipment to fail. The loss of catfish or crawfish because of the lack of oxygen because of a failure of the aeration equipment is **not** eligible because natural disaster did **not** directly impact the catfish or crawfish.--\*

**\*--1023 Payment Rates, Limitations, and Reductions****A Funding**

Pub. L. 109-234 authorizes the Secretary of Agriculture to use CCC funds:

- not to exceed \$30 million for livestock owners
- for livestock contract growers.

Because only a certain amount of money is available for livestock owners, a uniform national factor may have to be determined. The factor cannot be determined until after the end of the signup period and all applications have been acted on by CCC representative.

Therefore, 2005 Hurricanes LIP-II payments shall not be processed until a uniform national factor is determined and announced by CCC.

**B Payment Limitation**

An \$80,000 payment limitation applies to each “person” for benefits received under 2005 Hurricanes LIP-II. Determine “persons” according to 1-PL.

If a “person” determination for the applicant has:

- already been made for other 2005 program purposes, use the same “person” determination for 2005 Hurricanes LIP-II purposes
- **not** been made for any other 2005 program purpose, COC shall:
  - obtain CCC-502 from the applicant
  - make a “person” determination and notify applicant according to 1-PL.

**Note:** Actively engaged and cash-rent tenant provisions do **not** apply.--\*

**\*--1023 Payment Rates, Limitations, and Reductions (Continued)**

**C AGI**

1-PL AGI provisions are applicable. Individuals and entities exceeding \$2.5 million AGI are not eligible for payment under 2005 Hurricanes LIP-II.

See 1-PL and 3-PL for policy and software provisions of AGI.

**D Payment Rates for Eligible Livestock for Livestock Owners**

2005 Hurricanes LIP-II provides separate payment rates for eligible livestock owners and eligible livestock contract growers. See subparagraph E for payment rates for eligible livestock contract growers.

Payment rates for livestock owners are based on 30 percent of a fair market value, as determined by CCC, for the specific livestock category. The following provides 2005 Hurricanes LIP-II per head payment rates, by livestock category, for eligible livestock owners.--\*

1023 Payment Rates, Limitations, and Reductions (Continued)

D Payment Rates for Eligible Livestock for Livestock Owners (Continued)

**Note:** Because of the provision restricting duplicate payments, payments rates for all types of livestock, except catfish and crawfish, will be \$0 for counties eligible under the Section 32 LIP program.

Kind	Type	Weight Range	Payment Per Head
Beef	Nonadult	Less than 400 pounds	\$144.20
		400 pounds or more	\$183.34
	Adult	Cow	\$303.97
		Bull	\$395.10
Dairy	Nonadult	Less than 400 pounds	\$140.84
		400 pounds or more	\$281.68
	Adult	Cow	\$563.37
		Bull	\$563.37
Buffalo/ Beefalo	Nonadult	Less than 400 pounds	\$90.00
		400 pounds or more	\$135.00
	Adult	Cow	\$180.00
		Bull	\$450.00
Swine	Boars/Sows	Over 450 pounds	\$53.82
	Sows/Boars/Barrows/Gilts	151 to 450 pounds	\$29.41
	Lightweight Barrows/Gilts	50 to 150 pounds	\$22.51
	Feeder Pigs	Under 50 pounds	\$15.60
Sheep	Rams		\$13.22
	Ewes		\$13.60
	Lambs		\$29.78
Goats	Bucks		\$25.05
	Nannies		\$25.05
	Slaughter goats/kids		\$29.94
Chickens	Layers/Roasters		\$1.91
	Broilers/Pullets		\$0.73
	Chicks		\$0.01
Turkeys	Toms/Fryers/Roasters		\$4.18
	Poults		\$0.33
Ducks	Ducks		\$1.14
	Ducklings		\$0.18
Geese	Goose		\$5.16
	Gosling		\$1.08
Deer			\$162.00
Equine			\$225.00
Catfish	*--Food Size		\$0.38 per pound
	Broodstock		\$0.75 per pound
	Fingerlings and Fry		\$1.27 per pound
Crawfish			\$0.27 per pound--*

**\*--1023 Payment Rates, Limitations, and Reductions (Continued)**

**E Payment Rates for Eligible Livestock for Livestock Contract Growers**

2005 Hurricanes LIP provides separate payment rates for eligible livestock owners and eligible contract growers. See subparagraph D for payment rates for eligible livestock owners.

Payment rates for livestock contract growers are based on 30 percent of the average income loss sustained, as determined by CCC, by the contract grower with respect to the perished livestock. The following provides per head payment rates, by livestock category, for eligible livestock contract growers.

**Note:** State Office shall contact the National Livestock Assistance Program Manager to receive a payment rate for eligible poultry not included in the following table.

<b>Kind</b>	<b>Type</b>	<b>Weight Range</b>	<b>Payment Per Head</b>
Chickens	Layers/Roasters		\$0.11
	Broilers/Pullets		\$0.08

--\*

**\*--1023 Payment Rates, Limitations, and Reductions (Continued)****F Payment Reductions for Livestock Owners**

Pub. L. 109-234 provides that no producer shall receive duplicative payments under 2005 LIP-II and any other Federal program for the same loss.

Some eligible livestock owners under 2005 Hurricanes LIP-II may have received payments for:

- perished catfish and/or crawfish:
  - from the State through the aquaculture grant program
  - under NAP.
- perished livestock under 2005 Hurricanes LIP.

Therefore, 2005 Hurricanes LIP-II payment amounts for eligible livestock owners shall be reduced by the amount the applicant received for the specific livestock under all of the following:

- aquaculture grant determined according to 7 CFR 760 Subpart G
- NAP determined according to 7 CFR 1437.

**Reminder:** Payment rates will not be provided for any livestock types, except catfish and crawfish, for counties that were eligible under the Section 32 LIP.

See Part 16 for instructions on recording the amount of payment to be reduced.--\*

**\*--1023 Payment Rates, Limitations, and Reductions (Continued)****F Payment Reductions for Livestock Owners (Continued)**

**Example 1:** Bill Smith is an eligible owner of eligible catfish for 2005 Hurricanes LIP-II. Mr. Smith suffered an eligible loss (death) of 500 catfish as a direct result of Hurricane Katrina. Mr. Smith received \$200 from the State through the aquaculture grant program for the death of the catfish. Mr. Smith's calculated payment amount for the 500 catfish under 2005 Hurricanes LIP-II shall be reduced by \$200.

**Example 2:** Mike Jones is an eligible owner of eligible catfish for 2005 Hurricanes LIP-II. Mr. Jones suffered an eligible loss (death) of 500 catfish as a direct result of Hurricane Katrina. Mr. Smith received \$500 from the State through the aquaculture grant program; however, the \$500 was for the damage to his facilities, not the perished catfish. Mr. Jones' calculated payment amount for the 500 catfish under 2005 Hurricanes LIP-II shall not be reduced for the \$500 he received under the aquaculture grant program because the payment was not for the perished catfish.

**Example 3:** Jane Brown is an eligible owner of eligible crawfish for 2005 Hurricanes LIP-II. Mrs. Brown suffered an eligible loss (death) of 1500 crawfish as a direct result of Hurricane Katrina. She did not receive any payment from the State as part of the aquaculture grant program; however, she did receive a \$300 NAP payment for the perished crawfish. Mrs. Brown's calculated payment amount for the 1500 crawfish under 2005 Hurricanes LIP-II shall be reduced by \$300.

**G Payment Reductions for Livestock Contract Growers**

Pub. L. 109-234 provides that no producer shall receive duplicative payments under 2005 LIP-II and any other Federal program. In addition, some contract growers received monetary compensation from their contractor for the loss of income suffered from the death of the livestock under contract.

Some eligible livestock contract growers under 2005 Hurricanes LIP-II may have received payments:

- for perished poultry under 2005 Hurricanes LIP.
- from their contractor for the loss of income from the perished poultry.--\*



**\*--1023 Payment Rates, Limitations, and Reductions (Continued)****G Payment Reductions for Livestock Contract Growers (Continued)**

Therefore, 2005 Hurricanes LIP-II payment amounts for eligible livestock contract growers shall be reduced by the amount of monetary compensation they received from their contractor for the loss of income from the perished livestock.

See Part 16 for instructions on recording the amount of payment to be reduced

**Example 1:** Bill Smith is an eligible contract grower of roaster chickens for the All American Chicken Company. Mr. Smith suffered an eligible loss (death) of 5,000 chickens under contract as a direct result of Hurricane Katrina. The All American Chicken Company gave Mr. Smith \$300 for the loss of income he suffered because of the loss of the chickens. Mr. Smith's calculated payment amount for the 5,000 chickens is \$550, before any reduction. However, the LIP-II payment for the chickens will be reduced to \$250 because of the \$300 received from the contractor.

**Example 2:** Mike Jones is an eligible contract grower of roaster chickens for the All American Chicken Company. Mr. Jones suffered an eligible loss (death) of 5,000 chickens under contract as a direct result of Hurricane Katrina. The All American Chicken Company gave Mr. Jones \$700 for the loss of income he suffered because of the loss of the chickens. Mr. Jones' calculated payment amount for the 5,000 chickens is \$550, before any reduction. However, the LIP-II payment for the chickens will be reduced to zero because of the \$700 received from the contractor.

**Example 3:** Jane Brown is an eligible contract grower of roaster chickens for the All American Chicken Company. She was also the owner of 100 adult beef cows. Mrs. Brown suffered an eligible loss (death) of 5,000 chickens under contract and 5 adult beef cows as a direct result of Hurricane Katrina. The All American Chicken Company gave Mrs. Brown \$700 for the loss of income she suffered because of the loss of the chickens. Mrs. Brown's calculated payment amount for the 5,000 chickens is \$550, before any reduction, and \$1,520 for the 5 adult beef cows. The LIP-II payment for the chickens will be reduced to zero because of the \$700 received from the contractor. However, the \$1,520 LIP-II payment for the eligible beef cows is not reduced.--\*

**\*--1024 General Payment Information**

**A Assignments and Offsets**

For 2005 Hurricanes LIP-II, County Offices shall:

- accept assignments according to 63-FI
- apply offsets according to 58-FI.

**B Issuing Payments to Deceased Individuals, Closed Estates, and Dissolved Entities**

2005 Hurricanes LIP-II payments for CCC-897 involving deceased individuals, closed estates, or dissolved entities, shall be made according to the following table, provided all other eligibility requirements are met.

<b>IF the applicant is...</b>	<b>AND CCC-897 is signed by an authorized representative of the...</b>	<b>THEN payments shall be issued...</b>
an individual who died before CCC-897 was filed	deceased according to subparagraph 1022 D	to any of the following, as applicable, using the ID number of the applicant: <ul style="list-style-type: none"> <li>• the deceased individual</li> <li>• the individual's estate</li> <li>• name of the heirs, based on OGC determination, according to 1-CM, Part 26.</li> </ul>
an estate that closed before CCC-897 was filed	estate according to subparagraph 1022 D	
an entity that dissolved before CCC-897 was filed	dissolved entity according to subparagraph 1022 D	using the ID number of the applicant.
an individual who dies, is declared incompetent, or is missing after filing CCC-897		to eligible payees executing FSA-325 according to 1-CM, paragraph 779.

**Note:** FSA-325 is only used where a program application was filed by an individual who subsequently died, is declared incompetent, or is missing before payments are issued. Heirs **cannot** succeed to a loss or file their own application for a deceased individual's loss.--\*

**1024 General Payment Information (Continued)****C Payment Eligibility Requirements**

An applicant must meet all the following before a payment shall be issued:

- CCC-502 on file and “person” determination for 2005 according to 1-PL
- AD-1026 on file according to 6-CP
- not in violation of fraud provisions, including FCIC fraud provisions, according to 1-CM and 3-PL
- compliance with:
  - controlled substance provisions according to 1-CM
  - AGI provisions according to 1-PL.

**Note:** See subparagraph:

- 1023 B for more information about CCC-502
- D for more information about AD-1026.

County Offices shall:

- record determinations for the applicable criteria in the web-based eligibility system according to 3-PL
- \*--ensure that CCC-770 LIP-II is completed for each CCC-897.

**Note:** See Exhibit 22 for additional information about CCC-770 LIP-II.--\*

**1024 General Payment Information (Continued)****D Conservation Compliance Provisions**

An AD-1026 applicable to 2005 must be on file for the producer according to 6-CP.

If an AD-1026 applicable for 2005 is:

- already on file for the applicant, it is not necessary to obtain a new AD-1026 for 2005 Hurricanes LIP-II
- not on file for the applicant, County Office shall obtain a completed AD-1026 applicable to 2005 from the applicant.

If a new AD-1026 is required to be filed, payments may be issued to eligible producers upon signing in AD-1026, item 12. County Offices shall not withhold payments pending NRCS highly erodible land or wetland determinations. The continuous certification statement on AD-1026 requires producers to refund program payments if a NRCS determination results in the discovery of a HELC/WC violation.

**E Prevention of Improper Payments**

IPIA requires Federal agencies to evaluate programs to determine if internal controls are sufficient to prevent improper payments. County Offices shall take all steps necessary to ensure that program and payment eligibility requirements have been met before issuing any payments.

**\*--Note:** See Exhibit 22 for additional information about CCC-770 LIP-II.--\*

**F Definition of Improper Payment**

OMB defines an improper payment as any payment that should **not** have been issued or was issued in an incorrect amount under statutory, contractual, administrative, or other legally applicable requirement.

**1025-1050 (Reserved)**

**1051 Applying for Benefits****A Filing CCC-897**

To apply for 2005 Hurricanes LIP-II benefits, eligible livestock owners and livestock \*--growers shall file an automated CCC-897 (Exhibit 23) in the County Office where the--\* claimed livestock were physically located on the day they perished.

A completed CCC-897 must be signed and dated by the applicant before the end of signup to be considered timely filed. There are **no** late-filed provisions for 2005 Hurricanes LIP-II. See paragraph 1021.

See Part 16 for completing CCC-897 through the automated system.

**State and County Offices shall not develop, design, or use any forms, worksheets, applications, or other documents to obtain or collect the data required from applicants to complete CCC-897.** See subparagraph 1001 E.

CCC-897's shall be filed by producer and county.

**Important:** CCC-897's are **not** filed by operation or FSN.

**Example:** John Smith has the following livestock interests and eligible losses in eligible counties.

- 50-50 share with Bob Smith in the S and S General Partnership; the general partnership has a permanent tax ID number, and owns and operates a dairy operation in Jefferson County; 4 adult dairy cows meet the eligibility requirements.
- 100 percent owner of a beef cattle herd in Jefferson County; 12 adult beef cows meet the eligibility requirements.
- 25-75 share owner of a beef cattle herd with Jane Brown in Jefferson County; John Smith and Jane Brown jointly own the beef cattle as individuals on a 25-75 percent share; 18 adult beef cows meet the eligibility requirements.
- 100 percent owner of a swine operation in Desoto County; 75 sows over 450 pounds meet the eligibility requirements.

**\*--1051 Applying for Benefits (Continued)****A Filing CCC-897 (Continued)**

The following four CCC-897's would be submitted, assuming all producers file CCC-897 for the eligible livestock, and none of the producers have any other livestock interests.

- one CCC-897 for S and S General Partnership for 100 percent share of the 4 eligible adult dairy cows in Jefferson County.
- one CCC-897 for John Smith that includes **both** the following:
  - 100 percent share of the 12 eligible adult beef cows from his own herd in Jefferson County
  - 25 percent share of the 18 eligible adult beef cows from the operation in Jefferson County he shares with Jane Brown.
- one CCC-897 for Jane Brown for 75 percent share of the 18 eligible adult beef cows from the operation in Jefferson County she shares with John Smith.
- one CCC-897 for John Smith for 100 percent share of the 75 eligible sows he owned in Desoto County.

When a producer has the same percentage share interest in multiple operations with different associated producers in the same county, the total eligible livestock for all such operations shall be listed for the producer only once on CCC-897.

**Example:** Jane Jones has the following livestock interests in Desoto County, which is an eligible county.

- 50-50 share owner of a beef cattle herd with Bill Green. Jane Jones and Bill Green, as individuals, each have a 50 percent interest in 100 head of beef cattle; 10 adult beef cows meet the eligibility requirements.
- 50-50 share owner of a beef cattle herd with Mary Blue. Jane Jones and Mary Blue, as individuals, each have a 50 percent interest in 150 head of beef cattle; 16 adult beef cows meet the eligibility requirements.
- 50-25-25 share owner of a beef cattle herd with Bob Black and Mike White. Jane Jones, Bob Black, and Mike White have a 50-25-25 percent interest, respectively, in the 300 beef cattle; 21 adult beef cows meet the eligibility requirements.--\*

**\*--1051 Applying for Benefits (Continued)****A Filing CCC-897 (Continued)**

The following five CCC-897's would be submitted in Desoto County, assuming all producers file an application for the eligible livestock and none of the producers have any other livestock interests.

- One CCC-897 for Jane Jones for 50 percent share of the 47 eligible adult beef cows. Because Jane Jones has the same percent share interest (50 percent) in all the eligible livestock, the total eligible livestock ( $10 + 16 + 21 = 47$ ) shall be listed for Jane Jones only once on CCC-897.
- One CCC-897 for Bill Green for 50 percent share of 10 adult beef cows from the operation he shares with Jane Jones.
- One CCC-897 for Mary Blue for 50 percent share of 16 adult beef cows from the operation she shares with Jane Jones.
- One CCC-897 for Bob Black for 25 percent share of 21 eligible adult beef cows from the operation he shares with Jane Jones and Mike White.
- One CCC-897 for Mike White for 25 percent share of 21 eligible adult beef cows from the operation he shares with Jane Jones and Bob Black.

After all information is entered into the automated CCC-897 software, County Offices shall print the automated CCC-897 and obtain the applicant's signature.--\*

**\*--1051 Applying for Benefits (Continued)****B Signing and Certifying CCC-897**

When signing CCC-897, item 16A, the applicant is:

- applying for 2005 Hurricanes LIP-II benefits for the producer listed on CCC-897, item 5A
- certifying **all** of the following:
  - information provided on CCC-897 is true and correct
  - livestock claimed on CCC-897 are eligible livestock according to subparagraph 1022 A or B, as applicable
  - the physical location of the:
    - claimed livestock on the day they perished
    - applicant's current livestock inventory
  - the names of all other producers that had an interest in the claimed livestock
  - all supporting documentation provided are true and correct copies of the transaction reported
- authorizing CCC officials to:
  - enter upon, inspect, and verify all applicable livestock and acreage in which the applicant has an interest for the purpose of confirming the accuracy of the information provided
  - review, verify, and authenticate all information provided on CCC-897 and supporting documents provided
  - contact other agencies, organizations, or facilities to verify data provided by an applicant or 3rd party from such agencies, organizations, or facilities
- acknowledging that:
  - failure to provide information requested by CCC is cause for disapproval of CCC-897
  - providing a false certification to CCC is cause for disapproval of CCC-897, and punishable by imprisonment, fines, and other penalties.--\*



**1051 Applying for Benefits (Continued)**

**C Signature Requirements**

\*--All applicants' signatures **must** be received by the ending signup date of March 30, 2007.--\*  
Neither STC nor COC has authority to approve late-filed CCC-897.

Follow 1-CM for signature requirements.

**Important:** 1-CM, Part 25 has been amended to provide clarification on signature requirements for general partnerships. County Offices shall refer to 1-CM, paragraph 709 regarding revised signature requirements for general partnerships.

**Notes:** General partnerships must have a permanent tax ID number to receive any CCC payment. CCC payments shall not be issued to the individual members of a general partnership.

CCC payments may be issued to:

- a joint venture with a permanent tax identification number
- the individual members of a joint venture, using the individual member's identification numbers, when the joint venture does not have a permanent tax identification number.

**\*--1051 Applying for Benefits (Continued)**

**D Proof of Death**

When CCC-897 is submitted, applicants must provide verifiable documentation of livestock deaths claimed on CCC-897.

The documentation must provide sufficient data that identifies the number and kind/type of livestock. Documents providing verifiable evidence may include, but are not limited to, any or a combination of the following:

- rendering truck receipts or certificates
- National Guard or other agency receipts of carcass removal
- veterinary records
- IRS records
- private insurance documents.--\*

**\*--1051 Applying for Benefits (Continued)****E Third Party Certifications**

County Office and COC general knowledge of disaster conditions in the area is **not** acceptable as 3rd party certification under any circumstance.

COC shall provide a written weekly report to DD indicating the number of 3rd party certifications reviewed and approved/disapproved.

Third party certification of livestock deaths may be accepted **only when all** of the following are met:

- livestock owner or contract grower, as applicable, provides **all** of the following:
    - written signed and dated statement certifying **all** of the following:
      - no other form of proof of death is available
      - number of livestock, by category, in inventory when the deaths occurred
      - physical location of livestock, by category, in inventory when the deaths occurred
    - verifiable documentation that supports the reasonableness of the number of livestock in inventory when the deaths occurred, as certified by applicant
- Important:** See subparagraph F for verifiable documentation of inventory.
- 3rd party who is providing certification provides a written signed and dated statement that includes **all** of the following:
    - specific details about how the 3rd party has knowledge of the animal deaths
    - the affiliation of the 3rd party to the producer applicant, such as neighbor, hired hand, veterinarian, or other
    - telephone number and address of the 3rd party
    - number and kind/type of applicant's livestock that perished because of the applicable Hurricane
    - any other details necessary for COC and DD to determine the certification is acceptable--\*

**\*--1051 Applying for Benefits (Continued)****E Third Party Certifications**

- COC reviews the applicant's and 3rd party's certification, and determines all of the following:
  - documents provided as evidence of livestock inventory are acceptable
  - livestock inventory is reasonable based on documents provided
  - claimed losses are reasonable
  - 3rd party is a reliable source in a position to have knowledge of loss
  - certifications of applicant and 3rd party meet all requirements

**Important:** COC shall initial and date applicant and 3rd party certifications when review is complete, and document review in COC minutes.

**Example:** Jane Doe completes CCC-897 certifying 15 head of adult beef cows and 25 beef calves under 400 pounds perished in a disaster county during the applicable disaster period because of Hurricane Katrina.

Mrs. Doe indicates she has no proof of the death of the cows and calves because they all drowned when a flash flood caused by the Hurricane covered parts of their pastures, and none of the carcasses were ever located.

Mrs. Doe signs and dates a written statement indicating no proof of death is available because the livestock claimed on CCC-897 drowned, and no carcasses were ever located. She also certifies that when the flash flood occurred she had 200 head of adult beef cows and 180 head of non-adult beef cattle under 400 pounds in the pasture where the deaths occurred. As evidence of the beginning inventory, Mrs. Doe submits copies of bank loan documents for the purchase of 180 beef cows, purchase receipts for a total of 193 beef cows, and veterinary records indicating she had 185 beef calves wormed in July 2005. Mrs. Doe indicates she cannot locate the purchase receipts for the remaining 7 head of beef cows; however, she purchased them at the local county livestock auction in May 2003. Mrs. Doe indicates all the beef cows and calves in inventory when the animals drowned were physically located in fields 5, 6, and 7 on tract 1093 of FSN 458 in Jefferson County.--\*

**\*--1051 Applying for Benefits (Continued)****E Third Party Certifications (Continued)**

Mike Green, Mrs. Doe's neighbor, provides a written signed and dated statement, including his telephone number and address, certifying that he has knowledge of the livestock deaths claimed by Mrs. Doe because his cattle are located in the pasture adjacent to Mrs. Does', and he witnessed the flash flood cover the area, and cattle being drowned before they could be safely rescued. After reviewing CCC-897, Mr. Green certifies he believes the information provided on CCC-897 is true and correct.

COC reviews Mrs. Doe's CCC-897, certification statements provided by Mrs. Doe and Mr. Green, and the documents provided by Mrs. Doe to support the beginning inventory numbers. Based on the information provided, COC requests Mrs. Doe contact the local livestock auction company where the beef cows were purchased and request a copy of the purchase report or receipts.

After obtaining a purchase report from the local auction company indicating Mrs. Doe did purchase 7 beef cows in May 2003, COC determines the evidence of livestock inventory at time of the livestock deaths, and claimed livestock deaths are reasonable based on the information provided and according to subparagraph F.

The COC initials and dates the certification statements provided by Mrs. Doe and Mr. Green, and documents the review in the COC meeting minutes during the meeting in which Mrs. Doe's application is approved by COC.--\*

**1051 Applying for Benefits (Continued)****F Proof and Reasonableness of Livestock Inventory**

Livestock owners and livestock contract growers that cannot provide any proof of death according to subparagraph D must provide verifiable documentation of their livestock inventory when the deaths occurred according to this subparagraph.

Documents that may provide verifiable evidence of livestock inventory include, but are **not** limited to, any or a combination of the following:

- veterinary records
- loan records
- bank statements
- IRS inventory records
- property tax records
- sales and purchase receipts
- private insurance documents
- previous FSA or CCC livestock program documents, such as LAP applications, that have been subject to spot check.

**Important:** 2005 Hurricanes LCP applications shall **not** be used as verifiable evidence of livestock inventory when the deaths occurred.

Previous FSA or CCC livestock program documents that were subject to spot check, such as LAP applications:

- may provide the number of certain animal types that may be used as a starting point for determining the livestock inventory when the deaths occurred
  - shall **not** be used as the **only** source of evidence of livestock inventory when the deaths occurred in 2005.
- \*--FY's 2005 and 2006 sales and seeding documents to assist in determining reasonableness of crawfish inventories
  - fingerling or fry purchase receipts, chemical receipts, feed receipts, electricity/fuel receipts to assist in determining reasonableness of catfish inventories.--\*

**\*--1051 Applying for Benefits (Continued)****F Proof and Reasonableness of Livestock Inventory (Continued)**

**Example:** John Brown certified to 125 head of adult beef cows on his FSA approved 2003 LAP application. The 125 head of adult beef cows certified on the 2003 LAP application may be used in combination with purchase and sales reports, birth and death records, and other verifiable documents providing evidence of beef cattle for Mr. Brown to determine the beef cattle inventory when the deaths occurred. However, the 2003 LAP application data by itself is **not** sufficient evidence of livestock inventory when the deaths occurred in 2005.

**Note:** None of the documents listed in this subparagraph, by themselves, may be sufficient evidence to determine the reasonableness of the number of livestock in inventory when the deaths occurred. COC's shall ensure that the documents submitted by producers provide verifiable evidence that supports the reasonableness of the number of livestock inventory when the deaths occurred, as certified by the applicant.

COC's shall determine the reasonableness of the livestock inventory and claimed losses using the following guidelines, when appropriate, for calving, farrowing, and kidding:

- 90 percent calving rate
- 103 to 105 percent for sheep
- 150 to 180 percent kidding rate
- 8.5 pigs per litter farrowing rate.

**Example:** A producer reports a livestock inventory of 150 beef cows, 5 beef bulls, and 155 beef calves when the deaths occurred. The normal calving rate would yield 135 (150 times 90 percent) calves. Based on the normal calving rate, 155 calves for 150 cows does not appear reasonable. COC should question the livestock inventory if it is not supported by verifiable documentation.--\*

**--\*1051 Applying for Benefits (Continued)****G Modifying CCC-897**

Once the applicant signs CCC-897, CCC-897 **cannot** be modified.

If the applicant wishes to change or modify any data on a signed CCC-897, then the applicant must take the following action before the end of the signup period:

- withdraw CCC-897 by writing “WITHDRAWN” on the hardcopy of CCC-897 and initialing and dating next to “WITHDRAWN”
- submit a new CCC-897 with the correct data
- sign and date the new CCC-897.

**Note:** CCC-897 cannot be revised or withdrawn to negate the results of a spot check.

COC or CED shall review and act on the new application according to paragraph 1052.

**Important:** Any CCC-897 submitted after the end of the signup period shall be disapproved. There are **no** late-filed provisions for 2005 Hurricanes LIP-II.

**H Deleting CCC-897**

County Office shall not delete any signed CCC-897 unless the applicant withdraws CCC-897 before it is selected for spot check.

If an applicant wishes to withdraw a signed CCC-897, then they must write “WITHDRAWN” on the hardcopy CCC-897 and initial and date next to “WITHDRAWN”.

When an applicant withdraws CCC-897, the County Office shall delete CCC-897 in the automated system according to Part 16.

**Important:** Producers **cannot** withdraw CCC-897 after it is selected for spot check.--\*



**\*--1051 Applying for Benefits (Continued)**

**I Supporting Documents**

All supporting documents must be completed by the applicant and on file in the County Office:

- no later than 10 workdays after the end of the signup period
- before CCC-897 may be approved.

Supporting documents include, but may not be limited to:

- CCC-502 applicable for 2005
- AD-1026 applicable for 2005
- CCC-526 or other acceptable document according to 1-PL to determine compliance with AGI provisions.--\*

**1052 Acting on CCC-897****A Approving CCC-897**

\*--COC or CED must act on all completed and signed CCC-897's submitted. All CCC-897's received by March 30, 2007, must be approved or disapproved by April 13, 2007, and the determination recorded in the automation system by COB April 20, 2007.--\*

**Exception:** Only COC has authority to act on (approve or disapprove) CCC-897's submitted that use 3rd party certification as proof of loss.

**Note:** CED may delegate approval authority to program technicians for routine cases where proof of death is provided according to subparagraph 1051 D. Program technicians shall **not** be delegated authority to:

- disapprove any CCC-897
- approve any CCC-897 where 3rd party certification is used to prove loss.

**Important:** DD review of initial applications must be completed according to subparagraph E before applications may be approved or disapproved.

CCC-897 shall be approved or disapproved as certified by the applicant. When more than 1 type of livestock is claimed, CCC-897 shall be approved or disapproved based on all livestock claimed. **Certain livestock cannot be approved and other livestock disapproved on the same CCC-897.**

**Example:** Jim Brown executes CCC-897 that includes 10 adult beef cows that meet the livestock eligibility requirements and 5 horses that do not meet the livestock eligibility requirements. CCC-897 shall be disapproved because **some** of the livestock claimed are **not** eligible.

**\*--1052 Acting on CCC-897 (Continued)****A Approving CCC-897 (Continued)**

Before approving CCC-897, COC or CED must:

- ensure that **all** program eligibility requirements are met
- be satisfied with **all** the following:
  - claimed livestock deaths occurred:
    - in a disaster county
    - during the applicable disaster period, as provided in Exhibit 20
    - as a direct result of Hurricane Katrina, Ophelia, Rita, or Wilma
  - reasonableness of the claimed livestock deaths
  - proof of death provided is verifiable
  - documentation of livestock inventory when the deaths occurred, if applicable, is verifiable
  - 3rd party certifications, if applicable, meet all requirements according to subparagraph 1051 E
  - all signature requirements are met.

**Note:** See subparagraph B when:

- COC or CED questions any data provided by applicant
- disapproving CCC-897.

CCC-897's executed by the following, and their spouses, shall be sent to State Office for action according to subparagraph D:

- STC members
- SED
- State Office employees
- COC members
- CED
- County Office employees.--\*

## 1052 Acting on CCC-897 (Continued)

**B Disapproving CCC-897**

COC or CED must act on all completed and signed CCC-897's submitted. See \*--subparagraph A when approving CCC-897. All CCC-897's received by March 30, 2007, must be approved or disapproved by April 13, 2007, and the determination recorded in the automation system by COB April 20, 2007.--\*

**Exception:** Only COC has authority to act on (approve or disapprove) CCC-897's submitted that use 3rd party certification as proof of loss.

**Note:** Program technicians shall **not** be delegated authority to disapprove CCC-897's.

**Important:** DD review of initial applications must be completed according to subparagraph E before applications may be approved or disapproved.

CCC-897 shall be approved or disapproved as certified by the applicant. When more than 1 type of livestock is claimed on CCC-897, the application shall be approved or disapproved based on all livestock claimed. **Certain livestock cannot be approved and other livestock disapproved on the same CCC-897.**

**Example:** Jim Brown executes CCC-897 that includes 10 adult beef cows that meet the livestock eligibility requirements and 5 horses that do not meet the livestock eligibility requirements. CCC-897 shall be disapproved because **some** of the livestock claimed are **not** eligible.

If it is determined that any information provided on CCC-897 is not reasonable or is questionable, additional verifiable documentation or evidence shall be requested from the applicant to support the data provided. Other agencies, organizations, or facilities may also be contacted to verify information provided by applicants.

**Important:** See subparagraph C when contacting other agencies, organizations, or facilities to verify information provided by applicants.

**Exception:** COC shall **not** require tax records; however, applicant may voluntarily provide tax records.

If all program eligibility requirements are **not** met, or it is determined that the information on CCC-897, or any additional supporting documentation provided by applicant, is **not** accurate or reasonable, then the following actions shall be taken:

- disapprove CCC-897
- notify applicant of disapproval
- provide applicant applicable appeal rights according to 1-APP
- thoroughly document reason for disapproval in COC minutes, if disapproved by COC.

**1052 Acting on CCC-897 (Continued)****C Verifying Data with Other Agencies, Organizations, or Facilities**

When contacting agencies, organizations, or facilities to verify data provided by an applicant or 3rd party, County Office shall be specific in the information requested. The request should include, but is not limited to, the following:

- producer's name and address
- animal kind and type
- why the request is being made
- what information is being requested.

**D STC Review of CCC-897**

STC, or State Office representative designated by STC, shall review all CCC-897's executed by State Office employees, COC members, CED's, County Office employees, and their spouses. If CCC-897 and all supporting documents meet all applicable requirements, then STC, or designee, shall authorize COC to act on CCC-897.

**Notes:** If STC designates State Office representative to review disaster applications executed by State office employees and their spouses, the designated representative shall **not** review their own application or their spouses' application.

State Office representative includes DD's.

All CCC-897's executed by STC members, SED and their spouses shall be submitted to \*--DAFP for review by **COB April 6, 2007**. If CCC-897 and all supporting documents meet--\* all applicable requirements, the National Office shall authorize COC to act on application.

\*--1052 Acting on CCC-897 (Continued)

**E DD Review and Report of Initial CCC-897's**

DD shall review the 1st five CCC-897's where:

- proof of death is provided according to subparagraph 1051 D, before COC or CED may approve any such CCC-897
- 3rd party certification is used to prove death according to subparagraph 1051 E, before COC may approve any such CCC-897.

**Note: Only COC is authorized to act on CCC-897's where 3rd party certification is used to prove loss.**

The review shall include:

- ensuring separate CCC-897's are submitted by producer and county
- signature requirements, including power of attorney, are met
- proof of death is provided and verifiable, according to subparagraph 1051 D, when applicable
- 3rd party certifications, if applicable, meet all requirements according to subparagraph 1051 E
- no State or County Office develop forms, worksheets, applications, or other documents are being used to obtain or collect the data required from applicants
- participants were informed of supporting data required for payment, such as CCC-502, CCC-526, AD-1026, and accurate subsidiary and SCIMS data.--\*

**\*--1052 Acting on CCC-897 (Continued)**

**E DD Review and Report of Initial CCC-897's (Continued)**

Within 10 workdays of completing the review, DD shall provide a written report to SED describing the review findings, including a list of errors discovered, and the overall status of the implementation of 2005 Hurricanes LIP-II in the County Office.

DD review of the initial CCC-897's and supporting documentation submitted is critical to ensuring that 2005 Hurricanes LIP-II is being administered according the procedures provided in this handbook and the regulations in 7 CFR Part 1416.

Reviewing the initial CCC-897's and supporting documentation in a timely manner:

- identifies possible weaknesses in the administration of the program that may be resolved by additional training, clarified procedures, or modified software
- prevents numerous producers from being impacted by erroneous administration of the program
- allows corrections to be made in a timely manner before erroneous payments are issued.--\*

**\*--1053 Spot Checks**

**A Informing Producers**

Spot checks are performed to:

- verify the accuracy of the data certified by the producer on CCC-897
- ensure that all eligibility requirements were met
- determine if correct payments were issued.

Exhibit 19 provides a list of:

- data elements that may be spot checked for 2005 Hurricanes LIP-II
- documents or other data that may be requested from producers selected for spot check.

County Offices shall:

- not modify Exhibit 19
- reproduce copies of Exhibit 19 locally
- provide a copy of Exhibit 19 to each producer when CCC-897 is submitted for 2005 Hurricanes LIP-II.

**Note:** Procedure for conducting spot checks will be provided in a future amendment. County Office shall **not** conduct any spot checks until procedure is issued from the National Office.--\*

**1054-1100 (Reserved)**



**\*--Part 16 2005 Hurricanes LIP-II Application Software**

**1101 Accessing 2005 Hurricanes LIP-II Software**

**A Accessing Software**

From Menu FAX250, access 2005 Hurricanes LIP-II software according to the following table.

Step	Menu	Action
1	FAX250	ENTER "3" or "4", "Application Processing", as applicable, and PRESS "Enter".
2	FAX09002	Enter the appropriate County Office on the Office Selection Menu, if applicable, and PRESS "Enter".
3	FAX07001	ENTER "11", "PFC/DCP Compliance", and PRESS "Enter".
4	M00000	ENTER "1", "NAP and Disaster", and PRESS "Enter".
5	MH0000	ENTER "14", "Hurricane Disaster Programs", and PRESS "Enter".
6	MHNOYR	ENTER "5", "Livestock Indemnity Program II", and PRESS "Enter". Livestock Indemnity Program II Menu MHAI00 will be displayed.

**B Example of Menu MHAI00**

Following is an example of the Livestock Indemnity Program II Menu MHAI00.

```

COMMAND                                MENU: MHAI00                                H2
Livestock Indemnity Program II Menu
-----
      1. Application Process
      2. Payment Process
*  3. Spotcheck Selection Process

      21. Return to Application Selection Menu
      23. Return to Primary Selection Menu
      24. Sign Off

Cmd3=Previous Menu                                *=Option currently not available.

Enter option and press "Enter".
    
```

--\*

**\*--1102 Application Processing**

**A Overview**

To process applications for 2005 Hurricanes LIP-II, selection option "1", on Menu MHAI00. LIP-II Application Menu will be displayed. Following is an example of Menu MHAIW0.

```
COMMAND                                MENU: MHAIW0                                H2
LIP-II Application Menu
-----
1. Loss Application                      4. Unsigned Applications Report
2. Signature/Approval Dates             5. Unapproved Applications Report
3. Print Producer Application           6. Approved Applications Report
                                         7. Disapproved Applications Report
                                         8. Deleted Applications Report

                                         20. Return to Application Primary Menu
                                         21. Return to Application Selection Menu
                                         23. Return to Primary Selection Screen
                                         24. Sign Off

Cmd3=Previous Menu                      *=Option currently not available.

Enter option and press "Enter".
```

--\*

\*--1102 Application Processing (Continued)

**B Available Options**

The following table provides an explanation of the options available on Menu MHAIW0.

Action	Result	OPTION Is Used for...
ENTER "1", "Loss Application", and PRESS "Enter".	Producer Selection	loading livestock loss data for LIP-II.
ENTER "2", "Signature/ Approval Dates", and PRESS "Enter".	Screen will be displayed.	loading signature/approval dates for LIP-II applications.
ENTER "3", "Print Producer Application", and PRESS "Enter".	Printer Selection	printing producer CCC-897.
ENTER "4", "Unsigned Applications Report", and PRESS "Enter".	Screen will be displayed.	printing the report of unsigned applications.
ENTER "5", "Unapproved Applications Report", and PRESS "Enter".		printing the report of unapproved applications.
ENTER "6", "Approved Applications Report", and PRESS "Enter".		printing the report of approved applications.
ENTER "7", "Disapproved Applications Report", and PRESS "Enter".		printing the report of disapproved applications.
ENTER "8", "Deleted Applications Report", and PRESS "Enter".		printing the report of deleted applications.

--\*

**\*--1103 Producer Selection Screen MHAIWA01**

**A Overview**

Access to LIP-II software requires entering of 1 of the following:

- producer’s ID number and type
- last 4 digits of producer’s ID
- producer’s last name.

**B Example of Screen MHAIWA01**

Following is an example of Producer Selection Screen MHAIWA01.

```

LIP-II              027-COAHOMA              Selection      MHAIWA01
Producer Selection Screen          Version: AF36  03/14/2006 11:07 Term H2
-----

          Enter Last Four Digits of ID: . . . .

                or

          Producer ID Number: . . . . . and Type:

                or

          Last Name: . . . . .
                (Enter Partial Name To Do An Inquiry)

Enter=Continue  Cmd7=End

```

**C Producer Not Active in SCIMS**

Producers must be in SCIMS with a legacy link to the county completing the application to apply for LIP benefits. If the selected producer is not active in SCIMS with a legacy link to the county completing the application, add the producer to SCIMS and create a legacy link according to 1-CM.--\*

\*--1104 Cause of Death Screen MHAIWC01

A Overview

Once a valid producer has been selected, Cause of Death Screen MHAIWC01 will be displayed. Screen MHAIWC01 will be used to capture the:

- cause of livestock death
- physical location of the livestock at the time of death
- current physical location of the livestock in inventory.

B Example of Screen MHAIWC01

Following is an example of Cause of Death Screen MHAIWC01.

```

LIP-II           027-COAHOMA           Selection      MHAIWC01
Cause of Death Screen           Version: AF36  10/03/2006 11:45 Term H2
-----
Producer ALISON GROENWOLDT           Disa Period 08/29/2005 - 11/22/2005

      Please select cause(s) of livestock death:
      .. Fallen Trees
      .. Drowned
      .. Lightning
      .. Collapsed Structure
      .. Flying Debris
      .. Consumption of Contaminated Water/Forage
      .. Other: .....

Where were the claimed livestock physically located
at the time they perished? .....

Where is the current physical location of the
livestock in inventory? .....

Enter=Continue  Cmd4=Previous Screen  Cmd7=End

```

--\*

\*--1104 Cause of Death Screen MHAIWC01 (Continued)

**C Action**

County Offices shall:

- ENTER "X" next to each applicable cause of livestock death.

**Note:** If "Other" is selected, the user **must** enter a free form text explanation of what caused the death of the livestock

- enter a free form text explanation of where the claimed livestock were physically located at the time they perished that is specific enough to assist COC/CED in determining livestock eligibility
- enter a free form text explanation of the current physical location of the livestock in inventory that is specific enough to assist with finding the livestock in the event of a spotcheck.

**Note:** Information entered on the Cause of Death Screen applies to the entire application.--\*

**\*--1105 Livestock Kind Selection Screen MHAIWD01**

**A Overview**

Livestock Kind Selection Screen MHAIWD01 will be displayed once all required data has been entered on Cause of Death Screen MHAIWC01. Livestock Kind Selection Screen will be used to select the kind of livestock for which loss data will be entered.

**B Example of Screen MHAIWD01**

Following is an example of Livestock Kind Selection Screen MHAIWD01.

```

LIP-II              027-COAHOMA              Selection      MHAIWD01
Livestock Kind Selection Screen              Version: AF36  10/03/2006 11:47 Term H2
-----
Producer ALISON GROENWOLDT                  Disa Period 08/29/2005 - 11/22/2005

                Select kind of livestock:

                .. BEEF                      .. CRAWFISH
                .. DAIRY                     .. CATFISH
                .. BUFFALO/BEEFALO
                .. SWINE
                .. SHEEP
                .. GOATS
                .. CHICKENS
                .. TURKEYS
                .. DUCKS
                .. GEESE
                .. EQUINE
                .. DEER

Enter=Continue  Cmd4=Previous Screen  Cmd7=End
    
```

**C Action**

County Offices shall ENTER “X” next to the applicable kind of livestock.--\*

**\*--1106 Type/Weight Range Selection Screen MHAIWE01**

**A Overview**

Type/Weight Range Selection Screen MHAIWE01 will be displayed once a livestock kind has been selected on Livestock Kind Selection Screen MHAIWD01. Type/Weight Range Selection Screen will be used to select the type and weight range applicable to the livestock kind for which loss data will be entered.

**B Example of Screen MHAIWE01**

Following is an example of Type/Weight Range Selection Screen MHAIWE01.

```

LIP-II              027-COAHOMA              Selection      MHAIWE01
Type/Weight Range Selection Screen          Version: AF36  10/03/2006 11:47 Term H2
-----
Producer ALISON GROENWOLDT                  Disa Period 08/29/2005 - 11/22/2005
Kind of Livestock BEEF

                Select Type/Weight Range:

.. NONADULT - LESS THAN 400 LBS.
.. NONADULT - 400 LBS. OR MORE
.. ADULT - COW
.. ADULT - BULL

Enter=Continue  Cmd4=Previous Screen  Cmd7=End
    
```

**C Action**

County Offices shall ENTER "X" next to the applicable type/weight range of the livestock.--\*



**\*--1107 Load Head Count Screen MHAIWH01**

**A Overview**

Load Head Count Screen MHAIWH01 will be displayed once a livestock type/weight range has been selected on Screen MHAIWE01. Load Head Count Screen will be used to capture:

- number of livestock - owner and/or contract grower
- share – owner and/or contract grower
- grant/NAP payment, only applicable to owners applying for catfish or crawfish
- other compensation amount, only applicable to contract growers.

**B Example of Screen MHAIWH01**

Following is an example of Load Head Count Screen MHAIWH01.

```

LIP-II              027-COAHOMA              Entry          MHAIWH01
Load Head Count Screen              Version: AF36  10/03/2006 11:48 Term H2
-----
Producer ALISON GROENWOLDT              Disa Period 08/29/2005 - 11/22/2005
Kind of Livestock BEEF
Type/Weight Range NONADULT - LESS THAN 400 LBS.
      Number of Owner          Grant/NAP          Number of Contract Grower
      Livestock Share      Payment          Livestock Share      Other
      Compensation

Cmd4=Previous Screen  Cmd5=Update  Cmd7=End  Cmd24=Delete
    
```

--\*

\*--1107 Load Head Count Screen MHAIWH01 (Continued)

**C Fields**

The following table describes the fields on Screen MHAIWH01.

Field	What To Enter
<b>Owner</b>	
Number of Livestock	For the kind, type, and weight range selected, the number of owned livestock that perished during the disaster period provided on the screen.
Share	The owner's share of the livestock that perished.
Grant/NAP Payment	For the kind, type, and weight range selected, the amount the producer received for NAP and/or aquaculture grant. See subparagraph 1023 F.  <b>Note:</b> Only applicable to catfish and crawfish.
<b>Contract Grower</b>	
Number of Livestock	For the kind, type, and weight range selected, the number of contract livestock that perished during the disaster period provided on the screen.
Share	The contract grower's share of the livestock that perished.
Other Compensation	The amount of other compensation the contract grower received from the contractor for the loss of income from the dead livestock. See subparagraph 423 F.

**Note:** If a producer has multiple losses of the same livestock kind, type, and weight range with the same share, total the number of livestock and load the loss on 1 line.

**D Action**

The following table describes the options available on Screen MHAIWH01.

Option	Result
Cmd4	Type/Weight Range Selection Screen MHAIWE01 will be displayed.
Cmd5	Record More Data Question Screen MHAIWH1A will be displayed.
Cmd7	LIP Application Menu MHAIW0 will be displayed.
Cmd24	The line item where the cursor is located will be deleted.  <b>Note:</b> Once all livestock line items have been deleted from the application, the entire application will be considered deleted.

--\*

\*--1108 Record More Data Question Screen MHAIWH1A

A Overview

Record More Data Question Screen MHAIWH1A provides the opportunity for the user to load another:

- share for the producer/kind/weight range
- weight range for the type of livestock
- kind of livestock.

B Example of Screen MHAIWH1A

Following is an example of Screen MHAIWH1A.

```

LIP-II              027-COAHOMA              Entry              MHAIWH01
Load Head Count Screen          Version: AF36  04/03/2006 11:48 Term H2
-----
Producer ALISON GROENWOLDT              Disa Period 08/29/2005 - 11/22/2005
Kind of Livestock BEEF
Type/Weight Record More Data Question Screen              MHAIWH1A

      Do you want to record data for another:
                                     (Y/N)
      Share for this Producer/Kind/Weight Range.. .Y.
      Weight Range for this Kind of Livestock.... .N.
      Kind of Livestock..... .N.

      Enter=Continue  Cmd4=Previous Screen
      IM: Loss data has been updated.
Cmd4=Pre

```

--\*

\*--1108 Record More Data Question Screen MHAIWH1A (Continued)

**C Action**

The following table describes the options available on Screen MHAIWH1A.

<b>Option</b>	<b>IF “Y” is entered...</b>	<b>IF “N” is entered for all questions and...</b>
Do you want to record data for another share for this producer/kind/weight range?	Lost Head Count Screen MHAIWH01 will be displayed.	<ul style="list-style-type: none"> <li>• any share entered on the producer’s application is less than 100 percent, Other Producer Association Screen MHAIWI01 will be displayed</li> <li>• all shares entered on the producer’s application are equal to 100 percent, CCC-897 will be printed.</li> </ul>
Do you want to record data for another weight range for this kind of livestock?	Type/Weight Range Selection Screen MHAIWE01 will be displayed.	
Do you want to record data for another kind of livestock?	Livestock Kind Selection Screen MHAIWD01 will be displayed.	

--\*

**\*--1109 Other Producer Association Screen MHAIWI01**

**A Overview**

Other Producer Association Screen MHAIWI01 provides the opportunity for the user to load other producers who are associated with the livestock claimed on the application. The user is required to add at least 1 other producer, if any share entered on the producer’s application is less than 100 percent.

**Note:** This data is **not** used by the system. It will be used for reference outside of the system in the event of a spotcheck.

**B Example of Screen MHAIWI01**

Following is an example of Screen MHAIWI01.

```

LIP-II              027-COAHOMA              Selection      MHAIWI01
Other Producer Association Screen      Version: AF36  10/03/2006 11:51 Term H2
-----
Producer ALISON GROENWOLDT              Disa Period 08/29/2005 - 11/22/2005

      Other Producers Associated with this Applicant:
      (must be at least one if shares are less than 100 percent)

              .. PAUL GROENWOLDT

Enter=Continue  Cmd4=Previous Screen  Cmd7=End  Cmd16=Add Producer  Cmd24=Delete
    
```

**C Action**

The following table describes the options available on Screen MHAIWI01.

Option	Result
Enter	CCC-897 will be printed.
Cmd4	Lost Head Count Screen MHAIWH01 will be displayed.
Cmd7	LIP-II Application Menu MHAIW0 will be displayed.
Cmd16	Common Routine To Select ID Number Screen MACR04 will be displayed.
Cmd24	The line item where the cursor is located will be deleted.

--\*

**\*--1110 Signature/Approval Dates**

**A Overview**

Signature and approval date must be entered into the automated system before LIP-II payments can be issued. Signature/approval dates will be entered by selecting:

- option “2”, “Signature/Approval Dates” from Menu MHAIW0
- applicable producer on Producer Selection Screen MHAIWA01.

**B Example of Screen MHAIAC01**

Following is an example of Signature/Approval Screen MHAIAC01.

```

LIP-II              027-COAHOMA              Entry              MHAIAC01
Signature/Approval Screen          Version: AF36  10/14/2006 13:11 Term H2
-----
Producer ALISON GROENWOLDT              ID 1234

          Signature              Approval              Disapproval
          Date                   Date or              Date
          (MM/DD/CCYY)           (MM/DD/CCYY)      (MM/DD/CCYY)
          .....                 .....                 .....

Cmd4=Previous Screen  Cmd5=Update  Cmd7=End  Cmd12=Print Entitlement Report
    
```

**C Action**

County Offices shall:

- enter producer signature date
- enter approval or disapproval date as applicable
- PRESS “Cmd5” to update.

**Note:** The Approval/Disapproval process is by producer ID, not by livestock kind. The application is either approved or disapproved.

The signature and approval dates will be removed if any changes are made to the application after the signature/approval dates are entered.--\*

**1111-1130 (Reserved)**

**\*--1131 Print Producer Application**

**A Overview**

CCC-897 will be generated:

- when option “3”, “Print Producer Application” is selected from Menu MHAIW0 and applicable producer ID is entered
- during application process when users ENTER “N” for all questions on Record More Data Question Screen MHIWH1A.--\*

**\*--1132 Unsigned Applications Report**

**A Overview**

Unsigned Applications Report is a computer-generated report that lists all applications that have been initiated but do **not** have a signature date entered.

**B Unsigned Applications Report Option Screen**

Once a valid printer ID has been entered, Unsigned Applications Report Option Screen MHAIRD1A will be displayed. Following is an example of Unsigned Applications Report Option Screen MHAIRD1A.

```

LIP-II                027-COAHOMA                Entry                MHAIRP01
Printer Selection Screen          Version: AF36  10/14/2006 15:03 Term H2
-----

                Unsigned Applications Report Option Screen                MHAWRD1A

                Select the order you wish to print the report:

                - alphabetically by producer last name/business ...
                - by update date with the most recent first .....

                Enter date restrictions, if you wish:
                                                (MM/DD/CCYY)
                - do not print update dates prior to .....
                - do not print update dates after .....

                Enter=Continue  Cmd4=Previous Screen  Cmd7=End

                Enter=Continue  Cmd7=End
    
```

--\*



**\*--1132 Unsigned Applications Report (Continued)**

**C Action**

County Offices are required to select the order in which the report will print.

<b>IF selected report order is...</b>	<b>THEN the report will print...</b>
alphabetically by producer last name/business	alphabetically by last name/business.
by update date with the most recent first	by the date that the application was updated, most recent update date first.

**Note:** Only 1 print order can be selected at a time.

County Offices have the option of entering date restrictions.

<b>IF a date is entered next to...</b>	<b>THEN the report will only print applications that were updated on or...</b>
do not print update dates after	before the date entered.
do not print update dates prior to	after the date entered.
both of the following:: <ul style="list-style-type: none"> <li>• do not print update dates after</li> <li>• do not print update dates prior to</li> </ul>	between the dates entered.

**Note:** Both a print order and a date restriction can be entered at the same time.--\*

**\*--1133 Unapproved Applications Report**

**A Overview**

Unapproved Applications Report is a computer-generated report that lists all applications that have been signed but do not have an approval or disapproval date entered.

**B Unapproved Applications Report Option Screen**

Once a valid printer ID has been entered, Unapproved Applications Report Option Screen MHAIRE1A will be displayed. Following is an example of Unapproved Applications Report Option Screen MHAIRE1A.

```

LIP-II                027-COAHOMA                Entry                MHAIRP01
Printer Selection Screen          Version: AF36  10/14/2006 15:03 Term H2
-----

Unapproved Applications Report Option Screen          MHAIRE1A

Select the order you wish to print the report:

- alphabetically by producer last name/business ... ..
- by signature date with the most recent first .... ..

Enter date restrictions, if you wish:
                                           (MM/DD/CCYY)
- do not print signature dates prior to .. .....
- do not print signature dates after ..... ..

Enter=Continue  Cmd4=Previous Screen  Cmd7=End

Enter=Continue  Cmd7=End

```

--\*

**\*--1133 Unapproved Applications Report (Continued)**

**C Action**

County Offices are required to select the order in which the report will print.

<b>IF selected report order is...</b>	<b>THEN the report will print...</b>
alphabetically by producer last name/business	alphabetically by last name/business.
by signature date with the most recent first	by the date that the application was signed, most recent signature date first.

**Note:** Only 1 print order can be selected at a time.

County Offices have the option of entering date restrictions.

<b>IF a date is entered next to...</b>	<b>THEN the report will only print applications that were signed on or...</b>
do not print signature dates after	before the date entered.
do not print signature dates prior to	after the date entered.
both of the following::	between the dates entered.
<ul style="list-style-type: none"> <li>• do not print signature dates after</li> <li>• do not print signature dates prior to</li> </ul>	

**Note:** Both a print order and a date restriction can be entered at the same time.--\*

**\*--1134 Approved Applications Report**

**A Overview**

Approved Applications Report is a computer-generated report that lists all applications that have an approval date entered in the system.

**B Approved Applications Report Option Screen**

Once a valid printer ID has been entered, Approved Applications Report Option Screen MHAIRF1A will be displayed. Following is an example of Approved Applications Report Option Screen MHAIRF1A.

```

LIP-II                027-COAHOMA                Entry                MHAIRP01
Printer Selection Screen          Version: AF36  10/14/2006 15:03 Term H2
-----

Approved Applications Report Option Screen          MHAIRF1A

Select the order you wish to print the report:

- alphabetically by producer last name/business ... ..
- by approval date with the most recent first ..... ..

Enter date restrictions, if you wish:
                                                    (MM/DD/CCYY)
- do not print approval dates prior to ... ..
- do not print approval dates after ..... ..

Enter=Continue  Cmd4=Previous Screen  Cmd7=End

Enter=Continue  Cmd7=End
    
```

--\*

**\*--1134 Approved Applications Report (Continued)**

**C Action**

County Offices are required to select the order in which the report will print.

<b>IF selected report order is...</b>	<b>THEN the report will print...</b>
alphabetically by producer last name/business	alphabetically by last name/business.
by approval date with the most recent first	by the date that the application was approved, most recent approval date first.

**Note:** Only 1 print order can be selected at a time.

County Offices have the option of entering date restrictions.

<b>IF a date is entered next to...</b>	<b>THEN the report will only print applications that were approved on or...</b>
do not print approval dates after	before the date entered.
do not print approval dates prior to	after the date entered.
both of the following:: <ul style="list-style-type: none"> <li>• do not print approval dates after</li> <li>• do not print approval dates prior to</li> </ul>	between the dates entered.

**Note:** Both a print order and a date restriction can be entered at the same time.--\*

**\*--1135 Disapproved Applications Report**

**A Overview**

Disapproved Applications Report is a computer-generated report that lists all applications that have a disapproval date entered in the system.

**B Disapproved Applications Report Option Screen**

Once a valid printer ID has been entered, Disapproved Applications Report Option Screen MHAIRG1A will be displayed. Following is an example of Disapproved Applications Report Option Screen MHAIRG1A.

```

LIP-II                027-COAHOMA                Entry                MHAIRP01
Printer Selection Screen                Version: AF36  10/14/2006 15:03 Term H2
-----

                Disapproved Applications Report Option Screen                MHAIRG1A

                Select the order you wish to print the report:

                - alphabetically by producer last name/business ... ..
                - by disapproval date with the most recent first .. ..

                Enter date restrictions, if you wish:
                                                (MM/DD/CCYY)
                - do not print disapproval dates prior to .....
                - do not print disapproval dates after ... .....

                Enter=Continue  Cmd4=Previous Screen  Cmd7=End

                Enter=Continue  Cmd7=End

```

--\*

**\*--1135 Disapproved Applications Report (Continued)**

**C Action**

County Offices are required to select the order in which the report will print.

<b>IF selected report order is...</b>	<b>THEN the report will print...</b>
alphabetically by producer last name/business	alphabetically by last name/business.
by disapproval date with the most recent first	by the date that the application was disapproved, most recent disapproval date first.

**Note:** Only 1 print order can be selected at a time.

County Offices have the option of entering date restrictions.

<b>IF a date is entered next to...</b>	<b>THEN the report will only print applications that were disapproved on or...</b>
do not print disapproval dates after	before the date entered.
do not print disapproval dates prior to	after the date entered.
both of the following::	between the dates entered.
<ul style="list-style-type: none"> <li>• do not print disapproval dates after</li> <li>• do not print disapproval dates prior to</li> </ul>	

**Note:** Both a print order and a date restriction can be entered at the same time.--\*

**\*--1136 Deleted Applications Report**

**A Overview**

Deleted Applications Report is a computer-generated report that lists all applications that have been deleted from the system.

**B Deleted Applications Report Option Screen**

Once a valid printer ID has been entered, Deleted Applications Report Option Screen MHAIRH1A will be displayed. Following is an example of Deleted Applications Report Option Screen MHAIRH1A.

```
LIP-II                027-COAHOMA                Entry                MHAIRP01
Printer Selection Screen                Version: AF36  10/14/2006 15:03 Term H2
-----

Deleted Applications Report Option Screen                MHAIRH1A

Select the order you wish to print the report:

- alphabetically by producer last name/business ... ..
- by deletion date with the most recent first ..... ..

Enter date restrictions, if you wish:
                                                (MM/DD/CCYY)
- do not print deletion dates prior to ... ..
- do not print deletion dates after ..... ..

Enter=Continue  Cmd4=Previous Screen  Cmd7=End

Enter=Continue  Cmd7=End
```

--\*



**\*--1136 Deleted Applications Report (Continued)**

**C Action**

County Offices are required to select the order in which the report will print.

<b>IF selected report order is...</b>	<b>THEN the report will print...</b>
alphabetically by producer last name/business	alphabetically by last name/business.
by deletion date with the most recent first	by the date that the application was deleted, most recent deletion date first.

**Note:** Only 1 print order can be selected at a time.

County Offices have the option of entering date restrictions.

<b>IF a date is entered next to...</b>	<b>THEN the report will only print applications that were deleted on or...</b>
do not print deletion dates after	before the date entered.
do not print deletion dates prior to	after the date entered.
both of the following::	between the dates entered.
<ul style="list-style-type: none"> <li>• do not print deletion dates after</li> <li>• do not print deletion dates prior to</li> </ul>	

**Note:** Both a print order and a date restriction can be entered at the same time.--\*

\*--1137 FSA-897E - Estimated Calculated Payment Report

**A Introduction**

FSA-897E is a computer-generated report that prints the estimated calculated payment amount for a producer based on data currently loaded in LIP-II application file.

**B Information on the Report**

This table provides a detailed description of the information contained on FSA-897E.

Field	Description	FSA-897, Item
Producer Name, Address, and ID Number	Producer name, mailing address, and last 4 digits of the ID number.	5A and 5B
Livestock Kind	Kind of livestock.	11
Livestock Type	Type of livestock.	
Weight Range	Weight range of livestock.	
Number of Livestock – Contract	The number of contract livestock that perished.	12
Share – Contract	The contract growers share of the livestock that perished.	13
Number of Livestock –Non-Contract	The number of owned livestock that perished.	12
Share – Non-Contract	The non-contract growers share of the livestock that perished.	13
Payment Rate	The payment rate established for the livestock kind, type, and weight range	
Other Compensation	The amount of other compensation the contract grower received from the contractor for the loss of income from the dead livestock.	14
Grant Payment	This is the amount of any NAP or Aquaculture Grant payment received for catfish or crawfish only.	15
Calculated Payment	<p>Calculated payment for each contract livestock kind, type, and weight range is computed by multiplying the following:</p> <ul style="list-style-type: none"> <li>• number of livestock – contract, times</li> <li>• share, times</li> <li>• contract payment rate, minus</li> <li>• other compensation.</li> </ul> <p>Calculated payment for each non-contract livestock kind, type, and weight range is computed by multiplying the following:</p> <ul style="list-style-type: none"> <li>• number of livestock – non-contract, times</li> <li>• share, times</li> <li>• non-contract payment rate, minus</li> <li>• NAP or Aquaculture Grant Payment, if applicable.</li> </ul> <p><b>Note:</b> If subtracting other compensation results in a negative amount, the payment will be calculated to zero.</p>	
Total Calculated Payment	Accumulated calculated payment amount for all livestock kinds, types, and weight ranges.	

--\*

\*--1137 FSA-897E - Estimated Calculated Payment Report (Continued)

**C Printing FSA-897E**

FSA-897E can be printed for a specific producer or for all producers. Follow the steps in this table to print the report.

**Note:** FSA-897E can be printed from Signature/Approval Screen MHAVAA01, PRESS “Cmd12”.

Step	Menu or Screen	Action	Result
1	FAX250	ENTER “3” or “4”, “Application Processing”, as applicable.	Menu FAX09002 will be displayed
2	FAX09002	If option 4 was selected on Menu FAX250, then select the appropriate county.	Menu FAX09001 will be displayed.
3	FAX07001	ENTER “11”, “PFC/DCP/Compliance”.	Menu M00000 will be displayed.
4	M00000	ENTER “1”, “NAP and Disaster”.	Menu MH0000 will be displayed.
5	MH0000	ENTER “14”, “Hurricane Disaster Programs”.	Menu MHN0YR will be displayed.
6	MHN0YR	ENTER “5”, “Livestock Indemnity Program II”.	Menu MHAI00 will be displayed.
7	MHAI00	ENTER “2”, “Payment Process”.	Menu MHAIN0 will be displayed.
8	MHAIN0	ENTER “5”, “Print Estimated Calculated Payment Report “.	Screen MHAIPT2 will be displayed.
9	MHAKPRT2	Enter the appropriate printer ID, and PRESS “Enter”.	Screen MHAIN401 will be displayed.
10	MHAIN401	Enter either of the following: <ul style="list-style-type: none"> <li>• “1” for Estimated Calculated Payment Report - Contract Livestock</li> <li>• “2” for Estimated Calculated Payment Report - Non-Contract Livestock</li> </ul>	Screen MHAKN701 will be displayed.
11	MHAIN701	Screen MHAKN701 provides several options to print the entitlement report. Select either a specific producer or all producers according to the following:	
		<b>Selection</b>	<b>Action</b>
		Process reports for all producers.	ENTER “All” in the “Enter Producer ID Number” field, and PRESS “Enter”. <b>Note:</b> Do not use this option if applications are being updated on other workstations. Wait until all users have exited the LIP-II application process.
Process report for a selected producer.	Enter 1 of the following, and PRESS “Enter”: <ul style="list-style-type: none"> <li>• producer ID number and ID type in the “Enter Producer ID Number and Type” fields</li> <li>• last 4 digits of producer’s ID number in the “Last Four Digits of ID” field</li> <li>• producer’s last name in the “Last Name” field.</li> </ul>	Reports will be generated for all producers that have an application on the application file.  Screen MHAKN701 will be redisplayed.	
			Report will be generated if the selected producer has an application on the application file.  Screen MHAKN701 will be redisplayed.

--\*



**\*--Part 17 2005 Hurricanes LCP**

**Section 1 Basic 2005 Hurricanes LCP Information**

**1201 General Information**

**A Purpose**

2005 Hurricanes LCP provides monetary assistance to eligible livestock owners and cash lessees, but not both for the same livestock, for certain types of livestock for feed losses that occurred as a result of Hurricane Katrina, Ophelia, Rita, or Wilma.

**Important:** Feed losses as a result of Hurricane Dennis are **not** eligible under 2005 Hurricanes LCP.

Monetary assistance provided under 2005 Hurricanes LCP is not required to be used by the payee for any specific purpose.

This part provides instructions for administering 2005 Hurricanes LCP.

**B Source of Authority**

The Emergency Supplemental Appropriations Act for Defense, the Global War on Terror, and Hurricane Recovery 2006 (Pub. L. 109-234) authorizes the Secretary of Agriculture to use CCC funds to provide assistance to certain eligible livestock owners and cash lessees, but not both for the same livestock.

The regulations for 2005 Hurricanes LCP are provided in 7 CFR Part 1416.

**C Public Information**

Follow instructions in 2-INFO for providing information about 2005 Hurricanes LCP.

**D Modifying Provisions**

Provisions in this handbook shall **not** be revised without prior approval from the National Office Livestock Assistance Program Manager.

**Important:** Revisions include adding, deleting, editing, clarifying, supplementing, or otherwise amending any procedure, form, or exhibit.

A separate State or county handbook shall **not** be created.--\*

**\*--1201 General Information (Continued)****E Forms**

**Forms, worksheets, applications and other documents other than those provided in this handbook or issued by the National Office shall not be used for 2005 Hurricanes LCP.**

Any document that collects data from a producer, regardless of whether the producer's signature is required, is subject to the Privacy Act, including clearance of such documents by the following offices:

- National Office program area
- MSD, Forms and Graphics Section.

Forms, worksheets, and documents developed by State or County Offices **must** be:

- submitted to the National Office Livestock Assistance Program Manager for review and clearance
- approved for use by the National Office **before** use by any State or County Offices.

**Important:** No form, worksheet, or other document, other than those provided in this handbook or approved by the National Office, shall be used for 2005 Hurricanes LCP, including any form, worksheet, or other document developed by any:

- State or County Offices
- other agency or organization.

**F Related Handbooks**

See Part 1 for handbooks related to 2005 Hurricanes LCP.--\*

**\*--1202 Responsibilities****A STC Responsibilities**

Within the authorities and limitations in this handbook and 7 CFR 1416 Subpart B, STC's shall:

- direct the administration of 2005 Hurricanes LCP
- ensure that FSA State and County Offices follow the 2005 Hurricanes LCP provisions
- thoroughly document all actions taken in STC meeting minutes
- handle appeals according to 1-APP
- review all applications executed by State Office employees, COC members, CED's, County Office employees, and their spouses according to subparagraph 1252 D
- require reviews be conducted by DD's according to subparagraph 1252 E to ensure that County Offices comply with 2005 Hurricanes LCP provisions

**Note:** STC's may establish additional reviews to ensure that 2005 Hurricanes LCP is administered according to these provisions.

- take oversight actions to ensure that IPIA provisions are met to prevent County Offices from issuing improper payments according to subparagraph 1224 E.--\*

**\*--1202 Responsibilities (Continued)****B SED Responsibilities**

Within the authorities and limitations in this handbook and 7 CFR 1416 Subpart B, SED's shall:

- ensure that FSA County Offices follow 2005 Hurricanes LCP provisions
- handle appeals according to 1-APP
- ensure that DD's conduct reviews according to subparagraph A

**Note:** SED's may establish additional reviews to ensure that 2005 Hurricanes LCP is administered according to these provisions.

- ensure that **all** County Offices publicize 2005 Hurricanes LCP provisions according to subparagraph D
- immediately notify the National Office Livestock Assistance Program Manager of software problems, incomplete or incorrect procedures, specific problems, or findings
- take oversight actions to ensure that IPIA provisions are met to prevent County Offices from issuing improper payments according to subparagraph 1224 E.

**C DD Responsibilities**

Within the authorities and limitations in this handbook and 7 CFR 1416 Subpart B, DD's shall:

- ensure that COC's and CED's follow 2005 Hurricanes LCP provisions
- conduct reviews according to subparagraph 1252 E and any additional reviews established by STC's or SED's according to subparagraph A and B
- provide SED with report of all reviews according to subparagraph 1252 E
- ensure that County Offices publicize 2005 Hurricanes LCP provisions according to subparagraph D.--\*



**\*--1202 Responsibilities (Continued)****D COC Responsibilities**

Within the authorities and limitations in this handbook and 7 CFR 1416 Subpart B, COC's shall:

- fully comply with all 2005 Hurricanes LCP provisions
  - ensure that CED's fully comply with all 2005 Hurricanes LCP provisions
  - act on completed CCC-898's according to paragraph 1252
  - handle appeals according to 1-APP
  - thoroughly document all actions taken in COC minutes
- Important:** All the following **must** be thoroughly documented for all program determinations made by COC's:
- all factors reviewed or considered
  - all documentation reviewed
  - references to applicable handbooks, notices, and regulations
  - all sources of information obtained for review or consideration.
- ensure that producers receive complete and accurate 2005 Hurricanes LCP information

**Note:** Program information may be provided through the following:

- program leaflets, newsletters, and print media
- meetings
- radio, television, and video
- County Office visits.--\*

**\*--1202 Responsibilities (Continued)****D COC Responsibilities (Continued)**

- ensure that 2005 Hurricanes LCP general provisions and other important items are publicized as soon as possible after information is received from the National Office, including but not limited to, the following:
  - signup period
  - payment limitation
  - eligible livestock
  - basic participant eligibility criteria
  - general data required to complete application

**Important:** Because livestock eligibility is based on the physical location of the livestock on the beginning date of the applicable disaster period, and some producers may still be displaced, **all** County Offices in Alabama, Florida, Louisiana, Mississippi, North Carolina, and Texas shall publicize the program provisions regardless of whether the county is a disaster county.

**Note:** The 2005 Hurricanes LCP Fact Sheet may be used to provide general program information. The fact sheet is available online at [www.fsa.usda.gov](http://www.fsa.usda.gov).

- take oversight actions to ensure that IPIA provisions are met to prevent County Offices from issuing improper payments according to subparagraph 1224 E.--\*

**\*--1202 Responsibilities (Continued)****E CED Responsibilities**

Within the authorities and limitations in this handbook and 7 CFR 1416 Subpart B, CED's shall:

- fully comply with all 2005 Hurricanes LCP provisions
- ensure that County Office employees fully comply with all 2005 Hurricanes LCP provisions
- handle appeals according to 1-APP
- act on completed CCC-898 according to paragraph 1252

**Note:** CED may delegate approval authority to program technicians for routine cases. Program technicians shall **not** be delegated authority to disapprove any CCC-898.

- ensure that all program and payment eligibility requirements have been met by producers before issuing any payments to ensure that IPIA provisions are met.

**Note:** See subparagraph 1224 E for additional information.

- ensure that producers receive complete and accurate program information
- immediately notify SED, through DD, of software problems and incomplete or incorrect procedures
- ensure that all applicants receive a copy of Exhibit 19 according to paragraph 1253 when the application is filed
- ensure that general provisions and other important items are publicized according to subparagraph D.--\*

**1202 Responsibilities (Continued)****F Program Technician Responsibilities**

Within the authorities and limitations in this handbook and 7 CFR 1416 Subpart B, program technician shall:

- fully comply with all 2005 Hurricanes LCP provisions
- immediately notify CED of software problems and incomplete or incorrect procedures
- ensure that producers receive complete and accurate program information.
- \*--ensure that all producers receive a copy of Exhibit 19 according to paragraph 1253--\*  
when the application is filed.
- ensure that all program and payment eligibility requirements have been met by producers before issuing any payments to ensure that IPIA provisions are met.

**Note:** See subparagraph 1224 E for additional information.

**\*--1203 Definitions for 2005 Hurricanes LCP****A Definitions**

The following definitions apply to 2005 Hurricanes LCP. The definitions provided in other parts of this handbook do **not** apply to 2005 Hurricanes LCP.

Adult beef bulls means male bovine animals that were at least 2 years old and used for breeding purposes on the beginning date of the applicable disaster period as provided in Exhibit 20.

Adult beef cows means female bovine animals that had delivered one or more offspring before the beginning date of the applicable disaster as provided in Exhibit 20. A 1st time bred beef heifer shall also be considered an adult beef cow if it was pregnant on the beginning date of the applicable disaster period as provided in Exhibit 20.

Adult buffalo/beefalo bulls means male animals of those breeds that were at least 2 years old and used for breeding purposes on the beginning date of the applicable disaster period as provided in Exhibit 20.

Adult buffalo/beefalo cows means female animals of those breeds that had delivered one or more offspring before the beginning date of the applicable disaster period as provided in Exhibit 20. A 1st time bred buffalo/beefalo heifer shall also be considered an adult buffalo/beefalo cow if it was pregnant on the beginning date of the applicable disaster period as provided in Exhibit 20.

Adult dairy bulls means male bovine animals of a breed used for producing milk for human consumption that were at least 2 years old and used for breeding dairy cows on the beginning date of the applicable disaster period as provided in Exhibit 20.

Adult dairy cows means female bovine animals used for the purpose of providing milk for human consumption, that had delivered one or more offspring before the beginning date of the applicable disaster period as provided in Exhibit 20. A 1st time bred dairy heifer shall also be considered an adult dairy cow if it was pregnant on the beginning date of the applicable disaster period as provided in Exhibit 20.

Commercial use means used in the operation of a business activity engaged in as a means of livelihood for profit by the eligible producer.--\*

**\*--1203 Definitions for 2005 Hurricanes LCP (Continued)****A Definitions (Continued)**

Disaster county means a primary county included the geographic area covered by a Presidential or Secretarial disaster declaration for Hurricanes Katrina, Ophelia, Rita or Wilma, including contiguous counties. See Exhibit 20 for list of eligible counties by Hurricane.

Eligible livestock means only certain adult and non-adult dairy cattle, beef cattle, buffalo, beefalo, equine, sheep, goats, deer, elk, swine, reindeer and poultry, including egg-producing poultry, that on the beginning date of the applicable disaster period were all of the following:

- maintained for commercial use as part of a farming operation
- owned or cash leased
- physically located in a disaster county.

**Note:** See paragraph 1223 for delineation of eligible livestock by payment rate.

Eligible livestock producer means an owner or cash lessee, but not both for the same livestock, of eligible livestock on the beginning date of the applicable disaster period, and is a citizen of, or legal resident alien in, the United States. A farm cooperative, private domestic corporation, partnership, or joint operation in which a majority interest is held by members, stockholders, or partners who are citizens of, or legal resident aliens in, the United States, if such cooperative, corporation, partnership or joint operation owned, jointly owned or cash leased eligible livestock on the beginning date of the applicable disaster period will be considered eligible livestock producers. Any Native American tribe (as defined in section 4(b) of the Indian Self-Determination and Education Assistance Act (Pub. L. 93-638, 88 Stat. 2003)); any Native American organization or entity chartered under the Indian Reorganization Act; any tribal organization chartered under the Indian Self-Determination and Education Assistance Act; and any economic enterprise under the Indian Financing Act of 1974 may be considered eligible livestock producers so long as they meet the terms of the definition.

Equine animals means domesticated horses, mules, and donkeys.

Farming operation means a business enterprise engaged in the production of agricultural products.

Goats means domesticated ruminant mammals of the genus Capra, including Angora goats.--\*

**\*--1203 Definitions for 2005 Hurricanes LCP (Continued)****A Definitions (Continued)**

Ineligible livestock means any of the following:

- any animal produced or maintained for reasons other than commercial use as part of a farming operation, as determined by CCC, including, but not limited to, recreational purposes, such as pleasure, hunting, pets, or for show
- all wild free roaming animals, as determined by CCC
- any animal not meeting the definition of eligible livestock, as determined by CCC
- any animal owned or cash leased by an ineligible livestock producer
- all animals not physically located in a disaster county on the beginning date of the applicable disaster period.

Non-adult beef cattle means male, female, or neutered male bovine animals that weighed 500 pounds or more on the beginning date of the applicable disaster period, as provided in Exhibit 20, but do not meet the definition of adult beef cows or bulls.

Non-adult buffalo/beefalo means male, female, or neutered male animals of those breeds that weighed 500 pounds or more on the beginning date of the applicable disaster period, as provided in Exhibit 20, but do not meet the definition of adult buffalo/beefalo cows or bulls.

Non-adult dairy cattle means male, female, or neutered male bovine livestock, of a breed used for the purpose of providing milk for human consumption, that weighed 500 pounds or more on the beginning date of the applicable disaster period, as provided in Exhibit 20, but do not meet the definition of adult dairy cows or bulls.

Poultry means domesticated chickens, turkeys, ducks, and geese. Poultry will be further delineated by sex, age, and purpose of production, as determined by CCC.

Swine means domesticated omnivorous pigs, hogs, or boars. Swine will be further delineated by sex and weight as determined by CCC.

Sheep means domesticated ruminant mammals of the genus Ovis.--\*

**1204-1220 (Reserved)**

Section 2 Policy and Procedure

1221 Signup Period

A 2005 Hurricanes LCP Signup

\*--The signup for 2005 Hurricanes LCP began is December 11, 2006, through March 30, 2007.

**Important:** There are **no** late-filed provisions for 2005 Hurricanes LCP. FSA shall not refuse to accept a producer's request to file CCC-898 after March 30, 2007. However, CCC-898's submitted by producers after March 30, 2007, shall be disapproved because they were not filed during the application period.

The application period for 2005 Hurricanes LCP is a matter of general applicability to all producers; therefore, disapproval of CCC-898's filed after March 30, 2007, is not appealable.--\*



**\*--1222 Eligibility Criteria****A Eligible Livestock**

Eligible livestock for 2005 Hurricanes LCP are any of the following that were maintained for commercial use as part of a farming operation and were physically located in a disaster county on the beginning date of the applicable disaster period, as provided in Exhibit 20:

- adult and non-adult beef cattle
- adult and non-adult dairy cattle
- adult and non-adult beefalo
- adult and non-adult buffalo
- sheep
- goats
- equine
- deer
- swine
- elk
- reindeer
- poultry.

**Important:** Livestock meeting the requirements of this subparagraph and the definitions in paragraph 1203 that were sold or perished after the beginning date of the applicable disaster period are still eligible livestock for 2005 Hurricanes LCP.

Proof of sale or death of livestock shall be required if selected for spot check.

**Example:** On the beginning date of Hurricane Rita, John Smith owned 100 head of adult beef cows he maintained for commercial use as part of a farming operation. The adult beef cows were physically located in Caddo Parish Louisiana on September 23, 2005. Shortly after September 23, 2005, Mr. Smith sold 15 of the adult beef cows. The 15 sold cows are eligible livestock for 2005 Hurricanes LCP, provided all other requirements are met. Proof of sale shall be required if Mr. Smith's application is selected for spot check.

See paragraph:

- 1203 for definitions of eligible livestock, commercial use, and farming operation
- 1223 for further delineation of eligible livestock by payment rate.--\*

**\*--1222 Eligibility Criteria (Continued)****B Ineligible Livestock**

Animals **not** eligible for 2005 Hurricanes LCP include, but are not limited to, all of the following:

- livestock produced or maintained for reasons other than commercial use as part of a farming operation, including, but not limited to, recreational purposes such as:
  - hunting
  - show
  - pleasure
  - pets
  - consumption by the owner

**Example 1:** Mike Jones owns 5 horses, 2 beef steers, and 3 goats. Mr. Jones maintains the horses for pleasure riding and fox hunting, and maintains the goats as pets for his children. He maintains the beef steers to be consumed by his family. Accordingly, Mr. Jones does not maintain any of the livestock for commercial use as part of a farming operation. All of the animals perished in a disaster county as a result of Hurricane Katrina.

Because none of Mr. Jones' livestock is maintained for commercial use as part of a farming operation, the animals are **not** eligible livestock for 2005 Hurricanes LCP.

**Example 2:** Joe Smith owns 5 horses which he uses to pull hansom cabs in the tourist district of the local city. The hansom cabs are Mr. Smith's business activity he engages in as a means of livelihood for profit.

However, because the horse are not maintained as part of a farming operation, they are not eligible livestock for 2005 Hurricanes LCP.--\*

**\*--1222 Eligibility Criteria (Continued)****B Ineligible Livestock (Continued)**

**Example 3:** Jane Black owns and raises a deer herd. Mrs. Black sells the does to a local food market to be processed into meat products. She sells the bucks to hunting preserves nationwide.

Mrs. Black is in the business of selling deer as a means of livelihood for profit; therefore, the deer are maintained for commercial use. However, they also must be maintained as part of a farming operation.

The County Office must determine whether Mrs. Black's deer business is a farming operation. Mrs. Black must provide evidence to satisfy COC or CED that the deer are part of a farming operation. One indicator of being a farming operation would be whether Mrs. Black files taxes as a farming operation. The County Office cannot request Mrs. Black to provide a copy of her tax records; however, COC or CED may ask Mrs. Black how she files her taxes for the operation.

- yaks
- llamas
- all beef and dairy cattle, and buffalo and beefalo that weighed less than 500 pounds on the beginning date of the applicable disaster period, as provided in Exhibit 20
- any wild free roaming livestock, including horses and deer
- any animals not included in subparagraph A.--\*

## \*--1222 Eligibility Criteria (Continued)

**C Eligible Livestock Producers**

An eligible livestock producer for 2005 Hurricanes LCP is 1 who meets **all** of the following:

- had legal ownership of or cash leased, but not both for the same livestock, eligible livestock on the beginning date of the applicable disaster period, as provided in Exhibit 20
- suffered an eligible feed loss, determined in accordance with subparagraph D, as a result of 1 of the following Hurricanes, during the applicable disaster period, as provided in Exhibit 20:
  - Katrina
  - Ophelia
  - Rita
  - Wilma

**Important:** The feed lost must have been for claimed eligible livestock.

- is 1 of the following:
  - a citizen of, or legal resident alien in, the United States, including a farm cooperative, private domestic corporation, partnership, or joint operation in which a majority interest is held by members, stockholders, or partners who are citizens of, or legal resident aliens in, the United States, if such cooperative, corporation, partnership, or joint operation owned, jointly owned, or cash leased the livestock on the beginning date of the applicable disaster period
  - any Native American tribe as defined in the Indian Self-Determination and Education Assistance Act
  - any Native American organization or entity chartered under the Indian Reorganization Act
  - any economic enterprise under the Indian Financing Act of 1974.--\*

**\*--1222 Eligibility Criteria (Continued)****C Eligible Livestock Producers (Continued)**

The following are **not** eligible livestock producers for 2005 Hurricanes LCP benefits:

- a foreign person, as determined according to 1-PL

**Note:** A foreign person is not eligible even if the requirements of the foreign person rule are met.

- any individual or entity that did **not** have legal ownership of or cash leased the eligible livestock on the beginning date of the applicable disaster period, as provided in Exhibit 20
- any individual or entity that did not suffer an eligible feed loss, determined in accordance with subparagraph D, as a result of an applicable Hurricane.

**D Eligible Feed Loss**

To be an eligible feed loss for 2005 Hurricanes LCP, the feed lost must meet all of the following:

- feed for claimed eligible livestock
- located in an eligible county at time of loss
- lost as a result of an eligible hurricane
- value of the feed lost must be equal to or greater than the total estimated calculated payment on CCC-898, item 12

See paragraph 1225 to determine the value of the lost feed.--\*

**\*--1222 Eligibility Criteria (Continued)****E Deceased Producers and Dissolved Entities**

Authority to sign contracts, applications, and other documents on behalf of deceased producers may vary according to State law. If an eligible livestock producer is now deceased or a dissolved entity, then an authorized representative of the deceased producer or dissolved entity may sign CCC-898 provided the authorized representative has authority to enter into a contract for the deceased producer or dissolved entity.

**Important:** Proof of authority to sign for the eligible deceased producer or dissolved entity must be on file in the County Office before the representative is allowed to sign CCC-898 for the producer. Proof of authority includes any of the following:

- court order
- letter from Secretary of State
- document approved by the OGC Regional Attorney.

FSA-325 is:

- only used in situations where a program application was filed by an individual who subsequently died, is declared incompetent, or is missing before the payment is issued
- not applicable for determining who may file a program application for a deceased, incompetent, or missing individual.

State Office shall consult with the OGC Regional Attorney on the following types of cases:

- documentation submitted does not clearly establish authority to enter into a contract or application on behalf of the deceased individual, closed estate, or dissolved entity
- application from and request for issuing payments to heirs of a deceased individual without documentation provided that establishes authority to enter into a contract or application on behalf of the deceased individual.

See paragraph 1223 for making payments to deceased individuals, closed estates, and dissolved entities.--\*

**\*--1223 Payment Rates, Limitations and Reductions****A Funding**

Pub. L. 109-234 authorizes the Secretary of Agriculture to use \$95 million in CCC funds to provide assistance under 2005 Hurricanes LCP and Catfish Feed Grants.

Because only a certain amount of money is available for 2005 Hurricanes LCP, a uniform national factor may have to be determined. The factor cannot be determined until after:

- end of LCP signup period and all applications have been acted on by COC
- allocations under Catfish Feed Grants have been finalized.

Therefore, 2005 Hurricanes LCP payments shall not be processed until a uniform national factor is determined and announced by CCC.

**B Payment Limitation**

A \$80,000 payment limitation applies to each “person” for benefits received under 2005 Hurricanes LCP. Determine “persons” according to 1-PL.

If a “person” determination for the applicant has:

- already been made for other 2005 program purposes, use the same “person” determination for 2005 Hurricanes LCP purposes
- **not** been made for any other 2005 program purpose, COC shall:
  - obtain a CCC-502 from the applicant
  - make a “person” determination and notify applicant according to 1-PL.

**Note:** Actively engaged and cash-rent tenant provisions do **not** apply.

**C AGI**

The AGI provisions of 1-PL are applicable. Individuals and entities exceeding \$2.5 million AGI are not eligible for payment under 2005 Hurricanes LCP.

See 1-PL and 3-PL for policy and software provisions of AGI.--\*

\*--1223 Payment Rates, Limitations and Reductions (Continued)

**D Payment Rates for Eligible Livestock**

2005 Hurricanes LCP payment rates are based, in part, on the number of pounds of corn equivalent per day, as established by CCC, determined necessary to provide the energy requirements for the specific kind/type of livestock for 30 calendar days.

The following provides the per head payment rates, by livestock category.

Kind of Livestock	Type	Weight Range	Payment Per Head
Beef	Adult	Cows and Bulls	\$17.48
	Non-adult	500 pounds or more	\$13.11
Dairy	Adult	Cows and Bulls	\$45.45
	Non-adult	500 pounds or more	\$13.11
Buffalo/Beefalo	Adult	Cows and Bulls	\$17.48
	Non-adult	500 pounds or more	\$13.11
Sheep	All		\$4.37
Goats	All		\$4.37
Deer	All		\$4.37
Equine	All		\$12.94
Swine		Less than 45 pounds	\$0.52
		45 to 124 pounds	\$1.22
		125 to 234 pounds	\$2.10
	Sow	235 pounds or more	\$7.17
	Boar	235 pounds or more	\$4.20
Elk		Less than 400 pounds	\$3.85
		400 pounds to 799 pounds	\$7.17
		800 pounds or more	\$9.44
Poultry	All	Less than 3 pounds	\$0.11
	All	3 pounds to 7.9 pounds	\$0.22
	All	8 pounds or more	\$0.50
Reindeer	All		\$3.85

**Note:** See paragraph 1203 for definitions of the different livestock kind/types.--\*



**\*--1223 Payment Rates, Limitations and Reductions (Continued)****E Payment Reductions**

Pub. L. 109-234 provides that no producer shall receive duplicative payments under 2005 Hurricanes LCP and any other Federal program for the same loss.

Some livestock producers eligible under 2005 Hurricanes LCP may have received payments under 2005 Hurricanes FIP for the same livestock. Therefore, 2005 Hurricanes LCP payment amounts for eligible livestock producers shall be reduced by the amount the applicant received for the specific livestock under 2005 Hurricanes FIP.

See Part 18 for instructions on recording the amount of payment to be reduced.

**Example:** Bill Smith is an eligible owner of 100 eligible adult beef cows for 2005 Hurricanes LCP. Mr. Smith suffered, as a direct result of Hurricane Katrina, an eligible loss of feed for the eligible adult beef cows. Mr. Smith received \$680 under the 2005 Hurricanes FIP for the 100 adult beef cows. Mr. Smith's calculated payment amount for the 100 adult beef cows under 2005 Hurricanes LCP shall be reduced by \$680.--\*

**\*--1224 General Payment Information**

**A Assignments and Offsets**

For 2005 Hurricanes LCP, County Offices shall:

- accept assignments according to 63-FI
- apply offsets according to 58-FI.

**B Issuing Payments to Deceased Individuals, Closed Estates and Dissolved Entities**

2005 Hurricanes LCP payments for CCC-898's involving deceased individuals, closed estates, or dissolved entities shall be made according to the following, provided all other eligibility requirements are met.

<b>IF the applicant is an...</b>	<b>and CCC-898 is signed by an authorized representative of the...</b>	<b>THEN payments shall be issued...</b>
individual who died before CCC-898 was filed	deceased according to subparagraph 1222 E	to any of the following, as applicable, using the ID number of the applicant: <ul style="list-style-type: none"> <li>• the deceased individual</li> <li>• the individual's estate</li> <li>• name of the heirs, based on OGC determination, according to 1-CM, Part 26.</li> </ul>
estate that closed before CCC-898 was filed	estate according to subparagraph 1222 E	
entity that dissolved before CCC-898 was filed	dissolved entity according to subparagraph 1222 E	using the ID number of the applicant.
individual who dies, is declared incompetent, or is missing after filing CCC-898		to eligible payees executing FSA-325 according to 1-CM, paragraph 779.

**Note:** FSA-325 is only used where a program application was filed by an individual who subsequently died, is declared incompetent, or is missing before payments are issued. Heirs **cannot** succeed to a loss or file their own application for a deceased individual's loss.--\*

1224 General Payment Information (Continued)

**C Payment Eligibility Requirements**

A participant must meet all the following before a payment shall be issued:

- CCC-502 on file and “person” determination for 2005 according to 1-PL
- AD-1026 on file according to 6-CP
- not in violation of fraud provisions, including FCIC fraud provisions, according to 1-CM and 3-PL
- compliance with:
  - controlled substance provisions according to 1-CM
  - AGI provisions according to 1-PL.

**Note:** See subparagraph:

- 1223 B for more information about CCC-502
- D for more information about AD-1026.

County Offices shall:

- record determinations for the applicable criteria in the web-based eligibility system according to 3-PL
- \*--ensure that CCC-770 LCP is completed for each CCC-898.

**Note:** See Exhibit 27 for additional information about CCC-770 LCP.--\*

**1224 General Payment Information (Continued)****D Conservation Compliance Provisions**

An AD-1026 applicable to 2005 must be on file for the producer according to 6-CP.

If an AD-1026 applicable for 2005 is:

- already on file for the applicant, it is not necessary to obtain a new AD-1026 for 2005 Hurricanes LCP
- not on file for the applicant, County Office shall obtain a completed AD-1026 applicable to 2005 from the applicant.

If a new AD-1026 is required to be filed, payments may be issued to eligible producers upon signing in AD-1026, item 12. County Offices shall not withhold payments pending NRCS highly erodible land or wetland determinations. The continuous certification statement on AD-1026 requires producers to refund program payments if a NRCS determination results in the discovery of a HELC/WC violation.

**E Prevention of Improper Payments**

IPIA requires Federal agencies to evaluate programs to determine if internal controls are sufficient to prevent improper payments. County Offices shall take all steps necessary to ensure that 2005 Hurricanes LCP and payment eligibility requirements have been met before issuing any payments.

**\*--Note:** See Exhibit 27 for additional information about CCC-770 LCP.--\*

**F Definition of Improper Payment**

OMB defines an improper payment as any payment that should **not** have been issued or was issued in an incorrect amount under statutory, contractual, administrative, or other legally applicable requirement.

**\*--1225 Determining Lost Feed Value**

**A Determining Value**

To be an eligible feed loss for 2005 Hurricanes LCP, the feed lost must meet all of the following:

- feed for claimed eligible livestock
- located in an eligible county at time of loss
- lost as a result of an eligible hurricane
- value of the feed lost must be equal to or greater than the total estimated calculated payment on CCC-898, item 12

County Office shall use the following table to determine how to calculate the value of the feed lost.

**Important:** County Office shall contact, through State Office, National Office Livestock Assistance Program Manager:

- when the type of feed lost is not included in the following table
- for any situation not included in the following table.

<b>IF the type of eligible feed lost was...</b>	<b>AND...</b>	<b>THEN determine the value of eligible feed lost according to...</b>
forage grazing acres	all livestock were removed from the forage grazing acres as a result of an eligible hurricane  <b>Example:</b> The forage grazing acres being grazed by the livestock was made inedible as a result of an eligible hurricane, such as salt water intrusion or contamination by toxins when covered by a tidal surge. The applicant removed all livestock from the inedible acres.	subparagraph B.

--\*

1225 Determining Lost Feed Value (Continued)

A Determining Value (Continued)

IF the type of eligible feed lost was...	AND...	THEN determine the value of eligible feed lost according to...
forage grazing acres (Cntd)	<p>both of the following are met:</p> <ul style="list-style-type: none"> <li>• some of the livestock were removed from the forage grazing acres as a result of an eligible hurricane</li> <li>• some of the livestock remained on the forage grazing acres with no additional supplemental feeding</li> </ul> <p><b>Example:</b> Some or all of the forage grazing acres were damaged or destroyed as a result of an eligible hurricane, such as the forage being damaged by flooding or standing uncontaminated water. The forage was not made inedible; however, the acreage could not support the same number of livestock as it did before the hurricane. The applicant did not fence off any of the acres or provide any additional supplemental feeding, but did remove some livestock from the acreage.</p>	subparagraph C.
	<p>*--both of the following are met:</p> <ul style="list-style-type: none"> <li>• some of the livestock were removed from the forage grazing acres as a result of an eligible hurricane</li> <li>• some of the livestock remained on the forage grazing acres with the applicant maintaining the remaining livestock by supplemental feeding.</li> </ul> <p><b>Example:</b> Some or all of the forage grazing acres were damaged or destroyed as a result of an eligible hurricane, such as the forage being damaged by flooding or saltwater intrusion. Some or all of the forage was made inedible and the acreage could not support the same number of livestock as it did before the hurricane. The applicant did not fence off any of the acres and did remove some of the livestock from the acreage. The applicant maintained the remaining livestock by supplemental feeding that would not have been provided if the grazing acres were not damaged or destroyed as a result of an eligible hurricane.</p>	subparagraph D.--*

1225 Determining Lost Feed Value (Continued)

A Determining Value (Continued)

IF the type of eligible feed lost was...	AND...	THEN determine the value of eligible feed lost according to...
forage grazing acres (Cntd)	<p>all of the following are met:</p> <ul style="list-style-type: none"> <li>• none of the livestock were removed from the forage grazing acres</li> <li>• all or part of the forage was damaged or destroyed, as a result of an eligible hurricane</li> <li>• applicant maintained all livestock on the forage grazing acres by supplemental feeding that would not have been provided if the forage was not damaged or destroyed as a result of an eligible hurricane</li> </ul> <p><b>Example:</b> Some or all of the grazing acres were damaged or destroyed as a result of an eligible hurricane, such as the forage being destroyed by flooding or standing uncontaminated water. The forage was not made inedible; however, the acreage could not support the same number of livestock as it did before the hurricane. The applicant did not fence off any of the acres nor remove any livestock. The livestock were maintained on the damaged/destroyed acres by the applicant providing supplemental feed to replace the lost forage. The supplemental feeding would not have occurred if not for the damage/destruction of the acres as a result of the hurricane.</p>	subparagraph E.
feed stuff other than forage grazing acres, such as feed grain, oilseed meal, mixed or processed feed, harvested roughage or silage	<p>the feed stuff that was lost as a result of the hurricane was purchased by the applicant</p> <p><b>Example:</b> The feed stuff lost was baled hay purchased by the applicant for the claimed livestock before the hurricane.</p>	subparagraph F.
	<p>the feed stuff that was lost as a result of the hurricane was produced by the applicant</p> <p><b>Example:</b> The feed stuff lost was baled hay that was produced by the applicant before the hurricane.</p>	subparagraph G.

## 1225 Determining Lost Feed Value (Continued)

**B Calculating Value of Forage Grazing Acres when All Livestock were Removed**

County Office shall calculate the value of the lost forage grazing acres according to the following table when all livestock were removed from the forage grazing acres as a result of an eligible hurricane.

Step	Action	Result
1	Determine the number of forage grazing acres, by type, from which the livestock were removed.	Number of forage grazing acres, by type, to be used to determine value of feed lost.
2	Multiply the result of step 1 times the applicant's percentage share interest in the forage grazing acres determined in step 1.  Round result to 1 decimal place.	Number of forage grazing acres, by type, attributable to the applicant.
3	Divide the result of step 2 by the 2005 stocking rate established for the specific type of forage grazing acres according to 1-NAP.  Round to 2 decimal places.	Number of animal units the acreage attributable to the applicant can support absent any supplemental feeding.
4	Multiply the result of step 3 times .5825.  Round to 2 decimal places.  <b>Note:</b> .5825 is the 5 year Olympic average price for corn for the 5 marketing years immediately preceding the year of the eligible hurricanes.	Daily value of the forage grazing acres attributable to the applicant based on a corn equivalent basis.
5	Multiply the result of step 4 times the number of days the livestock were removed from the forage *--acres, not to exceed 60 calendar days.  Round to nearest whole number.	The value of the applicant's lost forage grazing acres for the number of days the livestock were removed, not to exceed 60 calendar days--* value.

To be eligible for 2005 Hurricanes LCP, the result of step 5 must equal or exceed the total estimated calculated payment amount on the applicant's CCC-898, item 12.



## 1225 Determining Lost Feed Value (Continued)

**B Calculating Value of Forage Grazing Acres when All Livestock were Removed (Continued)**

**Example 1:** John Smith had 40 adult beef cows on 200 forage grazing acres before hurricane Katrina. All 200 acres were made inedible from salt water intrusion as a result of the hurricane. Mr. Smith removed all 40 head of cattle from the acreage for 90 calendar days after the hurricane. Mr. Smith submits a CCC-898 for all 40 adult beef cows certifying the lost grazing acres as his feed loss.

Mr. Smith provides the number and type of forage grazing acres and indicates his share interest in the acres is 100 percent. County Office verifies the information by reviewing Mr. Smith's 2005 FSA-578 report of acreage. The 2005 stocking rate, established according to 1-NAP, for the applicable forage type was 5 acres per animal unit.

\*--County Offices determines the value of the lost feed to be \$1,398 as follows.

$200 \text{ (acres)} \times 1.000 \text{ (share)} \div 5 \text{ (stocking rate)} \times .5825 \text{ (corn equivalent)} \times 60 \text{ (maximum number of days allowed)} = \$1,398.$

If the total estimated calculated payment amount on Mr. Smith's CCC-898, item 12, is greater than \$1,398, the application shall **not** be approved.--\*

**Example 2:** Jane Jones had 25 adult beef cows on 150 forage grazing acres before hurricane Katrina. All 150 acres were made inedible from salt water intrusion as a result of the hurricane. Mrs. Jones removed all 25 head of cattle from the acreage for 20 calendar days after the hurricane. Mrs. Jones submits a CCC-898 for all 25 adult beef cows certifying the lost grazing acres as her feed loss.

Mrs. Jones provides the number and type of forage grazing acres and indicates her share interest in the acres is 100 percent. County Office verifies the information by reviewing Mrs. Jones' 2005 FSA-578 report of acreage. The 2005 stocking rate, established according to 1-NAP, for the applicable forage type was 5 acres per animal unit.

County Offices determines the value of the lost feed to be \$350 as follows.

$150 \text{ (acres)} \times 1.000 \text{ (share)} \div 5 \text{ (stocking rate)} \times .5825 \text{ (corn equivalent)} \times 20 \text{ (days livestock removed from acres)} = \$350.$

If the total estimated calculated payment amount on Mrs. Jones' CCC-898, item 12, is greater than \$350, the application shall **not** be approved.

## 1225 Determining Lost Feed Value (Continued)

**B Calculating Value of Forage Grazing Acres when All Livestock were Removed (Continued)**

**Example 3:** Jack Brown had 40 adult beef cows on 200 forage grazing acres before hurricane Katrina. 50 of the 200 acres were made inedible from salt water intrusion as a result of the hurricane. Mr. Brown removed all 40 head of cattle from the 50 acres by constructing an electric fence. The cattle were removed from the acreage for 60 calendar days after the hurricane. Mr. Brown submits a CCC-898 for all 40 adult beef cows certifying the lost grazing acres as his feed loss.

Mr. Brown provides the number and type of forage grazing acres and indicates his share interest in the acres is 100 percent. County Office verifies the information by reviewing Mr. Brown's 2005 FSA-578 report of acreage. The 2005 stocking rate, established according to 1-NAP, for the applicable forage type was 5 acres per animal unit.

\*--County Offices determines the value of the lost feed to be \$350 as follows.

$50 \text{ (acres)} \times 1.000 \text{ (share)} \div 5 \text{ (stocking rate)} \times .5825 \text{ (corn equivalent)} \times 60 \text{ (maximum number of days allowed)} = \$350.$

If the total estimated calculated payment amount on Mr. Brown's CCC-898, item 12, is greater than \$350, the application shall **not** be approved.--\*

1225 Determining Lost Feed Value (Continued)

C Calculating Value of Forage Grazing Acres when Some Livestock were Removed

County Office shall calculate the value of the lost forage grazing acres according to the following table when some livestock were removed from the forage grazing acres a result of an eligible hurricane, and some of the livestock remained on the acres with no additional supplemental feed.

Step	Action	Result
1	Determine the number of forage grazing acres, by type, on which all the livestock were grazing before some of the livestock were removed as a result of the hurricane.	Number of forage grazing acres, by type, to be used to determine value of feed lost.
2	Multiply the result of step 1 times the applicant's percentage share interest in the forage grazing acres determined in step 1.  Round result to 1 decimal place.	Number of forage grazing acres, by type, attributable to the applicant.
3	Divide the result of step 2 by the 2005 stocking rate established for the specific type of forage grazing acres according to 1-NAP.  Round to 2 decimal places.	Number of animal units the acreage attributable to the applicant can support absent any supplemental feeding.
4	Multiply the result of step 3 times .5825.  Round to 2 decimal places.  <b>Note:</b> .5825 is the 5 year Olympic average price for corn for the 5 marketing years immediately preceding the year of the eligible hurricanes.	Daily value of the forage grazing acres attributable to the applicant based on a corn equivalent basis.
5	Multiply the result of step 4 times the number of days the livestock were removed from the forage acres, not to exceed *--60 calendar days.--*  Round to nearest whole number.	The value of the applicant's forage grazing acres for the number of days the livestock were removed, not to exceed *--60 calendar days value.--*
6	Determine the number of livestock on the forage grazing acres determined in step 2, before any livestock were removed as result of the hurricane.	Number of livestock on forage grazing acres before hurricane.
7	Determine the number of livestock the applicant removed from the forage grazing acres as a result of the hurricane.	Number of livestock removed from forage grazing acres because of hurricane.
8	Divide the result of step 7 by the result of step 6.  Round to 4 decimal places.	Percentage of livestock removed from grazing acres because of hurricane.
9	Multiply the result of step 8 times the result of step 5.  Round to nearest whole number.	The value of the applicant's forage grazing acres lost as a result of the hurricane based on the number of livestock removed from the acres.

To be eligible for 2005 Hurricanes LCP, the result of step 9 **must** equal or exceed the total estimated calculated payment amount on the applicant's CCC-898, item 12.

## 1225 Determining Lost Feed Value (Continued)

## C Calculating Value of Forage Grazing Acres when Some Livestock were Removed (Continued)

**Example 1:** Bill Black had 40 adult beef cows on 200 forage grazing acres before hurricane Katrina. Some of the forage on the 200 acres was damaged from flooding and standing water as a result of the hurricane. Mr. Black removed 10 head of cattle from the acreage for 90 calendar days after the hurricane. Mr. Black submits a CCC-898 for all 40 adult beef cows certifying a loss of grazing acres as his feed loss.

Mr. Black provides the number and type of forage grazing acres and indicates his share interest in the acres is 100 percent. County Office verifies the information by reviewing Mr. Black's 2005 FSA-578 report of acreage. The 2005 stocking rate, established according to 1-NAP, for the applicable forage type was 5 acres per animal unit.

\*--County Offices determines the value of the lost feed to be \$350 as follows.

$200 \text{ (acres)} \times 1.000 \text{ (share)} \div 5 \text{ (stocking rate)} \times .5825 \text{ (corn equivalent)} \times 60 \text{ (maximum number of days allowed)} \times .2500 \text{ (percentage of livestock removed from forage grazing acres)} = \$350.$

If the total estimated calculated payment amount on Mr. Smith's CCC-898, item 12, is greater than \$350, the application shall **not** be approved.--\*

## \*--1225 Determining Lost Feed Value (Continued)

**C Calculating Value of Forage Grazing Acres when Some Livestock were Removed (Continued)**

**Example 2:** Ann Blue had 25 adult beef cows on 150 forage grazing acres before hurricane Katrina. Some of the forage on the 150 acres was damaged from flooding and standing water as a result of the hurricane. Mrs. Blue removed all 8 head of cattle from the acreage for 25 calendar days after the hurricane. Mrs. Blue submits a CCC-898 for all 25 adult beef cows certifying the lost grazing acres as her feed loss.

Mrs. Blue provides the number and type of forage grazing acres and indicates her share interest in the acres is 100 percent. County Office verifies the information by reviewing Mrs. Blue's 2005 FSA-578 report of acreage. The 2005 stocking rate, established according to 1-NAP, for the applicable forage type was 5 acres per animal unit.

County Offices determines the value of the lost feed to be \$140 as follows:

150 (acres) times 1.000 (share) divided by 5 (stocking rate) times .5825 (corn equivalent) times 25 (days livestock removed from acres) times .3200 (percentage of livestock removed from forage grazing acres) = \$140

If the total estimated calculated payment amount on Mrs. Blue's CCC-898, item 12, is greater than \$140, the application shall **not** be approved.--\*

1225 Determining Lost Feed Value (Continued)

**D Calculating Value of Forage Grazing Acres when Some Livestock were Removed –  
\*--Additional Supplemental Feed Provided**

County Offices shall calculate the value of the lost forage grazing acres according to the following when **all** of the following are met:

- some livestock were removed from the forage grazing acres as a result of an eligible hurricane
- all or part of the grazing acres were damaged or destroyed, as a result of an eligible hurricane
- applicant maintained the remaining livestock by supplemental feeding that would not have been provided if the grazing acres were not damaged or destroyed as a result of an eligible hurricane.

Step	Action	Result
1	Determine the number of forage grazing acres, by type, on which all of the livestock were grazing before some of the livestock were removed as a result of the hurricane.	Number of forage grazing acres, by type, to be used to determine value of feed lost.
2	Multiply the result of step 1 times the applicant's percentage share interest in the forage grazing acres determined in step 1.  Round result to 1 decimal place.	Number of forage grazing acres, by type, attributable to the applicant.
3	Divide the result of step 2 by the 2005 stocking rate established for the specific type of forage grazing acres according to 1-NAP.  Round to 2 decimal places.	Number of animal units the acreage attributable to the applicant can support absent any supplemental feeding.
4	Multiply the result of step 3 times .5825.  Round to 2 decimal places.  <b>Note:</b> .5825 is the 5 year Olympic average price for corn for the 5 marketing years immediately preceding the year of the eligible hurricanes.	Daily value of the forage grazing acres attributable to the applicant based on a corn equivalent basis.
5	Multiply the result of step 4 times the number of days the livestock were removed from the forage acres, not to exceed 60 calendar days.  Round to nearest whole number.	The value of the applicant's forage grazing acres for the number of days the livestock were removed, not to exceed 60 calendar days value.
6	Determine the number of livestock on the forage grazing acres determined in step 2, before any livestock were removed as a result of the hurricane.	Number of livestock on forage grazing acres before hurricane.
7	Determine the number of livestock the applicant removed from the forage grazing acres as a result of the hurricane.	Number of livestock removed from forage grazing acres because of hurricane.

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## 1225 Determining Lost Feed Value (Continued)

**D Calculating Value of Forage Grazing Acres when Some Livestock were Removed –**  
**\*--Additional Supplemental Feed Provided (Continued)**

<b>Step</b>	<b>Action</b>	<b>Result</b>
8	Divide the result of step 7 by the result of step 6. Round to 4 decimal places.	Percentage of livestock removed from grazing acres because of hurricane.
9	Multiply the result of step 8 times the result of step 5. Round to the nearest whole number.	The value of the applicant's forage grazing acres lost as a result of the hurricane based on the number of livestock removed from the acres.
10	Multiply the result of step 4 times the number of days the applicant provided additional supplemental feed, not to exceed 60 calendar days. Round to the nearest whole number.	The value of the applicant's forage grazing acres for the number of days the applicant provided additional supplemental feed, not to exceed 60 calendar days value.
11	Determine the number of livestock that were not removed from the forage grazing acres as a result of the hurricane.	Number of livestock not removed from the forage grazing acres as a result of the hurricane.
12	Divide the result of step 11 by the result of step 6. Round to 4 decimal places.	Percentage of livestock not removed from the grazing acres because of the hurricane.
13	Multiply the result of step 12 times the result of step 10. Round to the nearest whole number.	The value of the applicant's forage grazing acres for the number of days the applicant provided additional supplemental feed for the remaining livestock, not to exceed 60 calendar days.
14	Determine the value of the additional supplemental feed provided to the remaining livestock by the producer. Include only the value of the supplemental feed actually provided to the livestock, not to exceed 60 calendar days.	The value of the additional supplemental feed actually provided to the remaining livestock, not to exceed 60 calendar days value.
15	Determine the lesser of step 13 or 14.	The value of the applicant's lost forage grazing acres for the remaining livestock.
16	Add the result of steps 9 and 15.	The value of the applicant's lost forage grazing acres when some livestock were removed and the remaining livestock were supplemental fed.

To be eligible for 2005 Hurricanes LCP, the result of step 15 must equal or exceed the total estimated calculated payment amount on the applicant's CCC-898, item 12.--\*

## 1225 Determining Lost Feed Value (Continued)

**D Calculating Value of Forage Grazing Acres when Some Livestock were Removed –  
\*--Additional Supplemental Feed Provided (Continued)**

**Example 1:** Mark Jones had 40 adult beef cows on 100 forage grazing acres before Hurricane Rita. Some of the forage on the 100 acres was damaged from flooding and standing water as a result of the hurricane. Mr. Jones sold 20 head of cattle. Mr. Jones had no other acres on which to remove the remaining 20 head of cattle; therefore, he left the 20 remaining head on the acres and maintained them by feeding hay he purchased. The hay would not have been purchased or fed if not for the damage caused to the forage by the hurricane. The remaining livestock were maintained on the supplemental hay for 60 calendar days.

Mr. Jones submits receipts for the hay purchased. The total cost of the 60 calendar day supply of hay was \$600.

Mr. Jones provides the number and type of forage grazing acres and indicates his share interest in the acres is 100 percent. County Office verifies the information by reviewing Mr. Jones 2005 FSA-578 report of acreage. The 2005 stocking rate, established according to 1-NAP, for the applicable forage type was 2.5 acres per animal unit.

County Office determines the value of the lost feed to be \$1299 as follows.

Value of forage grazing acres (for livestock removed) = \$699  
 100 (acres) times 1.0000 (share) divided by 2.5 (stocking rate) times  
 .5825 (corn equivalent) times 60 (maximum number of days allowed) times  
 .50000 (percentage of livestock removed from the forage grazing acres) =  
 \$699.

Value of forage grazing acres (for livestock not removed and additional  
 supplemental feed was provided) = \$699  
 100 (acres) times 1.0000 (share) divided by 2.5 (stocking rate) times .5825  
 (corn equivalent) times 60 (maximum number of days allowed) times  
 .50000 (percentage of livestock not removed from the forage grazing acres  
 that were maintained by supplemental feeding) = \$699.

Value of supplemental feed (hay) = \$600  
 \$600 (total cost of 60 day supply of hay) divided by 60 (to determine daily  
 cost of hay) times 60 (maximum number of calendar days allowed) = \$600.

If the total estimated calculated payment amount on Mr. Jones CCC-898,  
 item 12, is greater than \$1299, the application shall **not** be approved.--\*



## 1225 Determining Lost Feed Value (Continued)

**D Calculating Value of Forage Grazing Acres when Some Livestock were Removed – Additional Supplemental Feed Provided (Continued)**

**Example 2:** Sam Phillips had 40 adult beef cows on 100 forage grazing acres before Hurricane Rita. Some of the forage on the 100 acres was damaged from flooding and standing water as a result of the hurricane. Mr. Phillips removed 10 head of cattle. Mr. Phillips had no other acres on which to remove the remaining 30 head of cattle; therefore, he left the 30 remaining head on the acres and maintained them by feeding hay he purchased. The hay would not have been purchased or fed if not for the damage caused to the forage by the hurricane. The remaining livestock were maintained on the supplemental hay for 90 calendar days.

Mr. Phillips submits receipts for the hay purchased. The total cost of the 90 calendar day supply of hay was \$1,600.

Mr. Phillips provides the number and type of forage grazing acres and indicates his share interest in the acres is 100 percent. County Office verifies the information by reviewing Mr. Phillips 2005 FSA-578 report of acreage. The 2005 stocking rate, established according to 1-NAP, for the applicable forage type was 2.5 acres per animal unit.

\*--County Office determines the value of the lost feed to be \$1,399 as follows.--\*

Value of forage grazing acres (for livestock removed) = \$350  
 100 (acres) times 1.0000 (share) divided by 2.5 (stocking rate) times  
 .5825 (corn equivalent) times 60 (maximum number of days allowed) times  
 .2500 (percentage of livestock removed from the forage grazing acres) =  
 \$350.

Value of forage grazing acres (for livestock not removed and additional  
 \*--supplemental feed was provided) = \$1,049--\*  
 100 (acres) times 1.0000 (share) divided by 2.5 (stocking rate) times  
 .5825 (corn equivalent) times 60 (maximum number of days allowed) times  
 .7500 (percentage of livestock not removed from the forage grazing acres that  
 \*--were maintained by supplemental feeding) = \$1,049.--\*

Value of supplemental feed (hay) = \$1,067  
 \$1,600 (total cost of 90 day supply of hay) divided by 90 (to determine daily  
 cost of hay) times 60 (maximum number of calendar days allowed) = \$1,067.

If the total estimated calculated payment amount on Mr. Jones CCC-898,  
 \*--item 12, is greater than \$1,399, the application shall **not** be approved.--\*

1225 Determining Lost Feed Value (Continued)

**E Calculating Value of Forage Grazing Acres when No Livestock Were Removed**

County Office shall calculate the value of the lost forage grazing acres according to the following table when all the following are met:

- none of the livestock were removed from the grazing acres
- all or part of the grazing acres were damaged or destroyed, as a result of an eligible hurricane
- applicant maintained livestock by supplemental feeding that would not have been provided if the grazing acres were not damaged or destroyed as a result of an eligible hurricane.

Step	Action	Result
1	Determine the number of forage grazing acres, by type, on which all the livestock were grazing before the hurricane, and on which they were allowed to remain after the hurricane.	Number of forage grazing acres, by type, to be used to determine value of feed lost.
2	Multiply the result of step 1 times the applicant's percentage share interest in the applicable forage grazing acres.  Round result to 1 decimal place.	Number of forage grazing acres, by type, attributable to the applicant.
3	Divide the result of step 2 by the 2005 stocking rate established for the specific type of forage grazing acres according to 1-NAP.  Round to 2 decimal places.	Number of animal units the acreage attributable to the applicant can support absent any supplemental feeding.
4	Multiply the result of step 3 times .5825.  Round to 2 decimal places.  <b>Note:</b> .5825 is the 5 year Olympic average price for corn for the 5 marketing years immediately preceding the year of the eligible hurricanes.	Daily value of the forage grazing acres attributable to the applicant based on a corn equivalent basis.
5	Multiply the result of step 4 times the number of days the applicant provided additional supplemental feed, not to *--exceed 60 calendar days.--*  Round to nearest whole number.	The value of the applicant's forage grazing acres for the number of days the applicant provided additional supplemental feed, not to exceed *--60 calendar days value.--*
6	Determine the value of the additional supplemental feed provided to the livestock by the producer. Include only the value of the supplemental feed actually provided to the *--livestock, not to exceed 60 calendar days.--*	The value of the additional supplemental feed actually provided to the livestock, not to *--exceed 60 calendar days--* value.
7	Determine the lesser of step 5 or step 6.	The value of the applicant's lost forage grazing acres.

To be eligible for 2005 Hurricanes LCP, the result of step 7 must equal or exceed the total estimated calculated payment amount on the applicant's CCC-898, item 12.

## 1225 Determining Lost Feed Value (Continued)

**E Calculating Value of Forage Grazing Acres when No Livestock Were Removed (Continued)**

**Example 1:** Mike White had 40 adult beef cows on 200 forage grazing acres before hurricane Katrina. All of the forage on the 200 acres was damaged from flooding and standing water as a result of the hurricane. Mr. White had no other acres on which to move the livestock; therefore, he left all 40 head on the acres and maintained them by feeding hay he purchased. The hay would not have been purchased or fed if not for the damage caused to the forage by the hurricane. The livestock were maintained on the supplemental hay for 90 calendar days.

Mr. White submits receipts for the hay purchased. The total cost of the 90 calendar day supply of hay was \$1,700.

Mr. White provides the number and type of forage grazing acres and indicates his share interest in the acres is 100 percent. County Office verifies the information by reviewing Mr. White's 2005 FSA-578 report of acreage. The 2005 stocking rate, established according to 1-NAP, for the applicable forage type was 5 acres per animal unit.

\*--County Offices determines the value of the lost feed to be \$1,133 as follows.

Value of forage grazing acres = \$1,398  
 $200 \text{ (acres)} \times 1.000 \text{ (share)} \div 5 \text{ (stocking rate)} \times .5825 \text{ (corn equivalent)} \times 60 \text{ (maximum number of calendar days allowed)} = \$1,398.$

Value of supplemental feed (hay) = \$1,133  
 $\$1,700 \text{ (total cost of 90 day supply of hay)} \div 90 \text{ (to determine daily cost of hay)} \times 60 \text{ (maximum number of calendar days allowed)} = \$1,133.$

If the total estimated calculated payment amount on Mr. White's CCC-898, item 12, is greater than \$1,133, the application shall **not** be approved.--\*

## 1225 Determining Lost Feed Value (Continued)

**E Calculating Value of Forage Grazing Acres when No Livestock Were Removed (Continued)**

**Example 2:** Jack Green had 25 adult beef cows on 150 forage grazing acres before hurricane Katrina. Some of the forage on the 150 acres was damaged from flooding and standing water as a result of the hurricane. Mr. Green had no other acres on which to move the livestock; therefore, he left all 25 head on the acres and maintained them by feeding a protein feed mixture he purchased. The protein feed mixture would not have been purchased or fed if not for the damage caused to the forage by the hurricane. The livestock were maintained on the supplemental hay for 20 calendar days.

Mr. Green submits receipts for the protein feed mixture purchased. The total cost of the protein feed mixture was \$300.

Mr. Green provides the number and type of forage grazing acres and indicates his share interest in the acres is 100 percent. County Office verifies the information by reviewing Mr. Green's 2005 FSA-578 report of acreage. The 2005 stocking rate, established according to 1-NAP, for the applicable forage type was 5 acres per animal unit.

County Offices determines the value of the lost feed to be \$300 as follows.

Value of forage grazing acres = \$350  
 150 (acres) times 1.000 (share) divided by 5 (stocking rate) times .5825 (corn equivalent) times 20 (number of days livestock were maintained with supplemental feed) = \$350.

Value of supplemental feed (protein feed mixture) = \$300

The full value of the protein feed mixture is used because the supplemental  
 \*--feed was used for less than 60 calendar days.--\*

If the total estimated calculated payment amount on Mr. Green's CCC-898, item 12, is greater than \$300, the application shall **not** be approved.

## 1225 Determining Lost Feed Value (Continued)

**E Calculating Value of Forage Grazing Acres when No Livestock Were Removed (Continued)**

**Example 3:** Susan Doe had 40 adult beef cows on 200 forage grazing acres before hurricane Katrina. All of the forage on the 200 acres was damaged from flooding and standing water as a result of the hurricane. Mrs. Doe had no other acres on which to move the livestock; therefore, she left all 40 head on the acres and maintained them by feeding hay she produced on her farm. The hay would not have been fed to the livestock at that time if not for the damage caused to the forage by the hurricane. The livestock were maintained on the \*--supplemental hay for 80 calendar days.--\*

Mrs. Doe provides evidence that she owns the equipment necessary to grow and harvest the kind of hay fed to the livestock. She also provides the average weight of the bales of hay produced. The COC obtains information indicating the value of the type of hay fed by Mrs. Doe for the time period the hay was provided to the livestock. Based on the information submitted by Mrs. Doe, the information regarding the value of the type of hay fed, and the COC knowledge of the value of the hay fed, COC determines the total value of the \*--hay fed by Mrs. Doe to be \$2,400.--\*

Mrs. Doe provides the number and type of forage grazing acres and indicates her share interest in the acres is 100 percent. County Office verifies the information by reviewing Mrs. Doe's 2005 FSA-578 report of acreage. The 2005 stocking rate, established according to 1-NAP, for the applicable forage type was 5 acres per animal unit.

\*--County Offices determines the value of the lost feed to be \$1,398 as follows.

Value of forage grazing acres = \$1,398  
 200 (acres) times 1.000 (share) divided by 5 (stocking rate) times .5825 (corn equivalent) times 60 (maximum number of days allowed) = \$1,398.

Value of supplemental feed (hay) = \$1,800  
 \$2,400 (total cost of 80 day supply of hay) divided by 80 (to determine daily cost of hay) times 60 (maximum number of days allowed) = \$1,800.

If the total estimated calculated payment amount on Mrs. Doe's CCC-898, item 12, is greater than \$1,398, the application shall **not** be approved.--\*

## 1225 Determining Lost Feed Value (Continued)

**\*--F Calculating Value of Feed Stuff Purchased by Applicant--\***

When an applicant indicates the feed lost for the claimed livestock was feed stuff, other than forage grazing acres, purchased by the applicant, County Office shall:

- request applicant provide **original** receipts for feed stuff purchased for the claimed livestock
- validate the **original** receipts by:
  - date stamping the front of the original receipts
  - writing “2005 Hurricanes LCP” on the front of the original receipts
- make a photo copy of the validated original receipts
- attach the photocopy to CCC-898
- return validated original receipts to applicant.

To be considered acceptable and used to determine the value of lost feed, the feed receipt must include all of the following:

- date of feed purchase

**Important:** Feed purchased after the hurricane impacted the county is not an eligible feed loss. The feed lost must be as a result of an eligible hurricane.

- name, address and telephone number of feed vendor
- type and quantity of feed purchased
- cost of feed purchased
- signature of feed vendor if the vendor does not have a license to conduct this type of transaction.

**Example:** The applicant purchased baled hay from their neighbor. The neighbor is not a licensed vendor; therefore, the neighbor’s signature is required to be on the purchase receipt.

1225 Determining Lost Feed Value (Continued)

**\*--F Calculating Value of Feed Stuff Purchased by Applicant (Continued)--\***

County Office shall calculate the value of the lost feed stuff, other than forage grazing acres, purchased by the applicant according to the following table.

Step	Action	Result
1	Request the applicant provide <b>original</b> receipts for feed stuff purchased for claimed livestock that was lost as a result of the eligible hurricane.	
2	Determine whether the feed purchased was feed for the claimed livestock.	
3	Determine whether the receipts provided meet all requirements to be acceptable and used to determine the value of the feed lost.	
4	Add the cost of the eligible feed purchased for the claimed livestock from all acceptable purchase receipts.  Do not include other costs, such as delivery charges, when calculating cost of feed lost.	Total cost of feed stuff, other than forage grazing acres, purchased by the applicant for the claimed livestock.

To be eligible for 2005 Hurricanes LCP, the result of step 4 must equal or exceed the total estimated calculated payment amount on the applicant’s CCC-898, item 12.

**Example:** Bill Jones purchased 75 big round bales of hay before hurricane Katrina. Mr. Jones purchased the hay to feed to his 60 dairy cows after the end of the grazing period at a total cost of \$3,000. Mr. Jones indicates he lost 45 of the bales of hay as a result of flooding from hurricane Katrina.

Mr. Jones provides County Office original receipts for the hay purchased. The receipts meet all the requirements in this subparagraph.

County Offices determines the value of the lost feed to be \$1,800 as follows.

\$3,000 (total cost of all hay) divided by 75 (total number of bales purchased) times 45 (number of bales of hay lost) = \$1,800.

If the total estimated calculated payment amount on Mr. Jones’ CCC-898, item 12, is greater than \$1,800, the application shall **not** be approved.

1225 Determining Lost Feed Value (Continued)

**G Calculating Value of Feed Stuff Produced by Applicant**

County Office shall calculate the value of the lost feed stuff, other than forage grazing acres, produced by the applicant according to the following table.

Step	Action	Result
1	Request applicant provide all the following: <ul style="list-style-type: none"> <li>• verifiable evidence of either or both of the following:                             <ul style="list-style-type: none"> <li>• applicant had the ability to produce the kind and amount of feed stuff claimed lost, such as equipment, seed receipts, fertilizer purchase receipts, acreage reports</li> <li>• applicant paid for the production of the feed stuff claimed lost, such as custom harvest costs</li> </ul> </li> <li>• any evidence that supports the amount of the feed stuff claimed produced, such as weight tickets, acres and yields, processing receipts</li> </ul>	
2	Determine whether the feed produced was feed for the claimed livestock.	
3	Determine a value of the feed stuff produced based on the fair market value of the feed stuff before the hurricane.	
4	Add the determined value of all feed stuff lost.	Total cost of feed stuff, other than forage grazing acres, produced by applicant for claimed livestock.



**1225 Determining Lost Feed Value (Continued)****G Calculating Value of Feed Stuff Produced by Applicant (Continued)**

**Example:** Jim Smith produced 55 big round bales of hay before hurricane Katrina. Mr. Smith produced the hay to feed to his 40 dairy cows after the end of the grazing period. Mr. Smith indicates he lost 40 of the bales of hay as a result of flooding from hurricane Katrina.

Mr. Smith provides evidence that he owns the equipment necessary to grow and harvest the kind of hay fed claimed lost. He also provides the average weight of the bales of hay produced. The COC obtains information indicating the value of the type of hay produced by Mr. Smith before the hurricane.

Based on the information submitted by Mr. Smith, the information regarding the value of the type of hay fed, and the COC knowledge of the value of the hay produced, COC determines the total value of the hay lost to be \$1,000.

If the total estimated calculated payment amount on Mr. Smith's CCC-898, item 12, is greater than \$1,000, the application shall **not** be approved.

**1226-1250 (Reserved)**



## 1251 Applying for Benefits

### A Filing CCC-898

To apply for 2005 Hurricanes LCP benefits, eligible livestock producers shall file an \*--automated CCC-898 (Exhibit 28) in the County Office where the claimed livestock were physically located on the beginning date of the applicable disaster period, as provided in Exhibit 20.

**Exception:** An eligible livestock producer shall file CCC-898 in the County Office where they received the FIP payment for the claimed eligible livestock.

**Example:** Mike White had 40 adult beef cows on 200 forage grazing acres in Cameron Parish. Mike White received a FIP payment for forage losses as a result of Hurricane Katrina. In anticipation of Hurricane Rita, and to prevent loss of livestock, Mike White removed the 40 adult beef cows from the 200 forage grazing acres in Cameron Parish to 100 acres of land in Jefferson Davis Parish, an eligible disaster county. The 200 forage grazing acres in Cameron Parish was made inedible as a result of Hurricane Rita because of saltwater intrusion. To apply for 2005 Hurricanes LCP benefits, Mike White would file CCC-898 in Cameron Parish where the forage loss occurred.--\*

A completed CCC-898 must be signed and dated by the applicant before the end of signup to be considered timely filed. There are no late-filed provisions for 2005 Hurricanes LCP. See paragraph 1221.

See Part 18 for completing CCC-898 through the automated system.

**State and County Offices shall not develop, design or use any forms, worksheets, applications, or other documents to obtain or collect the data required from applicants to complete CCC-898.** See subparagraph 1201 E.

CCC-898's shall be filed by producer and county.

**Important:** CCC-898's are **not** filed by operation or FSN.

**Example:** John Smith suffered an eligible feed loss for the following livestock interests in eligible counties.

- 50-50 share with Bob Smith in the S and S General Partnership. The general partnership has a permanent tax ID number, and owns and operates a dairy operation of 75 adult dairy cows in Jefferson County.
- 100 percent owner of 125 adult beef cows in Jefferson County.
- 25-75 share owner of 200 adult beef cows with Jane Brown in Jefferson County. John Smith and Jane Brown jointly own the adult beef cows as individuals on a 25-75 percent share.
- 100 percent owner of 55 goats in Desoto County.

**\*--1251 Applying for Benefits (Continued)****A Filing CCC-898 (Continued)**

The following four CCC-898's would be submitted, assuming all producers file CCC-898 for eligible livestock, and none of the producers have any other livestock interests.

- One CCC-898 for S and S General Partnership for 100 percent share of the 75 eligible adult dairy cows in Jefferson County.
- One CCC-898 for John Smith that includes **both** the following:
  - 125 eligible adult beef cows from his own herd in Jefferson County for 100 percent share
  - 200 eligible adult beef cows from the operation in Jefferson County he shares with Jane Brown for 25 percent share.
- One CCC-898 for Jane Brown for 75 percent share of the 200 eligible adult beef cows from the operation in Jefferson County she shares with John Smith.
- One CCC-898 for John Smith for 100 percent share of the 55 eligible goats he owns in Desoto County.--\*

**\*--1251 Applying for Benefits (Continued)****A Filing CCC-898 (Continued)**

When an eligible livestock producer has the same percentage share interest in the same eligible livestock type through multiple operations with different associated producers in the same county, the total eligible livestock type for all such operations shall be listed for the producer only once on CCC-898.

**Example:** Jane Jones has the following livestock interests in Desoto County, which is an eligible county.

- 50-50 share owner of 65 non-adult beef cattle with Bill. Jane Jones and Bill Green, as individuals, jointly own the 65 non-adult beef cattle.
- 50-50 share owner of 120 non-adult beef cattle with Mary Blue. Jane Jones and Mary Blue, as individuals, jointly own the 120 non-adult beef cattle.
- 50-25-25 share owner of 185 non-adult beef cattle with Bob Black and Mike White. Jane Jones, Bob Black and Mike White, as individuals, jointly own the 185 non-adult beef cattle with a 50-25-25 percent interest respectively.--\*

**\*--1251 Applying for Benefits (Continued)**

**A Filing CCC-898 (Continued)**

The following five CCC-898's would be submitted in Desoto County, assuming all producers file an application for the eligible livestock, and none of the producers have any other livestock interests.

- One CCC-898 for Jane Jones for 50 percent share of the 370 eligible non-adult beef cattle. Because Jane Jones has the same percent share interest (50 percent) in all the eligible non-adult beef cattle, the total eligible livestock ( $65 + 120 + 185 = 370$ ) shall be listed for Jane Jones only once on CCC-898 for 2005 Hurricanes LCP.
- One CCC-898 for Bill Green for 50 percent share of 65 non-adult beef cattle from the operation he shares with Jane Jones.
- One CCC-898 for Mary Blue for 50 percent share of 120 non-adult beef cattle from the operation she shares with Jane Jones.
- One CCC-898 for Bob Black for 25 percent share of 185 eligible non-adult beef cattle from the operation he shares with Jane Jones and Mike White.
- One CCC-898 for Mike White for 25 percent share of 185 eligible non-adult beef cattle from the operation he shares with Jane Jones and Bob Black.

After all information is entered into the automated CCC-898 software, County Offices shall print the automated CCC-898 and obtain the applicant's signature.--\*

**\*--1251 Applying for Benefits (Continued)****B Signing and Certifying CCC-898**

When signing CCC-898, item 16A, the applicant is:

- applying for 2005 Hurricanes LCP benefits for the producer listed on CCC-898, item 5A
- certifying **all** of the following:
  - information provided on CCC-898 is true and correct
  - livestock claimed on CCC-898 are eligible livestock according to subparagraph 1222 A
  - all supporting documentation provided are true and correct copies of the transaction reported
  - they suffered an eligible feed loss according to subparagraph 1222 D
  - the physical location of the:
    - claimed livestock on the beginning date of the applicable disaster period, as provided in Exhibit 19
    - applicant's current livestock inventory
  - the names of all other producers that have an interest in the claimed livestock--\*

**\*--1251 Applying for Benefits (Continued)**

**B Signing and Certifying CCC-898**

- authorizing CCC officials to:
  - enter upon, inspect, and verify all applicable livestock and acreage in which the applicant has an interest for the purpose of confirming the accuracy of the information provided
  - review, verify, and authenticate all information provided on CCC-898 and supporting documents
  - contact other agencies, organizations, or facilities to verify data provided by an applicant from such agencies, organizations or facilities
- acknowledging that:
  - failure to provide information requested by CCC is cause for disapproval of CCC-898
  - providing a false certification to CCC is cause for disapproval of CCC-898, and is punishable by imprisonment, fines, and other penalties.--\*



1251 Applying for Benefits (Continued)

**C Signature Requirements**

\*--All applicants' signatures **must** be received by the ending signup date of March 30, 2007.--\*  
Neither STC nor COC has authority to approve late-filed CCC-898.

Follow 1-CM for signature requirements.

**Important:** 1-CM, Part 25 has been amended to provide clarification on signature requirements for general partnerships. County Offices shall refer to 1-CM, paragraph 709 regarding revised signature requirements for general partnerships.

**Notes:** General partnerships must have a permanent tax ID number to receive any CCC payment. CCC payments shall not be issued to the individual members of a general partnership.

CCC payments may be issued to:

- a joint venture with a permanent tax identification number
- the individual members of a joint venture, using the individual member's identification numbers, when the joint venture does not have a permanent tax identification number.

**\*--1251 Applying for Benefits (Continued)****D Modifying CCC-898**

Once the applicant signs CCC-898, the application **cannot** be modified.

If the applicant wants to change or modify any data on a signed CCC-898, the applicant **must** take the following action before the end of the signup period:

- withdraw CCC-898 by writing “WITHDRAWN” on the hardcopy CCC-898 and initialing and dating next to “WITHDRAWN”
- submit new CCC-898 with correct data
- sign and date new CCC-898.

COC or CED shall review and act on the new CCC-898 according to paragraph 1252.

**Important:** Any CCC-898 submitted after the end of the signup period shall **not** be approved. There are **no** late-file provisions for 2005 Hurricanes LCP.

**E Deleting CCC-898**

County Office shall **not** delete any signed CCC-898 unless the applicant withdraws CCC-898 before it is selected for spot check.

If an applicant wishes to withdraw a signed CCC-898, the applicant must write “WITHDRAWN” on the hardcopy CCC-898 and initial and date next to “WITHDRAWN”.

**Important:** Producers **cannot** withdraw CCC-898 after it is selected for spot check.

When an applicant withdraws CCC-898, the County Office shall delete CCC-898 in the automated system according to Part 18.--\*

**\*--1251 Applying for Benefits (Continued)**

**F Supporting Documents**

All supporting documents **must** be completed by the applicant and on file in the County Office:

- no later than 10 workdays after the end of the signup period
- before CCC-898 may be approved.

Supporting documents include, but are not be limited to:

- CCC-502, applicable for 2005
- AD-1026, applicable for 2005
- CCC-526, or other acceptable document according to 1-PL to determine compliance with AGI provisions.--\*

## 1252 Acting on CCC-898

## A Approving CCC-898

\*--COC or CED **must** act on **all** completed and signed CCC-898's submitted. All CCC-898's received by March 30, 2007, must be approved or disapproved by April 13, 2007, and the determination recorded in the automated system by COB April 20, 2007.--\*

**Note:** CED's may delegate approval authority to program technicians for routine cases. Program technicians shall **not** be delegated authority to disapprove any CCC-898.

**Important:** DD review of initial CCC-898 **must** be completed according to subparagraph E before CCC-898's may be approved or disapproved.

CCC-898 shall be approved or disapproved as certified by the applicant. When more than 1 type of livestock is claimed on CCC-898, CCC-898 shall be approved or disapproved based on all livestock claimed. **Certain livestock cannot be approved and other livestock disapproved on the same CCC-898.**

**Example:** Jim Brown executes CCC-898 that includes 100 adult beef cows that meet the livestock eligibility requirements and 5 horses that do not meet the livestock eligibility requirements. COC shall disapprove CCC-898 because **some** livestock claimed are **not** eligible.

**\*--1252 Acting on CCC-898 (Continued)**

**A Approving CCC-898 (Continued)**

Before approving CCC-898, COC or CED **must**:

- ensure that **all** program eligibility requirements are met
- be satisfied with **all** the following:
  - livestock claimed are eligible livestock according to subparagraph 1222 A
  - applicant owned or cash leased the claimed livestock on the applicable beginning date listed on CCC-898, item 2
  - reasonableness of the number and type of livestock claimed
  - value of feed lost equals or exceeds the total estimated calculated payment on CCC-898, item 12
  - it knows where the applicant's current livestock inventory is physically located to conduct spot checks
  - all signature requirements are met.

**Note:** See subparagraph B when:

- COC or CED questions any data provided by applicant
- disapproving CCC-898.--\*

**1252 Acting on CCC-898 (Continued)****A Approving CCC-898 (Continued)**

CCC-898's executed by the following, and their spouses, shall be sent to State Office for action according to subparagraph D:

- STC members
- SED
- State Office employees
- COC members
- CED
- County Office employees.

**B Disapproving CCC-898**

\*--COC or CED **must** act on all completed and signed CCC-898's submitted. All CCC-898's received by March 30, 2007, must be approved or disapproved by April 13, 2007, and the determination recorded in the automated system by COB April 20, 2007.--\*

**Note:** CED's may delegate approval authority to program technicians for routine cases. Program technicians shall **not** be delegated authority to disapprove any CCC-898.

**Important:** DD review of initial CCC-898's must be completed according to subparagraph E before CCC-898's may be approved or disapproved.

CCC-898 shall be approved or disapproved as certified by the applicant. When more than 1 type of livestock is claimed on CCC-898, CCC-898 shall be approved or disapproved based on all livestock claimed. **Certain livestock cannot be approved and other livestock disapproved on the same CCC-898.**

**Example:** Jim Brown executes CCC-898 that includes 100 adult beef cows that meet the livestock eligibility requirements and 5 horses that do not meet the livestock eligibility requirements. COC shall disapprove CCC-898 because **some** livestock claimed are **not** eligible.

**\*--1252 Acting on CCC-898 (Continued)****B Disapproving CCC-898 (Continued)**

If it is determined that any information provided on CCC-898 is not reasonable or is questionable, additional verifiable documentation or evidence shall be requested from the applicant to support the data on the application. Other agencies, organizations, or facilities may be contacted to verify information provided by applicants.

**Important:** See subparagraph C when contacting other agencies, organizations, or facilities to verify information provided by applicants.

**Exception:** COC's shall **not** require tax records; however, applicant may voluntarily provide tax records.

If all program eligibility requirements are **not** met, it is determined that the information on CCC-898 or any additional supporting documentation provided by applicant is **not** accurate or reasonable, or the value of the feed lost does **not** equal or exceed the total estimated calculated payment on CCC-898, item 12, then the following actions shall be taken:

- disapprove CCC-898
- notify applicant of disapproval
- provide applicant applicable appeal rights according to 1-APP
- thoroughly document reason for disapproval in COC minutes, if disapproved by COC.--\*

## 1252 Acting on CCC-898 (Continued)

**C Verifying Data with Other Agencies, Organizations, or Facilities**

When contacting agencies, organizations, or facilities to verify data provided by an applicant, County Office shall be specific in the information requested. The request should include, but is not limited to, the following:

- producer's name and address
- animal kind and type
- why the request is being made
- what information is being requested.

**D STC Approval or Disapproval of CCC-898**

STC, or State Office representative designated by STC, shall review all CCC-898's executed by State Office employees, COC members, CED's, County Office employees, and their spouses. If CCC-898 and all supporting documents meet all applicable requirements, then STC, or designee, shall authorize COC to act on CCC-898.

**Notes:** If STC designates State Office representative to review CCC-898 executed by State Office employees and their spouses, the designated representative shall **not** review their own or their spouses' CCC-898.

State Office representatives include DD's.

All CCC-898's executed by STC members, SED's, and their spouses shall be submitted to \*--DAFP for review by **COB April 6, 2007**. If CCC-898 and all supporting documents meet--\* all applicable requirements, the National Office shall authorize COC to act on CCC-898.



**\*--1252 Acting on CCC-898 (Continued)****E DD Review and Report of Initial CCC-898's**

DD's shall review the 1st five CCC-898's submitted in each County Office. The review shall include the following:

- ensuring that CCC-898's are submitted by producer and County Office
- signature requirements, including power of attorney, are met
- no State or County Office developed forms, worksheets, applications, or other documents are being used to obtain or collect the data required from applicants
- participants were informed of supporting data required for payment, such as CCC-502, CCC-526, AD-1026, and accurate subsidiary and SCIMS data.

Within 10 workdays of completing the review, DD shall provide a written report to SED describing the review findings, including a list of errors discovered, and the overall status of the implementation of 2005 Hurricanes LCP in the County Office.

DD review of the initial CCC-898's and supporting documentation submitted is critical to ensuring 2005 Hurricanes LCP is being administered according the procedures provided in this handbook and the regulations in 7 CFR Part 1416.

Reviewing the initial CCC-898's and supporting documentation in a timely manner:

- identifies possible weaknesses in the administration of 2005 Hurricanes LCP that may be resolved by additional training, clarified procedures, or modified software
- prevents numerous producers from being impacted by erroneous administration of 2005 Hurricanes LCP
- allows corrections to be made in a timely manner before erroneous payments are issued.--\*

**\*--1253 Spot Checks**

**A Informing Producers**

Spot checks are performed to:

- verify the accuracy of the data certified by the producer on CCC-898
- ensure that all eligibility requirements were met
- determine if correct payments were issued.

Exhibit 19 provides a list of:

- data elements that may be spot checked for 2005 Hurricanes LCP
- documents or other data that may be requested from producers selected for spot check.

County Offices shall:

- not modify Exhibit 19
- reproduce copies of Exhibit 19 locally
- provide a copy of Exhibit 19 to each producer when CCC-898 is submitted.

**Note:** Procedure for conducting spot checks will be provided in a future amendment.  
County Office shall **not** conduct any spot checks until procedure is issued from the National Office.--\*

**1254-1300 (Reserved)**

**\*--Part 18 2005 Hurricanes LCP Application Software**

**1301 Accessing 2005 Hurricanes LCP Software**

**A Accessing Software**

From Menu FAX250, access LCP software according to the following table.

Step	Menu	Action
1	FAX250	ENTER "3" or "4", "Application Processing", as applicable, and PRESS "Enter".
2	FAX09002	Enter the appropriate county on the Office Selection Menu, if applicable, and PRESS "Enter".
3	FAX07001	ENTER "11", "PFC/DCP Compliance", and PRESS "Enter".
4	M00000	ENTER "1", "NAP and Disaster", and PRESS "Enter".
5	MH0000	ENTER "14", "Hurricane Disaster Programs", and PRESS "Enter".
6	MHN0YR	ENTER "6", "Livestock Compensation Program", and PRESS "Enter". Livestock Compensation Program Menu MHAJ00 will be displayed.

**B Example of Menu MHAJ00**

Following is an example of the Livestock Compensation Program Menu MHAJ00.

```

COMMAND                                MENU: MHAJ00                                H2
Livestock Compensation Program Menu
-----
      1. Application Process
      2. Payment Process
* 3. Spotcheck Selection Process

      21. Return to Application Selection Menu
      23. Return to Primary Selection Menu
      24. Sign Off

Cmd3=Previous Menu                                *=Option currently not available.

Enter option and press "Enter".
    
```

--\*

\*--1302 Application Processing

A Overview

To process applications for 2005 Hurricanes LCP, selection option 1, on Menu MHAJ00. LCP Application Menu will be displayed. Following is an example of Menu MHAJW0.

```
COMMAND                      MENU: MHAJW0                      H2
LCP Application Menu
-----
1. Loss Application           4. Unsigned Applications Report
2. Signature/Approval Dates  5. Unapproved Applications Report
3. Print Producer Application 6. Approved Applications Report
                               7. Disapproved Applications Report
                               8. Deleted Applications Report

                               20. Return to Application Primary Menu
                               21. Return to Application Selection Menu
                               23. Return to Primary Selection Screen
                               24. Sign Off

Cmd3=Previous Menu          *=Option currently not available.

Enter option and press "Enter".
```

--\*

\*--1302 Application Processing (Continued)

**B Available Options**

The following table provides an explanation of the options available on Menu MHAJW0.

Action	Result	OPTION Is Used for...
ENTER "1", "Loss Application", and PRESS "Enter".	Producer Selection	loading feed loss data for LCP.
ENTER "2", "Signature/ Approval Dates", and PRESS "Enter".	Screen will be displayed.	loading signature/approval dates for LCP applications.
ENTER "3", "Print Producer Application", and PRESS "Enter".	Printer Selection	printing producer CCC-898.
ENTER "4", "Unsigned Applications Report", and PRESS "Enter".	Screen will be displayed.	printing the report of unsigned applications.
ENTER "5", "Unapproved Applications Report", and PRESS "Enter".		printing the report of unapproved applications.
ENTER "6", "Approved Applications Report", and PRESS "Enter".		printing the report of approved applications.
ENTER "7", "Disapproved Applications Report", and PRESS "Enter".		printing the report of disapproved applications.
ENTER "8", "Deleted Applications Report", and PRESS "Enter".		printing the report of deleted applications.

--\*

**\*--1303 Producer Selection Screen MHAJWA01**

**A Overview**

Access to LCP software requires entering 1 of the following:

- producer’s ID number and type
- last 4 digits of producer’s ID
- producer’s last name.

**B Example of Screen MHAJWA01**

Following is an example of Producer Selection Screen MHAJWA01.

```

LCP                027-COAHOMA                Selection      MHAJWA01
Producer Selection Screen          Version: AF36  03/14/2006 11:07 Term H2
-----

Enter Last Four Digits of ID: . . . .

or

Producer ID Number: . . . . . and Type:

or

Last Name: . . . . .
          (Enter Partial Name To Do An Inquiry)

Enter=Continue  Cmd7=End

```

**C Producer Not Active in SCIMS**

Producers must be in SCIMS with a legacy link to the county completing the application to apply for LCP benefits. If the selected producer is not active in SCIMS with a legacy link to the county completing the application, add the producer to SCIMS and create a legacy link according to 1-CM.--\*

\*--1304 Livestock Location Screen MHAJWC01

A Overview

Once a valid producer has been selected, Livestock Location Screen MHAJWC01 will be displayed. Screen MHAJWC01 will be used to capture the:

- physical location of the claimed livestock on the beginning date of the hurricane
- current physical location of the livestock in inventory.

B Example of Screen MHAJWC01

Following is an example of Livestock Location Screen MHAJWC01.

```

LCP              027-COAHOMA              Input          MHAJWC01
Livestock Location Screen              Version: AF36 03/21/2006 07:10 Term H2
-----
Producer ALISON GROENWOLDT              Hurricane Begin Date
                                          KATRINA 08/29/2005
                                          RITA    09/23/2005

      Where were the claimed livestock physically located
      on the above hurricane begin date?
      .....

      Where is the current physical location of the
      livestock in inventory?
      .....

Enter=Continue  Cmd4=Previous Screen  Cmd7=End

```

--\*

**\*--1304 Livestock Location Screen MHAJWC01 (Continued)**

**C Action**

County Offices shall enter a free form text explanation of:

- where the claimed livestock were physically located on the beginning date of the hurricane that is specific enough to assist COC/CED in determining livestock eligibility
- the current physical location of the livestock in inventory that is specific enough to assist with finding the livestock in the event of a spotcheck.

**Note:** Information entered on Livestock Location Screen applies to the entire application.--\*



\*--1305 Livestock Kind Selection Screen MHAJWD01

A Overview

Livestock Kind Selection Screen MHAJWD01 will be displayed once all required data has been entered on Livestock Location Screen MHAJWC01. Livestock Kind Selection Screen will be used to select the kind of livestock for which loss data will be entered.

B Example of Screen MHAJWD01

Following is an example of Livestock Kind Selection Screen MHAJWD01.

```

LCP                      027-COAHOMA          Selection      MHAJWD01
Livestock Kind Selection Screen          Version: AF36  03/20/2006 10:36 Term H2
-----
Producer ALISON GROENWOLDT                                Hurricane Begin Date
                                                                KATRINA  08/29/2005
                                                                RITA    09/23/2005

                Select kind of livestock:

.. BEEF
.. DAIRY
.. BUFFALO/BEEFALO
.. SHEEP
.. GOATS
.. DEER
.. EQUINE
.. SWINE
.. ELK
.. POULTRY
.. REINDEER

Enter=Continue  Cmd4=Previous Screen  Cmd7=End

```

C Action

County Offices shall ENTER "X" next to the applicable kind of livestock.--\*

**\*--1306 Type/Weight Range Selection Screen MHAJWE01**

**A Overview**

Type/Weight Range Selection Screen MHAJWE01 will be displayed once a livestock kind has been selected on Livestock Kind Selection Screen MHAJWD01. Type/Weight Range Selection Screen will be used to select the type and weight range of livestock for which loss data will be entered.

**B Example of Screen MHAJWE01**

Following is an example of Type/Weight Range Selection Screen MHAJWE01.

```

LCP                027-COAHOMA                Selection      MHAJWE01
Type/Weight Range Selection Screen          Version: AF44  10/23/2006 14:39 Term H2
-----
Producer MERI T FALLS                      Hurricane Begin Date
Kind of Livestock BEEF                      KATRINA    08/29/2005
                                           RITA      09/23/2005

                Select Type/Weight Range:

                .. ADULT COWS AND BULLS
                .. NON-ADULT CATTLE(500 POUNDS OR MORE)

Enter=Continue  Cmd4=Previous Screen  Cmd7=End
    
```

**C Action**

County Offices shall ENTER "X" next to the applicable type/weight range.--\*

\*--1307 Load Head Count Screen MHAJWH01

A Overview

Load Head Count Screen MHAJWH01 will be displayed once a livestock kind, type, and weight range has been selected. Load Head Count Screen will be used to capture:

- number of livestock
- share.

B Example of Screen MHAJWH01

Following is an example of Load Head Count Screen MHAJWH01.

```
LCP                027-COAHOMA                Entry                MHAJWH01
Load Head Count Screen                Version: AF36 03/20/2006 10:37 Term H2
-----
Producer ALISON GROENWOLDT                Hurricane Begin Date
Livestock ADULT BEEF COWS AND BULLS                KATRINA 08/29/2005
                                                RITA 09/23/2005

                Number of
                Livestock Share
                .....

Cmd4=Previous Screen  Cmd5=Update  Cmd7=End  Cmd24=Delete
```

--\*

\*--1307 Load Head Count Screen MHAJWH01 (Continued)

**C Action**

County Offices shall enter the:

- number of eligible livestock that were physically located in the county on the hurricane start date provided on the screen
- producer’s share of the livestock.

**Note:** If a producer has multiple operations of the same livestock kind, type, and weight range with the same share, total the number of livestock and load on 1 line.

**D Options**

The following table describes the options available on Screen MHAJWH01.

Option	Result
Cmd4	Type/Weight Range Selection Screen MHAJWE01 will be displayed.
Cmd5	Record More Data Question Screen MHAJWH1A will be displayed.
Cmd7	LCP Application Menu MHAJW0 will be displayed.
Cmd24	<p>The line item where the cursor is located will be deleted.</p> <p><b>Note:</b> Once all livestock line items have been deleted from the application, the entire application will be considered deleted.</p>

--\*

\*--1308 Record More Data Question Screen MHAJWH1A

A Overview

Record More Data Question Screen provides the opportunity for the user to load another:

- share for the producer/kind/weight range
- type/weight range
- kind of livestock.

B Example of Screen MHAJWH1A

Following is an example of Screen MHAJWH1A.

```

LCP              027-COAHOMA              Entry      MHAJWH01
Load Head Count Screen      Version: AF36  03/20/2006 10:46 Term H2
-----
Producer ALISON GROENWOLDT              Hurricane Begin Date
Livestock ADULT BEEF COWS AND BULLS      KATRINA   08/29/2005
                                           PRIMA    08/22/2005

Record More Data Question Screen              MHAJWH1A

Do you want to record data for another:
                                           (Y/N)
Share for this Producer/Kind/Weight Range.. .N.
Type/Weight Range..... .N.
Kind of Livestock..... .N.

Enter=Continue  Cmd4=Previous Screen
Cmd4=Prev IM: Loss data has been recorded.

```

--\*

\*--1308 Record More Data Question Screen MHAJWH1A (Continued)

**C Action**

The following table describes the options available on Screen MHAJWH1A.

<b>Option</b>	<b>IF “Y” is entered...</b>	<b>IF “N” is entered for all questions and...</b>
Do you want to record data for another share for this producer/kind/weight range?	Load Head Count Screen MHAJWH01 will be displayed for the producer, kind, type, and weight range previously selected.	<ul style="list-style-type: none"> <li>• any share entered on the producer’s application is less than 100 percent, Other Producer Association Screen MHAJWI01 will be displayed</li> <li>• all shares entered on the producer’s application are equal to 100 percent, Load Prior FIP Payment Amount Screen MHAJWJ01 will be displayed.</li> </ul>
Do you want to record data for another type/weight range?	Type/Weight Range Selection Screen MHAJWE01 will be displayed for the producer and kind previously selected.	
Do you want to record data for another kind of livestock?	Livestock Kind Selection Screen MHAJWD01 will be displayed for the producer previously selected.	

--\*

**\*--1309 Other Producer Association Screen MHAJWI01**

**A Overview**

Other Producer Association Screen MHAJWI01 provides the opportunity for the user to load other producers who are associated with the livestock claimed on application. The user is required to add at least 1 other producer, if any share entered on the producer's application is less than 100 percent.

**Note:** This data is not used by the system. It will be used for reference outside of the system in the event of a spotcheck.

**B Example of Screen MHAJWI01**

Following is an example of Screen MHAJWI01.

```

LCP                027-COAHOMA                Selection    MHAJWI01
Other Producer Association Screen    Version: AF36  03/29/2006 06:44 Term H2
-----
Producer ALISON GROENWOLDT                Hurricane  Begin Date
                                           KATRINA   08/29/2005
                                           RITA     09/23/2005

Other Producers Associated with this Applicant:
(must be at least one if shares are less than 100 percent)

                                PAUL GROENWOLDT

Enter=Continue  Cmd4=Previous Screen  Cmd7=End  Cmd16=Add Producer  Cmd24=Delete
    
```

**C Action**

The following table describes the options available on Screen MHAJWI01.

Option	Result
Enter	Load Prior FIP Payment Amount Screen MHAJWJ01 will be displayed.
Cmd4	Load Head Count Screen MHAJWH01 will be displayed.
Cmd7	LCP Application Menu MHAJW0 will be displayed.
Cmd16	Common Routine To Select ID Number Screen MACR04 will be displayed.
Cmd24	The line item where the cursor is located will be deleted.
	<b>Note:</b> Once all livestock line items have been deleted from the application, the entire application will be considered deleted.

--\*

**\*--1310 Load Prior FIP Payment Amount Screen MHAJWJ01**

**A Overview**

Load Prior FIP Payment Amount Screen MHAJWJ01 provides the opportunity for user to load the FIP payment amount the selected producer received. Users are required to enter a number equal to or greater than zero. The amount entered will be subtracted from the estimated calculated payment before reduction to determine the producer's estimated calculated payment.

**B Example of Screen MHAJWJ01**

Following is an example of Screen MHAJWJ01.

```

LCP                027-COAHOMA                Entry      MHAJWJ01
Load Prior FIP Amount Screen                Version: AF44 10/23/2006 14:53 Term H2
-----
Producer MERI T FALLS                        Hurricane Begin Date
                                           KATRINA  08/29/2005
                                           RITA     09/23/2005

Estimated Calculated Payment Before Reduction    1748.00
Feed Indemnity Program Payment                  .....
Estimated Calculated Payment

Cmd4=Previous Screen  Cmd5=Update  Enter=Calculate
    
```

**C Action**

The following table describes the options available on Screen MHAJWJ01.

Option	Result
Cmd4	Load Head Count Screen MHAJWH01 will be displayed.
Cmd5	CCC-898 will be printed.
Enter	The system will calculate the producer's Estimated Calculated Payment.

--\*



\*--1311 Signature/Approval Dates

A Overview

Signature and approval date must be entered into the automated system before LCP payments can be issued. Signature/approval dates will be entered by selecting:

- option “2”, “Signature/Approval Dates” from Menu MHAJW0
- applicable producer on Producer Selection Screen MHAJWA01.

B Example of Screen MHAJAC01

Following is an example of Signature/Approval Screen MHAJAC01.

```

LCP              027-COAHOMA              Entry      MHAJAC01
Signature/Approval Screen      Version: AF36  03/21/2006 07:31 Term H2
-----
Producer ALISON GROENWOLDT              ID 1234

          Signature          Approval          Disapproval
          Date              Date or          Date
          (MM/DD/CCYY)      (MM/DD/CCYY) (MM/DD/CCYY)
          .....            .....            .....

Cmd4=Previous Screen  Cmd5=Update  Cmd7=End  Cmd12=Print Entitlement Report

```

--\*

**\*--1311 Signature/Approval Dates (Continued)**

**C Action**

County Offices shall:

- enter producer signature date
- enter approval or disapproval date, as applicable
- PRESS “Cmd5” to update.

**Note:** The Approval/Disapproval process is by producer ID, not by livestock kind. The application is either approved or disapproved.

The signature and approval dates will be removed if any changes are made to the application after the signature/approval dates are entered.--\*

**1312-1330 (Reserved)**

**\*--1331 Print Producer Application**

**A Overview**

CCC-898 will be generated:

- when option “3”, “Print Producer Application”, is selected from Menu MHAJW0, and applicable producer ID is entered
- during application process when users ENTER “N” for all questions on Record More Data Question Screen MHAJWH1A.--\*

\*--1332 **Unsigned Applications Report**

**A Overview**

Unsigned Applications Report is a computer-generated report that lists all applications that have been initiated but do not have a signature date entered.

**B Unsigned Applications Report Option Screen**

Once a valid printer ID has been entered, Unsigned Applications Report Option Screen MHAJRD1A will be displayed. Following is an example of Unsigned Applications Report Option Screen MHAJRD1A.

```

LCP                027-COAHOMA                Entry                MHAJRP01
Printer Selection Screen                Version: AF36 03/14/2006 15:03 Term H2
-----

                Unsigned Applications Report Option Screen                MHAWRD1A

                Select the order you wish to print the report:

                - alphabetically by producer last name/business ...
                - by update date with the most recent first .....

                Enter date restrictions, if you wish:
                                                (MM/DD/CCYY)
                - do not print update dates prior to .....
                - do not print update dates after .....

                Enter=Continue  Cmd4=Previous Screen  Cmd7=End

                Enter=Continue  Cmd7=End

```

--\*

**\*--1332 Unsigned Applications Report (Continued)**

**C Action**

County Offices are required to select the order in which the report will print.

<b>IF selected report order is...</b>	<b>THEN the report will print...</b>
alphabetically by producer last name/business	alphabetically by last name/business.
by update date with the most recent first	by the date that the application was updated, most recent update date first.

**Note:** Only 1 print order can be selected at a time.

County Offices have the option of entering date restrictions.

<b>IF a date is entered next to...</b>	<b>THEN the report will only print applications that were updated on or...</b>
do not print update dates after	before the date entered.
do not print update dates prior to	after the date entered.
both of the following: <ul style="list-style-type: none"> <li>• do not print update dates after</li> <li>• do not print update dates prior to</li> </ul>	between the dates entered.

**Note:** Both a print order and a date restriction can be entered at the same time.--\*

**\*--1333 Unapproved Applications Report**

**A Overview**

Unapproved Applications Report is a computer-generated report that lists all applications that have been signed but do not have an approval or disapproval date entered.

**B Unapproved Applications Report Option Screen**

Once a valid printer ID has been entered, Unapproved Applications Report Option Screen MHAJRE1A will be displayed. Following is an example of Unapproved Applications Report Option Screen MHAJRE1A.

```

LCP                      027-COAHOMA          Entry          MHAJRP01
Printer Selection Screen  Version: AF36  03/14/2006 15:03 Term H2
-----
Unapproved Applications Report Option Screen      MHAJRE1A

Select the order you wish to print the report:

- alphabetically by producer last name/business ... ..
- by signature date with the most recent first .... ..

Enter date restrictions, if you wish:
                                     (MM/DD/CCYY)
- do not print signature dates prior to .. .....
- do not print signature dates after .....

Enter=Continue  Cmd4=Previous Screen  Cmd7=End

Enter=Continue  Cmd7=End

```

--\*

**\*--1333 Unapproved Applications Report (Continued)**

**C Action**

County Offices are required to select the order in which the report will print.

<b>IF selected report order is...</b>	<b>THEN the report will print...</b>
alphabetically by producer last name/business	alphabetically by last name/business.
by signature date with the most recent first	by the date that the application was signed, most recent signature date first.

**Note:** Only 1 print order can be selected at a time.

County Offices have the option of entering date restrictions.

<b>IF a date is entered next to...</b>	<b>THEN the report will only print applications that were signed on or...</b>
do not print signature dates after	before the date entered.
do not print signature dates prior to	after the date entered.
both of the following: <ul style="list-style-type: none"> <li>• do not print signature dates after</li> <li>• do not print signature dates prior to</li> </ul>	between the dates entered.

**Note:** Both a print order and a date restriction can be entered at the same time.--\*

\*--1334 **Approved Applications Report**

**A Overview**

Approved Applications Report is a computer-generated report that lists all applications that have an approval date entered in the system.

**B Approved Applications Report Option Screen**

Once a valid printer ID has been entered, Approved Applications Report Option Screen MHAJRF1A will be displayed. Following is an example of Approved Applications Report Option Screen MHAJRF1A.

```

LCP                      027-COAHOMA          Entry          MHAJRP01
Printer Selection Screen  Version: AF36  03/14/2006 15:03 Term H2
-----

Approved Applications Report Option Screen      MHAJRF1A

Select the order you wish to print the report:

- alphabetically by producer last name/business ... ..
- by approval date with the most recent first ..... ..

Enter date restrictions, if you wish:
                                     (MM/DD/CCYY)
- do not print approval dates prior to ... ..
- do not print approval dates after ..... ..

Enter=Continue  Cmd4=Previous Screen  Cmd7=End

Enter=Continue  Cmd7=End

```

--\*



**\*--1334 Approved Applications Report (Continued)**

**C Action**

County Offices are required to select the order in which the report will print.

<b>IF selected report order is...</b>	<b>THEN the report will print...</b>
alphabetically by producer last name/business	alphabetically by last name/business.
by approval date with the most recent first	by the date that the application was approved, most recent approval date first.

**Note:** Only 1 print order can be selected at a time.

County Offices have the option of entering date restrictions.

<b>IF a date is entered next to...</b>	<b>THEN the report will only print applications that were approved on or...</b>
do not print approval dates after	before the date entered.
do not print approval dates prior to	after the date entered.
both of the following: <ul style="list-style-type: none"> <li>• do not print approval dates after</li> <li>• do not print approval dates prior to</li> </ul>	between the dates entered.

**Note:** Both a print order and a date restriction can be entered at the same time.--\*

**\*--1335 Disapproved Applications Report**

**A Overview**

Disapproved Applications Report is a computer-generated report that lists all applications that have a disapproval date entered in they system.

**B Disapproved Applications Report Option Screen**

Once a valid printer ID has been entered, Disapproved Applications Report Option Screen MHAJRG1A will be displayed. Following is an example of Disapproved Applications Report Option Screen MHAJRG1A.

```
LCP                      027-COAHOMA                      Entry          MHAJRP01
Printer Selection Screen          Version: AF36  03/14/2006 15:03 Term H2
-----
Disapproved Applications Report Option Screen          MHAJRG1A

Select the order you wish to print the report:

- alphabetically by producer last name/business ... ..
- by disapproval date with the most recent first .. ..

Enter date restrictions, if you wish:
                                     (MM/DD/CCYY)
- do not print disapproval dates prior to .....
- do not print disapproval dates after ... ..

Enter=Continue  Cmd4=Previous Screen  Cmd7=End

Enter=Continue  Cmd7=End
```

--\*

**\*--1335 Disapproved Applications Report (Continued)**

**C Action**

County Offices are required to select the order in which the report will print.

<b>IF selected report order is...</b>	<b>THEN the report will print...</b>
alphabetically by producer last name/business	alphabetically by last name/business.
by disapproval date with the most recent first	by the date that the application was disapproved, most recent disapproval date first.

**Note:** Only 1 print order can be selected at a time.

County Offices have the option of entering date restrictions.

<b>IF a date is entered next to...</b>	<b>THEN the report will only print applications that were disapproved on or...</b>
do not print disapproval dates after	before the date entered.
do not print disapproval dates prior to	after the date entered.
both of the following: <ul style="list-style-type: none"> <li>• do not print disapproval dates after</li> <li>• do not print disapproval dates prior to</li> </ul>	between the dates entered.

**Note:** Both a print order and a date restriction can be entered at the same time.--\*

**\*--1336 Deleted Applications Report**

**A Overview**

Deleted Applications Report is a computer-generated report that lists all applications that have been deleted from the system.

**B Deleted Applications Report Option Screen**

Once a valid printer ID has been entered, Deleted Applications Report Option Screen MHAJRH1A will be displayed. Following is an example of Deleted Applications Report Option Screen MHAJRH1A.

```
LCP                      027-COAHOMA          Entry          MHAJRP01
Printer Selection Screen  Version: AF36  03/14/2006 15:03 Term H2
-----

Deleted Applications Report Option Screen          MHAJRH1A

Select the order you wish to print the report:

- alphabetically by producer last name/business ... ..
- by deletion date with the most recent first ..... ..

Enter date restrictions, if you wish:
                                     (MM/DD/CCYY)
- do not print deletion dates prior to ... ..
- do not print deletion dates after ..... ..

Enter=Continue  Cmd4=Previous Screen  Cmd7=End

Enter=Continue  Cmd7=End
```

--\*

1336 Deleted Applications Report (Continued)

**C Action**

County Offices are required to select the order in which the report will print.

<b>IF selected report order is...</b>	<b>THEN the report will print...</b>
alphabetically by producer last name/business	alphabetically by last name/business.
by deletion date with the most recent first	by the date that the application was deleted, most recent deletion date first.

**Note:** Only 1 print order can be selected at a time.

County Offices have the option of entering date restrictions.

<b>IF a date is entered next to...</b>	<b>THEN the report will only print applications that were deleted on or...</b>
do not print deletion dates after	before the date entered.
do not print deletion dates prior to	after the date entered.
both of the following: <ul style="list-style-type: none"> <li>• do not print deletion dates after</li> <li>• do not print deletion dates prior to</li> </ul>	between the dates entered.

**Note:** Both a print order and a date restriction can be entered at the same time.

1337-1349 (Reserved)



**\*--Part 19 2005 Hurricane Disaster LIP-II and LCP Automation Payment Provisions****Section 1 Basic LIP-II and LCP Payment Processing****1350 General Payment Provisions****A Introduction**

This part contains LIP-II and LCP provisions for:

- issuing and canceling payments
- computing and transferring overpayments to CRS
- canceling overpayments
- printing the following:
  - pending payment register
  - nonpayment register
  - overpayment register
  - PPH report.

**B Obtaining FSA-325**

FSA-325 shall be completed, according to 1-CM, by individuals or entities requesting payment **earned** by a producer who has died, disappeared, or been declared incompetent subsequent to applying for 2005 LIP-II or LCP benefits. Payment shall be issued to the individuals or entities requesting payment using the deceased, incompetent, or disappeared producer's ID number. A revised CCC-897 or CCC-898 is **not** required to be completed when payments are issued under the deceased, incompetent, or disappeared producer's ID number.

**C Administrative Offset**

LIP-II and LCP payments are subject to administrative offset provisions.

**D Assignments**

A producer entitled to a LIP-II or LCP payment may assign payments according to 63-FI.

**E Bankruptcy**

Bankruptcy status does **not** exclude a producer from requesting a 2005 Hurricane Disaster LIP-II or LCP program benefit.

**Contact the OGC Regional Attorney for guidance on issuing LIP-II or LCP payments on all bankruptcy cases.--\***

**\*--1350 General Payment Provisions (Continued)****F Payments Less Than \$1**

The LIP-II and LCP payment processes will:

- issue payments that round to at least \$1
- **not** issue payments less than 50 cents.

**G Prompt Payment Due Dates**

LIP-II and LCP payments are subject to the Prompt Payment Act. A prompt payment interest penalty payment is due if the payment is not issued within 30 calendar days from the later of the following:

- 30 calendar days after the national payment factor is downloaded and payment software is made available for issuing payments.
- date the producer provides a properly completed application and all supporting documentation required to issue the payment.

See 61-FI for additional information on handling prompt payment interest penalties.

**H Funds Control for LIP-II and LCP Payments**

At the end of sign-up period, applications will be uploaded and a uniform national factor may be determined, to ensure that the funds authorized for the programs are not exceeded. Allotments will then be provided to each applicable County Office through the funds control process.

State Office shall contact the National Office to request additional allotments by sending an e-mail to **all** of the following:

- **sandy.bryant@wdc.usda.gov**
- **tina.nemec@wdc.usda.gov**
- **steve.peterson@wdc.usda.gov**
- **lenior.simmons@wdc.usda.gov.--\***



**\*--1350 General Payment Provisions (Continued)**

**I Determining Payment Eligibility**

The payment process reads the eligibility file to determine whether a producer or member of a joint operation is eligible to be paid. If the producer or member is ineligible to be paid, then the individual or entity will be listed on the nonpayment register with the applicable message. Eligibility flags must be updated before the producer or member can be paid. These flags should accurately reflect COC determinations.

The following identifies:

- eligibility provisions applicable to LIP-II and LCP
- which flags are used to determine producer eligibility
- flags that reflect producer or member eligibility or ineligibility.

**Important:** 2005 eligibility file information will be used for determining LIP-II and LCP payment eligibility.

Eligibility Field	Eligible Flags	Ineligible Flags	Flags Requiring Other Determinations
Person Determination	Y	N, P, Blank	
Controlled Substance	Y	N	
6-CP	Y	N	B
AD-1026	Y	N, A, F	
Fraud, Including FCIC	Y	N	

**Notes:** A “B” flag in the 6-CP field indicates that the producer is associated with a farm that is in violation of HEL, but has been determined to meet the landlord/tenant exception established in 6-CP.

To ensure that the eligibility file is updated correctly, County Offices shall complete CCC-770 Eligibility according to 3-PL, paragraph 3.

To ensure that the producer has met all program eligibility requirements, complete:

- CCC-770 LIP-II according to paragraph 1024 for LIP-II
- CCC-770 LCP according to paragraph 1224 for LCP.

**J National Payment Factor**

Because only a certain amount of money is available for LIP-II and LCP, a uniform national factor may be determined. The factor cannot be determined until after the end of the signup period and all applications have been acted on by COC. The uniform national factor is determined and announced by CCC. The national factor will be transmitted to County Offices and will be used in calculating LIP-II and LCP payments.--\*

**\*--1351 Applying Payment Limitation****A Rule**

The 2006 payment limitation file will be used for maintaining the LIP-II and LCP payment limitation amount.

For additional information on payment limitation provisions, see subparagraph:

- 1023 B for LIP-II
- 1223 B for LCP.

**B Applying the \$80,000 Payment Limitation**

Payments issued to multi-county producers shall be limited to the amount allocated to each County Office for counties in which the producer has filed an application. The producer's control County Office is the only county able to make changes to the PLM totals. County Offices should follow procedures in 2-PL, paragraphs 105 and 106 for requesting updates to the PLM set.

Payments issued to multi-county producers shall be limited to the amount allocated to each County Office for counties in which the producer has filed CCC-897 or CCC-898. The payment process will limit the payment to effective limitation in the payment limitation file. See 2-PL for additional information on payment limitation allocations.

Control County Offices shall refer to 2-PL, paragraph 180 for additional information on updating payment limitation allocations.

**Note:** The control County Office may **not** be an eligible LIP-II or LCP county, however, the control County Office will still be responsible for updating payment limitation for those counties that are eligible.--\*

**\*--1351 Applying Payment Limitation (Continued)**

**C Calculating the Effective Payment Limitation**

The effective payment limitation shall be calculated for LIP-II or LCP according to the following.

Step	Action
1	Determine the effective payment limitation by multiplying: <ul style="list-style-type: none"> <li>• producer’s available payment limitation for LIP-II or LCP, times</li> <li>• AGI share for producer or member.</li> </ul>
2	Round the result to whole dollars.

**D When Payment Limitation is Reached**

When the sum of payments in the payment history file or pending payment file exceeds the effective payment limitation for the “person”, the following messages will be printed on the nonpayment register:

- “Producer Has Reached Payment Limitation”
- “Payment Limitation Has Been Exceeded”.

See paragraph 1397 for additional information on nonpayment register messages.--\*

**\*--1352 Payment Calculation Information**

**A LIP-II Payment Rates**

The following payment rates are applicable to LIP-II contract growers and livestock owners.

<b>Kind</b>	<b>Type</b>	<b>Weight Range</b>	<b>Contract Growers Head Loss Payment Rate</b>	<b>Livestock Owner Head Loss Payment Rate</b>
Beef	Nonadult	Less than 400 pounds		\$144.20
		400 pounds or more		\$183.34
	Adult	Cow		\$303.97
		Bull		\$395.10
Dairy	Nonadult	Less Than 400 pounds		\$140.84
		400 pounds or more		\$281.68
	Adult	Cow		\$563.37
		Bull		\$563.37
Buffalo/ Beefalo	Nonadult	Less than 400 pounds		\$90.00
		400 pounds or more		\$135.00
	Adult	Cow		\$180.00
		Bull		\$450.00
Swine	Sows/Boars	Over 450 pounds		\$53.82
	Sows/Boars/Barrows/Gilts	151-450 pounds		\$29.41
	Lightweight Barrows/Gilts	50 to 150 pounds		\$22.51
	Feeder Pigs	Under 50 pounds		\$15.60
Sheep	Rams			\$13.22
	Ewes			\$13.60
	Lambs			\$29.78
Goats	Bucks			\$25.05
	Nannies			\$25.05
	Slaughter goats/kids			\$29.94
Chickens	Layers/Roasters		\$.11	\$1.91
	Broilers/Pullets		\$.08	\$.73
	Chicks			\$.01
Turkeys	Toms/Fryers/Roasters			\$4.18
	Poults			\$.33
Ducks	Ducks			\$1.14
	Ducklings			\$.18
Geese	Goose			\$5.16
	Gosling			\$1.08
Deer				\$162.00
Equine				\$225.00
Crawfish				\$0.27 per pound
Catfish	Food Size			\$0.38 per pound
	Broodstock			\$0.75 per pound
	Fingerlings and Fry			\$1.27 per pound

--\*

**\*--1352 Payment Calculation Information (Continued)****B LIP-II Payment Calculations**

LIP-II payments for owners are computed by multiplying the following:

- total number of head loss, times
- payment rate based on kind/type/weight range, times
- producer's share, minus
- amount of aquaculture grant program/NAP payment received, times
- national payment factor, as applicable.

LIP-II payments for contract growers are computed by multiplying the following:

- total number of head loss, times
- payment rate based on kind/type/weight range, times
- producer's share, minus
- amount of other compensation received from contractor, times
- national payment factor, as applicable.

**Note:** Producer or member AGI determination of less than 100 percent will result in a reduced payment amount or zero calculated payments. The reduced payment amount will show as an AGI reduction amount on the pending payment register if a payment can be issued, or show on the nonpayment register if the payment is reduced to zero.--\*

## \*--1352 Payment Calculation Information (Continued)

**C LCP Payment Rates**

The following are the applicable per head payment rates for LCP payments.

Kind of Livestock	Type	Weight Range	Payment Per Head
Beef	Adult	Cows and Bulls	\$17.48
	Non-adult	500 pounds or more	\$13.11
Dairy	Adult	Cows and Bulls	\$45.45
	Non-adult	500 pounds or more	\$13.11
Buffalo/Beefalo	Adult	Cows and Bulls	\$17.48
	Non-adult	500 pounds or more	\$13.11
Sheep	All		\$4.37
Goats	All		\$4.37
Deer	All		\$4.37
Equine	All		\$12.94
Swine		Less than 45 pounds	\$0.52
		45 to 124 pounds	\$1.22
		125 to 234 pounds	\$2.10
	Sow	235 pounds or more	\$7.17
	Boar	235 pounds or more	\$4.20
Elk		Less than 400 pounds	\$3.85
		400 pounds to 799 pounds	\$7.17
		800 pounds or more	\$9.44
Poultry	All	Less than 3 pounds	\$0.11
	All	3 pounds to 7.9 pounds	\$0.22
	All	8 pounds or more	\$0.50
Reindeer	All		\$3.85

**D LCP Payment Calculation**

LCP payments are computed according to the following:

- total number of livestock, times
- producer's share, times
- payment rate for the type/weight range, minus
- amount of 2005 Hurricanes FIP payment, times
- national payment factor, as applicable

**Example:** An owner files an application for payment for 100 adult dairy cows. The owner received a \$700 2005 Hurricane FIP payment. A national payment factor is not applied. The payment is computed as follows:

- 100 cows x 100 percent share x \$45.45 payment rate = \$4,545
- \$4,545 minus \$700 FIP payment = \$3,845.--\*

**\*--1353 Issuing LIP-II and LCP Payments****A Supporting Files for Integrated Payment Processing**

The LIP-II and LCP payment processes are integrated processes that read a wide range of files to determine whether a payment should be issued and the amount that should be issued. For payments to be calculated correctly, all supporting files must be updated correctly, including the following:

- LIP-II and LCP application files
- eligibility file to determine whether the producer is eligible for payment
- name and address file to determine:
  - producer's name and address
  - if a producer:
    - has elected to receive payment by direct deposit
    - has an assignment or joint payee
    - is in bankruptcy status
    - has a claim or receivable
    - is dead, missing, or incompetent
- entity file for joint operations to determine the members of the joint operation and each member's share of the joint operation
- combined entity file for members of a combination
- payment limitation file for multi-county and combined producers to determine the effective payment limitation amount for that producer in the county issuing the payment.--\*

\*--1353 Issuing LIP-II and LCP Payments (Continued)

**B Prerequisites for Issuing Payments**

Before issuing a payment, certain actions must be completed to ensure that the producer is eligible for the payment. The following provides actions that must be completed **before** issuing payments. COC, CED, or designee shall ensure that the actions are completed.

Step	Action
1	Ensure that: <ul style="list-style-type: none"> <li>• the following application for payment have been approved according to the applicable paragraphs:                             <ul style="list-style-type: none"> <li>• CCC-897 for LIP-II according to paragraph 1052</li> <li>• CCC-898 for LCP according to paragraph 1252</li> </ul> </li> <li>• the approval date has been recorded into the system according to paragraphs:                             <ul style="list-style-type: none"> <li>• 1110 for LIP-II</li> <li>• 1311 for LCP.</li> </ul> </li> </ul>
2	Ensure that AD-1026 is on file for producers seeking benefits.
3	Ensure that “person” determinations are completed according to 1-PL for producers seeking benefits.
4	Ensure AGI flags for producers and/or members <b>not</b> meeting AGI provisions have been updated according to 3-PL.
5	Ensure that all <b>2005</b> eligibility flags have been updated according to the determinations made by COC. See 2-PL.  See subparagraph 1350 I for eligibility requirements that apply to LIP-II and LCP.
6	Ensure that the 2006 LIP-II and LCP payment limitation allocations have been received from the producer’s control County Office for multi-county producers, as applicable.
7	Ensure that the <b>2006</b> joint operation and entity files are updated correctly. See 2-PL.
8	Ensure that the system has been updated properly for producers with direct deposit. See 1-FI.
9	Ensure that the receivable, claim, or other agency claim flag is set to “Y” in the name and address file for producers with outstanding debts.
10	Ensure that all assignments and joint payees have been updated in the system.
11	Ensure that the bankruptcy flag is set to “Y” in the name and address file for producers in bankruptcy status. See 58-FI.

--\*



\*--1353 Issuing LIP-II and LCP Payments (Continued)

**C Accessing Payment Processing Menus**

From Menu FAX250, access LIP-II and LCP Payment Processing Menus according to the following.

Step	Menu or Screen	Action		
1	FAX250	ENTER "3" or "4", "Application Processing", as applicable, and PRESS "Enter".		
2	FAX09002	Enter the appropriate county, if applicable, and PRESS "Enter".		
3	FAX07001	ENTER "11", "PFC/DCP Compliance", and PRESS "Enter".		
4	M00000	ENTER "1", "NAP and Disaster", and PRESS "Enter".		
5	MH0000	ENTER "14", "Hurricane Disaster Programs", and PRESS "Enter".		
6	MHN0YR	<b>TO access...</b>	<b>ENTER...</b>	<b>Result</b> The applicable Program Menu will be displayed.
		LIP-II payment processes	"5", Livestock Indemnity Program II", and PRESS "Enter".	
		LCP payment processes	"6", "Livestock Compensation Program", and PRESS "Enter".	
7	MHAI00 MHAJ00	LIP-II or LCP payment processing	"2", "Payment Processing", and PRESS "Enter"	The Payment Processing Main Menu will be displayed.

--\*

**\*--1353 Issuing LIP-II and LCP Payments (Continued)**

**D Processing LIP-II and LCP Payments**

County Offices shall issue LIP-II and LCP payments according to the following.

**Notes:** County Offices **are not authorized** to issue typewritten checks.

If a condition occurs that prevents the payment from being issued through the automated payment software, then:

- County Offices shall immediately contact the State Office to explain the circumstances surrounding the situation
- State Offices shall:
  - provide guidance on correcting the condition preventing the payment from being issued
  - contact PECD if additional guidance is needed.

Failure to follow the provisions of this paragraph about typewritten checks could result in disciplinary action.

Step	Action	Result
1	Access the Payment Processing Main Menu according to subparagraph C.	
2	ENTER "1", "Issue Payments", and PRESS "Enter".	The Printer Selection Screen will be displayed.
3	The Printer Selection Screen allows the user to select the printer where the pending and nonpayment registers should be sent after payments have been computed.  Enter the printer ID number and PRESS "Enter".	The Producer Selection Screen will be displayed.

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\*--1353 Issuing LIP-II and LCP Payments (Continued)

D Processing LIP-II and LCP Payments (Continued)

Step	Action	Result									
4	<p>The Producer Selection Screen provides users with the option to process payments for a specific producer or all producers according to the following.</p> <table border="1"> <thead> <tr> <th data-bbox="436 390 659 424">Selection</th> <th data-bbox="659 390 1008 424">Action</th> <th data-bbox="1016 390 1471 424">Result</th> </tr> </thead> <tbody> <tr> <td data-bbox="436 424 659 562">Process payments for <b>all</b> producers.</td> <td data-bbox="659 424 1008 562">ENTER "ALL" in the "Enter ALL for all Producer" field and PRESS "Enter".</td> <td data-bbox="1016 424 1471 562">If the application file is on the system, the Batch Check and Printing Control Screen will be displayed.</td> </tr> <tr> <td data-bbox="436 562 659 1514">Process payment for a <b>selected</b> producer.</td> <td data-bbox="659 562 1008 1514">                     Enter 1 of the following and PRESS "Enter":                     <ul style="list-style-type: none"> <li>• last 4 digits of the producer's ID number in the "Producer Last Four Digits of ID" field</li> <li>• producer's last name in the "Producer Last Name" field.</li> </ul> <p><b>Note:</b> If more than 1 producer is found on the name and address file matching the criteria entered, Screen MACR04-01 will be displayed, allowing the user to select the desired producer.</p> </td> <td data-bbox="1016 562 1471 1514">                     If the LIP-II or LCP application file is on the system:                     <ul style="list-style-type: none"> <li>• payments will be computed for the selected producers or all producers with an approved LIP II or LCP application, as applicable</li> <li>• the pending and nonpayment registers, as applicable, will be sent to the printer selected in step 3.</li> </ul>                     If:                     <ul style="list-style-type: none"> <li>• calculated payments can be issued, the Batch Check and Printing Control Screen will be displayed</li> <li>• no payments can be processed:                             <ul style="list-style-type: none"> <li>• a nonpayment register will be printed</li> <li>• Payment Processing Main Menu will be redisplayed.</li> </ul> </li> </ul> </td> </tr> </tbody> </table>	Selection	Action	Result	Process payments for <b>all</b> producers.	ENTER "ALL" in the "Enter ALL for all Producer" field and PRESS "Enter".	If the application file is on the system, the Batch Check and Printing Control Screen will be displayed.	Process payment for a <b>selected</b> producer.	Enter 1 of the following and PRESS "Enter": <ul style="list-style-type: none"> <li>• last 4 digits of the producer's ID number in the "Producer Last Four Digits of ID" field</li> <li>• producer's last name in the "Producer Last Name" field.</li> </ul> <p><b>Note:</b> If more than 1 producer is found on the name and address file matching the criteria entered, Screen MACR04-01 will be displayed, allowing the user to select the desired producer.</p>	If the LIP-II or LCP application file is on the system: <ul style="list-style-type: none"> <li>• payments will be computed for the selected producers or all producers with an approved LIP II or LCP application, as applicable</li> <li>• the pending and nonpayment registers, as applicable, will be sent to the printer selected in step 3.</li> </ul> If: <ul style="list-style-type: none"> <li>• calculated payments can be issued, the Batch Check and Printing Control Screen will be displayed</li> <li>• no payments can be processed:                             <ul style="list-style-type: none"> <li>• a nonpayment register will be printed</li> <li>• Payment Processing Main Menu will be redisplayed.</li> </ul> </li> </ul>	
Selection	Action	Result									
Process payments for <b>all</b> producers.	ENTER "ALL" in the "Enter ALL for all Producer" field and PRESS "Enter".	If the application file is on the system, the Batch Check and Printing Control Screen will be displayed.									
Process payment for a <b>selected</b> producer.	Enter 1 of the following and PRESS "Enter": <ul style="list-style-type: none"> <li>• last 4 digits of the producer's ID number in the "Producer Last Four Digits of ID" field</li> <li>• producer's last name in the "Producer Last Name" field.</li> </ul> <p><b>Note:</b> If more than 1 producer is found on the name and address file matching the criteria entered, Screen MACR04-01 will be displayed, allowing the user to select the desired producer.</p>	If the LIP-II or LCP application file is on the system: <ul style="list-style-type: none"> <li>• payments will be computed for the selected producers or all producers with an approved LIP II or LCP application, as applicable</li> <li>• the pending and nonpayment registers, as applicable, will be sent to the printer selected in step 3.</li> </ul> If: <ul style="list-style-type: none"> <li>• calculated payments can be issued, the Batch Check and Printing Control Screen will be displayed</li> <li>• no payments can be processed:                             <ul style="list-style-type: none"> <li>• a nonpayment register will be printed</li> <li>• Payment Processing Main Menu will be redisplayed.</li> </ul> </li> </ul>									
5	<p>Batch Check and Printing Control Screen will be displayed when all payables for eligible producers have been calculated. Payables are sorted into the "B", "A", and "O" payment batches.</p> <p>On the Batch Check and Printing Control Screen, ENTER "Y" next to the applicable payment batch and PRESS "Enter" to continue the batch payment process.</p>	<p>The payables will be passed through the accounting interface for processing. Complete the payment process and print the transaction statement(s) according to 6-FI.</p>									

--\*

\*--1354 **Producer Selection Screen**

**A Example of Producer Selection Screen**

Payments can only be processed by producer, however, a variety of options have been developed that provide flexibility in payment processing. Payments can be processed for:

- all producers
- a specific producer by entering the producer's last name or the last 4 digits of the producer's ID number.

The following is an example of the Producer Selection Screen.

```
MHxxxxx          000-COUNTY          SELECTION          MHAxxxxxxx
Selection Screen          Version: AE36  05-55-2007 16:10 Term E0
-----
          Enter "ALL" for all Producers:

          OR   Producer Last Four Digits of ID:

          OR   Producer Last Name
                (Enter Partial Name To Do An Inquiry)

Enter=Continue  Cmd3=Previous Menu
```

--\*

\*--1354 Producer Selection Screen (Continued)

**B Error Messages on Producer Selection Screen**

The following describes the error messages that may be displayed on the Producer Selection Screen.

<b>IF the following message is displayed...</b>	<b>THEN...</b>	<b>Action</b>
“Producer Does Not have a LIP-II or LCP Application on file.”	A valid producer was selected, but the producer does not have an approved application on file for the applicable program.	Ensure that the producer has application on file with a valid approval date.
“Producer is not on the LIP-II or LCP Application File.”	an ID number was entered, but a match was not found on the application file.	Ensure that the correct ID number is entered or select the producer by entering the producer’s last name.
“Selected Producer ID or range of Producer ID’s conflicts with the Producer ID or range of Producer ID’s on Workstation XX.”	payment for the producer is being processed on another workstation.	PRESS “Enter” to terminate the request.
“Must enter Last Name or Last 4.”	“Enter” was pressed without selecting a producer on the Producer Selection Screen.	Select a specific producer, or all producers.
“Invalid ID Number - Please Try Again.”	an ID number was entered, but the last 4 digits of the producer ID number does not match any active ID number on the name and address file.	Ensure that the correct last 4 digits are entered or, select the producer by entering the producer’s last name.
“More Than 1 Method Used for Producer Selection Field.”	an entry was recorded in more than 1 producer selection field.	Enter producer selection data in only 1 field.

--\*

\*--1355 Batch Check and Printing Control Screen

**A Example of Batch Check and Printing Control Screen**

After all payment records for selected producers have been processed and the payment amounts have been calculated, the Batch Check and Printing Control Screen will be displayed if payments can be issued to at least 1 producer that was selected on the Producer Selection Screen.

The Batch Check and Printing Control Screen will be displayed with the number of work records:

- to be processed
- that have been processed
- remaining to be processed.

**Note:** The number of work records listed **does not** always match the number of CCC-184's to be printed or the number of EFT's to be processed.

**Example:** If the producer has an assignment and part of the payment is being used to fulfill the assignment, then two CCC-184's will be printed, but only 1 work record will be displayed for processing.

The following is an example of the Batch Check and Printing Control Screen.

```

MHAXNN                000-County                ENTRY                MHAXXXXXX
XXX Payments                Version: XXXX    05-55-2007    16:21    Term E0
-----
          BATCH CHECK and PRINTING CONTROL

Warning  Record count does not accurately reflect check
         count especially when 'A' or 'O' batches are processed.

         28 Check records to be processed
         0  Have been processed
         28 Records remain to be processed

Enter (Y)es to start or continue a Batch Print Processing.

Only one "Y" entry will be accepted.

         17 "B" (regular payments) work records to be processed
         3  "A" (assignments) work records to be processed
         8  "O" (claims/receivables) work records to be processed

                                         Enter-Continue
    
```

--\*

**\*--1355 Batch Check and Printing Control Screen (Continued)****B Sorting Payable Records**

For LIP-II and LCP payments, payables are sorted into the following 3 categories.

- “B” - batch payments have no special circumstances. These records are sent in batches of 200 or less.
- “A” - assignment payments marked in the name and address file as having an assignment or joint payee form on file. These records are sent in batches of 100 or less.
- “O” - online payments marked in the name and address file as having 1 of the following flags set to “Y”:
  - receivable
  - claim
  - other agency claim
  - bankruptcy
  - deceased
  - missing
  - incompetent.

**Notes:** These records are sent in batches of 50 or less.

The “O” batch of payments requires user intervention. See 6-FI.

**C Selecting Batches to Print or Suspend**

Batches of payments may be selected for processing in several different ways. The following provisions apply to batch payment processing.

- When a batch of payments is selected, that entire batch must be completed before selecting another batch to be printed.
- Batches may be selected in any order.
- After a batch of payments completes printing, the option to select that batch is no longer available.--\*

\*--1355 Batch Check and Printing Control Screen (Continued)

**D Batch Print Capability**

The following lists the options available on the Batch Check and Printing Control Screen.

Selection	Action	Result
Start batch print processing on either of the following batches:  <ul style="list-style-type: none"> <li>• "B"</li> <li>• "A".</li> </ul>	ENTER "Y" in the field before either of the following batches:  <ul style="list-style-type: none"> <li>• "B"</li> <li>• "A".</li> </ul>	Accounting-Checkwriting Screen ANK00201 will be displayed to enter CCC-184 information. See 6-FI.
Start batch print processing on batch "O".	ENTER "Y" in the field before batch "O".	Screen ABK10001 will be displayed. See 6-FI.  <b>Notes:</b> Screen ABK10001 allows the user to enter amounts in the "Other Payees" field. This field can be used to process payments for producers with name and address flags set to "Y" for:  <ul style="list-style-type: none"> <li>• receivable</li> <li>• claim</li> <li>• other agency claim</li> <li>• bankruptcy</li> <li>• deceased</li> <li>• missing</li> <li>• incompetent</li> <li>• nonresident alien.</li> </ul> The amount of the setoff and the payee should be known <b>before</b> accessing this batch.

--\*



**\*--1356 LIP-II and LCP Funds Control Verification**

**A Funds Control Verification**

LIP-II and LCP payments use the e-Funds accounting process which controls funding allotments, monitors program spending, and halts program disbursements when the funding allocation has been exhausted. The payment process will function in the normal manner up to the point of sorting the payables into the applicable payment batches.

A check will be performed to ensure that adequate funds are available to process all pending payments in the county.

If the accumulated net payment amount for all pending payments:

- exceeds the funding allotment for the County Office, then:
  - the payment process will be aborted without being issued
  - a Funds Control Exception Report from the Accounting Process will be printed
  - the County Office can process payments individually, or in smaller batches, by producer unless or until an increased funding allotment is obtained
- does not exceed the funding allotment for the County Office, then the payables will be processed in the normal manner. See 6-FI.--\*

\*--1356 LIP-II and LCP Funds Control Verification (Continued)

**B Informational Screen**

The following is an example of the Payment Informational Screen that will be displayed when the funds control verification process fails on the Accounting side.

**Note:** When the user presses “Enter”, the LIP-II or LCP Payment Process Menu will be displayed.

```

                                000 County                                MESSAGE
Payment Informational Screen      Version: AF36 04/10/2006 Term EO
-----
      This is a funds controlled program.

      The payments being processed did not pass the accounting
      verification process. It is possible that the total amount
      of the payments being processed exceeds the available funding
      allocation for the county.

      A verification or exception report should print on the system
      printer or is held on the spool file.

      Refer to the applicable program handbook for additional information."

                                Press 'Enter' to Exit

Enter=Continue
    
```

--\*

1357-1359 (Reserved)

**\*--Section 2 Canceling Payables****1360 Canceling Erroneous LIP-II and LCP Payments****A Overview**

After payment processing has been completed, County Offices shall review transaction statements to ensure that the correct disbursements have been generated. If an error is determined, the payable **shall** be canceled. To cancel the payment, on the Payment Processing Main Menu, ENTER "2", "Cancel Payables".

**B When to Cancel Payables**

Payables **shall be** canceled using the LIP-II or LCP payment software, as applicable, **only** when original payable amounts are incorrect and the following apply:

- CCC-184 is available (County Office has physical possession of CCC-184)
- direct deposit records have not been queued or transmitted.

**C When to Correct Payable Through the Accounting Application**

In some situations, data in the accounting application needs to be corrected and a substitute CCC-184 issued. Use the accounting cancel/issue substitute option according to 1-FI when any of these situations apply:

- payee on an original CCC-184 is incorrect but payable amount is correct
- 1 or more CCC-184's in a printed batch needs to be reprinted
- CCC-184 is lost, stolen, or destroyed
- CCC-184 is expired.

**Note:** If the computer-generated CCC-184 numbers on CCC-184's do **not** match the preprinted CCC-184 numbers, see 1-FI, paragraph 233.--\*

**\*--1360 Canceling Erroneous LIP-II and LCP Payments (Continued)****D When Not to Cancel Payables Through LIP-II and LCP Application Software**

Payables shall **not** be canceled from the LIP-II or LCP application software when either of the following situations applies:

- CCC-184 is **not** available (County Office does **not** have physical possession of CCC-184)
- direct deposit record has been queued or transmitted.

Once CCC-184 has been issued to the producer or the direct deposit record queued or transmitted, an overpayment or underpayment situation exists if the payable was incorrect.

If an over overpayment or underpayment situation exists, then complete 1 of the following:

- compute the overpayment according to paragraph 1375
- issue additional payment amounts if the producer was underpaid according to paragraph 1353.--\*

\*--1360 Canceling Erroneous LIP-II and LCP Payments (Continued)

**E Examples of Payable Cancellation Situations**

The following provides examples of when payables shall be canceled and which application should be used for the cancellation.

Situation	Action	
Something on CCC-897 or CCC-898 was entered in the system incorrectly. CCC-184: <ul style="list-style-type: none"> <li>• was generated for the incorrect amount</li> <li>• has <b>not been</b> issued to the producer.</li> </ul>	Cancel the payable through the LIP-II or LCP application by: <ul style="list-style-type: none"> <li>• canceling all payables associated with CCC-184</li> <li>• correcting the situation that caused the incorrect payment to be issued</li> <li>• reissuing the payment through payment processing.</li> </ul>	
Something on CCC-897 or CCC-898 was entered in the system incorrectly. CCC-184: <ul style="list-style-type: none"> <li>• was generated for the incorrect amount</li> <li>• <b>has been issued and mailed</b> to the producer.</li> </ul>	Do <b>not</b> cancel the payable. Correct the situation that caused the payment to be calculated incorrectly.	
	<b>IF the original CCC-184 resulted in the producer being...</b> underpaid	<b>THEN...</b> issue an additional payment to the producer.
	overpaid	compute and transfer the overpayment to CRS according to paragraphs 1375 and 1376.
CCC-184 was lost, stolen, or destroyed and notification has been received from KC-ADC that CCC-184 has not been negotiated.	Issue a substitute CCC-184 using the accounting cancel/issue substitute option according to 1-FI.	
CCC-184 has expired, but the statute of limitations has not elapsed.		

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\*--1360 Canceling Erroneous LIP-II and LCP Payments (Continued)

**F Instructions for Canceling Payments**

Extra caution **shall** be observed when canceling payables to ensure that:

- correct payables are being canceled
- only payables for which CCC-184 is in the County Office or the direct deposit records have not been queued or transmitted to the producer’s financial institution are being canceled
- payables are being canceled through the proper application.

Step	Action	Result
1	Access the Payment Processing Main Menu according to subparagraph 1353 C.	
2	On the Payment Processing Main Menu, ENTER “2”, “Cancel Payables”, and PRESS “Enter”.	The Cancel Screen warning message will be displayed.
3	The Cancel Screen warning message is an informational warning screen reminding the user that the payable <b>shall not</b> be canceled if: <ul style="list-style-type: none"> <li>• CCC-184 has been mailed to the producer and is <b>not</b> available in the County Office</li> <li>• EFT has been transmitted to the producer’s financial institution.</li> </ul>	
	<b>IF the payable is...</b>	<b>THEN...</b>
	available	PRESS “Enter” to continue the cancellation process.
	not available	PRESS “Cmd7”.
		The Producer Selection Screen will be displayed. Go to step 4.
		The Payment Processing Main Menu will be displayed.

--\*

\*--1360 Canceling Erroneous LIP-II and LCP Payments (Continued)

F Instructions for Canceling Payments (Continued)

Step	Action		Result
4	The Producer Selection Screen requires the user to enter specific data about the payable to be canceled. See subparagraph 1361 A for additional information on the Cancel Screen for canceling a payable.		
	<b>IF the user wants to...</b>	<b>THEN on the Producer Selection Screen...</b>	
	continue with the payable cancellation	<ul style="list-style-type: none"> <li>• enter <b>all</b> of the following data:                             <ul style="list-style-type: none"> <li>• last 4 digits of the producer’s ID number, or partial name to do an inquiry</li> <li>• transaction number for the payable to be canceled</li> </ul> </li> <li>• PRESS “Enter”.</li> </ul>	If there is an active payable on the payment history file that matches the criteria entered, then the Cancel Payable Selection Screen will be displayed.  <b>Note:</b> If more than 1 producer is found on the name and address file matching the criteria entered, Screen MACRO4-01 will be displayed, allowing the user to select the desired producer.
	end processing without canceling a payable	PRESS “Cmd3”.	The Payment Processing Main Menu will be displayed.
5	The Cancel Payable Selection Screen provides the user with information about the payable being canceled, including the following: <ul style="list-style-type: none"> <li>• producer name and ID number and type</li> <li>• transaction number for the payable being canceled</li> <li>• date the payable was issued</li> <li>• applicable program</li> <li>• net payment amount.</li> </ul>		

--\*

\*--1360 Canceling Erroneous LIP-II and LCP Payments (Continued)

F Instructions for Canceling Payments (Continued)

Step	Action		Result
5 (Cntd)	<b>IF the user wants to...</b>	<b>THEN on the Cancel Payable Selection Screen...</b>	
	cancel a payable associated with CCC-184	<ul style="list-style-type: none"> <li>• ENTER "X" in the "SEL" field next to the payable for cancellation</li> <li>• ENTER "N" to the question, "Has the payment been mailed or transmitted to the producer?"</li> <li>• PRESS "Cmd5" to cancel the payable.</li> </ul> <p><b>Reminder:</b> The payable shall <b>not</b> be canceled if the check is not available in the County Office.</p>	<p>A verification message will be displayed on the Cancel Payable Selection Screen.</p> <p>If the selections are correct, then PRESS "Cmd5" again and Screen ANK52010 will be displayed.</p> <p><b>Warning:</b> When "Cmd5" is pressed again, users will not have another opportunity to end processing without canceling the payable.</p>
	cancel an EFT payable	<ul style="list-style-type: none"> <li>• ENTER "X" in the "SEL" field next to the payable for cancellation</li> <li>• ENTER "N" to the question, "Has the payment been mailed or transmitted to the producer?"</li> <li>• PRESS "Cmd5" to cancel the payable.</li> </ul> <p><b>Reminder:</b> The payable shall <b>not</b> be canceled if the EFT record has been transmitted.</p>	<p>A verification message will be displayed on Cancel Payable Selection Screen.</p> <p>If the selection is correct, PRESS "Cmd5" again and Screen ANK52040 will be displayed confirming that the payable has been deleted from the direct deposit file. On Screen ABK53005, PRESS "Enter" to print the producer transaction statement.</p> <p><b>Warning:</b> When "Cmd5" is pressed again, users will not have another opportunity to end processing without canceling the payable.</p> <p><b>Note:</b> Screen ANK52020 will be displayed if the selected payable has already been transmitted to the producer's financial institution. See 6-FI for instructions on establishing the receivable.</p>

--\*



\*--1360 Canceling Erroneous LIP-II and LCP Payments (Continued)

**F Instructions for Canceling Payments (Continued)**

Step	Action		Result
5 (Cntd)	<b>IF the user wants to...</b>	<b>THEN on the Cancel Payable Selection Screen...</b>	
	end without canceling	PRESS "Cmd7".	Payment Processing Main Menu will be displayed.
6	Screen ANK52010 requires the user to specify whether or not CCC-184 is available. How this question is answered will determine whether receivables are or are not created. For fiscal tracking purposes, it is very <b>important</b> that this question be answered accurately.		
	<b>IF CCC-184 is...</b>	<b>THEN on Screen ANK52010...</b>	
	available in the County Office and has <b>not</b> been cashed by the producer	<ul style="list-style-type: none"> <li>• ENTER "Y" to the question, "Is the check to be canceled available?"</li> <li>• PRESS "Enter".</li> </ul>	Screen ANK53005 will be displayed. See 6-FI to complete the cancellation process.
	not available	<ul style="list-style-type: none"> <li>• ENTER "N" to the question, "Is the check to be canceled available?"</li> <li>• PRESS "Enter".</li> </ul>	Screen ANK52020 will be displayed. See 6-FI to properly establish the receivable.

--\*

**\*--1361 Cancel Screen for Canceling a Payable**

**A Example of Cancel Screen for Canceling a Payable**

LIP-II and LCP payments can only be canceled if both of the following are entered on the Producer Selection Screen:

- producer identification, by entering either of the following:
  - the producer’s last name
  - last 4 digits of the producer’s ID number
- transaction number associated with the payable issued to the selected producer.

The payment cancellation process has been developed to restrict the number of payables displayed on the Cancel Screen for canceling a payable. This:

- ensures that the correct payables are displayed for a requested producer
- reduces the possibility that the wrong payable will be canceled accidentally.

The following is an example of the Cancel Screen for canceling a payable.

```

MHAXXX                000-COUNTY                SELECTION    MHAXXXXX
2005 XXX Cancel Screen                Version: AE36  04-10-2006 16:45 Term E0
-----
                                Producer Last Four Digits of ID:

                                OR   Producer Last Name
                                       (Enter Partial Name To Do An Inquiry)

                                and   Transaction Number

Cmd3=Previous Menu                Enter=Continue
    
```

--\*

\*--1361 Cancel Screen for Canceling a Payable (Continued)

**B Error Messages**

The following describes error messages that may be displayed on the Cancel Screen for canceling a payable.

**Recommendation:** The PPH Report includes all payables issued to the producer with the transaction number for each payable. It is recommended that the County Office use the PPH Report to verify the payable to be canceled.

<b>IF the following message is displayed...</b>	<b>THEN...</b>	<b>Action</b>
"Enter Producer ID & Type or Last 4 of Id or Last Name and Transaction Num."	"Enter" was pressed without selecting both a producer and transaction number on the Producer Selection Screen.	Select a specific producer and enter the associated transaction number for the payable to be canceled.
"Invalid ID number - Please Try Again."	either of the following were entered: <ul style="list-style-type: none"> <li>• an ID number and ID type that is not on the name and address file</li> <li>• last 4 digits of the producer ID number do not match any active ID number on the name and address file.</li> </ul>	Ensure that the correct ID number and type, or last 4 digits are entered or, select the producer by entering the producer's last name.
"Entry must be Blank when entering a Producer ID and Type."	an entry was recorded in more than 1 producer selection field.	Enter producer selection data in only 1 field.
"Invalid Transaction Number. Please Reenter."	a valid producer was selected and there are records on the payment history file associated with the producer, but the transaction number entered does not match the transaction number for any payable associated with the producer.	Enter the transaction number associated with the record for the total payable. See the PPH Report to determine transaction numbers.  <b>Note:</b> See paragraph 1393 for additional information on the data printed on PPH Report.

--\*

\*--1361 Cancel Screen for Canceling a Payable (Continued)

**B Error Messages (Continued)**

<b>IF the following message is displayed...</b>	<b>THEN...</b>	<b>Action</b>
"Total Record NOT Found on Payment History for Selected Transaction Number."	a valid transaction number was entered for a payable associated with the producer, however, the transaction number entered is not for the "total" record.	Enter the transaction number associated with the record for the payable to be canceled. See the PPH Report to determine transaction numbers.  <b>Note:</b> See paragraph 1393 for additional information on the data printed on the PPH Report.
"Producer Does Not Have an Active Record on the Payment History File."	a valid producer was selected, but there are no records on the payment history file associated with the selected producer.	Ensure that the correct ID number is entered or select the producer by entering the producer's last name.
"Selected Producer ID conflicts with the Producer ID on Workstation XX."	a cancellation for the producer is being processed on another workstation.	PRESS "Enter" to terminate the request.

--\*

\*--1362 Cancel Screen for Selecting a Payable for Cancellation

**A Example of Cancel Screen for Selecting a Payable for Cancellation**

After a payable has been selected on the Cancel Screen for canceling a payable, the Cancel Screen for selecting a payable for cancellation will be displayed with data from the payment history file to allow the user to verify the correct payable has been selected.

The following information will be displayed on the Cancel Screen for selecting a payable for cancellation:

- producer name, ID number, and ID type
- transaction number for the “total” record
- payment issue date
- net payment amount.

**Note:** Since the payable was selected by entering the transaction number on the Cancel Screen for canceling a payable, only 1 payable will be displayed on the Cancel Screen for selecting a payable for cancellation.

The following is an example of the Cancel Screen for selecting a payable for cancellation.

```

MHAXXX                      107-Tulare                      SELECT                      MHAXXXXX
2005 XXX Cancel Screen      Version: AD67      04-12-2006 12:51      Term E0
-----
                          SELECT PAYABLE FOR CANCELLATION

Enter 'X' in the SEL column to select a payable for cancellation

Producer Name:      John Doe                      Producer ID:      6789 S
Transaction Number: W123456789

SEL      Issue Date      Net Payment
--      -
      04-10-2007      $18,235

Has the payment been mailed or transmitted to the producer?  __

Cmd5=Update      Cmd7=End
    
```

--\*

\*--1362 Cancel Screen for Selecting a Payable for Cancellation (Continued)

**B Required Fields on the Cancel Screen for Selecting a Payable for Cancellation**

The following fields require entry on the Cancel Screen for selecting a payable for cancellation.

Field	Description/Action	
SEL	Allows the user to select the payable to be canceled. ENTER "X" next to the payable to be canceled.	
"Has the payment been mailed or transmitted to the producer?"  <b>Note:</b> Answering this question may not affect whether receivables are created when the cancellation is complete.	ENTER "Y" or "N".	
	IF...	THEN the...
	"N" was entered  <b>Note:</b> This indicates the payment is in the County Office or EFT has not been transmitted.	message, "If selection is correct, PRESS 'CMD5' to verify", will be displayed.
"Y" was entered  <b>Note:</b> This indicates the payment has been issued to the producer.	informational message, "Receivables may be created if the user presses 'Cmd5' to continue", will be displayed. This is the last opportunity to exit without canceling.	

--\*

\*--1362 Cancel Screen for Selecting a Payable for Cancellation (Continued)

**C Error Messages on the Cancel Screen for Selecting a Payable for Cancellation**

The following describes the error messages that may be displayed on the Cancel Screen for selecting a payable for cancellation and the action that shall be taken.

<b>IF the following message is displayed...</b>	<b>THEN...</b>	<b>Action</b>
"Invalid Response"	something other than "X" was entered in the "SEL" field.	ENTER "X" to select the payable for cancellation.
	something other than "Y" or "N" was entered in the "Has the payment been mailed or transmitted to the producer?" field.	ENTER "Y" or "N".
"If Selection is correct, PRESS 'Cmd5' to verify"	the payable was selected for cancellation and required field entries have been entered.	Do either of the following: <ul style="list-style-type: none"> <li>• if the selected payable is correct, PRESS "Cmd5" again to complete the cancellation</li> <li>• if the selected payable is <b>not</b> correct, PRESS "Cmd7" to end processing.</li> </ul> <p><b>Warning:</b> After "Cmd5" is pressed, user will not have another opportunity to end processing without canceling the payable.</p>

--\*

**\*--1363 Canceling LIP-II or LCP Payment Process****A When Not to Cancel a Payable During Batch Processing**

Paragraph 1353 provides procedures for the LIP-II and LCP payment process and steps to be taken during system processing. A problem will result if a user cancels the payment process from the system console. The payment process should **not** be canceled once processing has begun. As a result of canceling the payment process:

- the payment data for all “B”, “A”, and “O” batches is left behind on the system in such a way that the data can no longer go through the accounting process
- there is no way to complete issuing payments to producers in those payment batches as the system is designed to continue processing a properly suspended payment batch only
- producers will **not** be issued a LIP-II or LCP payment
- County Offices will require assistance from the National Help Desk if a LIP-II or LCP payment process has been erroneously canceled.

**B Identifying an Erroneously Canceled Payment Process**

County Offices can recognize the problem in 1 of 2 ways.

- A single producer is selected for processing on the Producer Selection Screen. If that producer was involved in a previously canceled payment batch, then the payment screens will display as if a payment is being calculated, but will return the user to Payment Processing Main Menu without displaying the Batch Check and Printing Control Screen.
- After running a payment batch, any producer involved in the previously canceled payment batch will not be listed on either the pending or nonpayment register.

The National Help Desk should be contacted if a LIP-II and LCP payment batch has been erroneously canceled.--\*

**1364-1369 (Reserved)**



**\*--Section 3 Overpayment Processing****1370 General Overpayments Provisions****A Introduction**

The LIP-II and LCP payment processes are integrated processes that read a wide range of files to determine whether payments issued to a producer were earned in full or in part.

Overpayments shall be calculated for all producers at least once every 60 calendar day.

**B Running the Overpayment Process**

Overpayments may be calculated at any time by either of the following methods:

- all producers
- specific producer.

However, the system will force an “ALL” process to be run every 60 calendar days. If it has been 60 calendar days since the last “ALL” overpayment batch has been run, then the message, “The Overpayment File is more than 60 calendar days old. All overpayments must be run; do you want to run an all overpayment cycle at this time? ENTER ‘Y’ to run the all cycle or ‘N’ to end this process.”, will be displayed.

**Note:** An “ALL” overpayment batch must be completed the first time option 1, “Compute Overpayments”, on the Overpayment Processing Menu.

If this message is received, then overpayments may **not** be processed for a specific producer until the “ALL” batch has been completed.

**Note:** Each time the overpayment process is run, the previous overpayment file will be deleted.

**C Required Processing**

Overpayments shall be calculated for all producers at least once every 60 calendar days to ensure that:

- producers are timely notified of overpayments
- the finality rule will not apply.--\*

**\*--1370 General Overpayments Provisions (Continued)****D Collecting Overpayments**

County Offices shall take necessary action to collect overpayments **immediately** upon determining that a legitimate overpayment exists. Before an overpayment is transferred to CRS, County Offices shall:

- verify the debt is actually owed to CCC
- correct the condition causing the overpayment if the overpayment is not legitimate.

**E Overpayment Less Than \$100**

See 58-FI for small balance write-offs or debts of \$25 to \$100.

**F DD Review**

DD's shall review the overpayment register to ensure that County Offices are:

- running the overpayment process in a timely manner
- collecting overpayments in a timely manner
- correcting information in the system that creates an erroneous overpayment condition.

**G Register Retention**

County Offices shall retain copies of LIP-II and LCP overpayment registers for 1 year from the date the overpayment register is prepared.--\*

**\*--1371 Charging Interest****A Introduction**

Program interest shall be charged on all LIP-II and LCP overpayments to producers when the:

- producer becomes ineligible after payments have been issued
- COC has determined fraud, scheme, or device for the producer.

**B When Program Interest Applies**

A producer will be charged program interest if COC determines that the producer is ineligible for payment. Reasons for ineligibility include, but are not limited to, the following:

- erroneously or fraudulently represented any fact affecting a determination
- knowingly adopted a scheme or device that tends to defeat the purposes of LIP-II or LCP
- misrepresented their interest and subsequently received a LIP-II and LCP payment
- did **not** meet commensurate contribution requirements for “person”
- does **not** meet AGI requirements
- does **not** meet conservation compliance provisions
- does **not** meet controlled substance provisions.

Program interest for ineligible producers shall be charged from the date of disbursement. The system will compute this interest when the overpayment is transferred to CRS.

**C When Not to Charge Interest**

Interest shall **not** be charged if the producer:

- is not determined to be ineligible as defined in subparagraph B
- returns CCC-184 without being cashed
- refunds the payment voluntarily.--\*

**\*--1372 Debt Basis Codes**

**A Introduction**

The debt basis code is the code transferred to CRS that identifies the reason for the debt. The system will default to the appropriate code coinciding with the message printed on the overpayment register. Under certain conditions, the displayed debt basis code may be changed. However, it is important that the debt basis code transferred to CRS is correct to track all overpayments.

**B Overpayments Found as Result of Audits**

If an overpayment is discovered as the result of an audit, the first 2 digits of the debt basis code **must** be changed to "19". The system will then require that the audit number that identified the overpayment be entered in the "Audit No." field.--\*

\*--1372 Debt Basis Codes (Continued)

**C Allowable Basis Codes**

The appropriate debt basis code will be displayed based on the condition that caused the overpayment, however, in some cases the code displayed should be changed to:

- “10-421” if the producer did not comply with program requirements
- “10-423” for fraud, scheme, or device.

The following identifies the system-displayed debt basis codes and specifies whether the code can be changed.

<b>IF the overpayment message is...</b>	<b>THEN the system will default the basis code to...</b>	<b>And the debt basis code...</b>
“Producer has exceeded effective payment limitation.”	“10-426”	<b>cannot</b> be changed.
“Producer is not eligible due to person determination status.”	“10-427”	can be changed to:  <ul style="list-style-type: none"> <li>• “10-421” or “19-421”</li> <li>• “19-423” or “19-423”</li> <li>• “10-428” or “19-428”</li> <li>• “10-429” or “19-429”.</li> </ul>
“Producer is not eligible due to AD-1026 certification status.”		
“Producer is not eligible due to conservation compliance violation.”		
“Producer is not eligible due to controlled substance violation.”		
“Producer is not eligible due to Fraud, including FCIC, violation.”		
“Producer does not meet AGI provisions.”		
“Total payments issued to the producer or member exceeds the earned payment amount on the application.”	“10-428”	can be changed to:  <ul style="list-style-type: none"> <li>• “10-421” or “19-421”</li> <li>• “10-423” or “19-423”</li> <li>• “10-428” or “19-428”</li> <li>• “10-429” or “19-429”.</li> </ul>

--\*

\*--1372 Debt Basis Codes (Continued)

**C Allowable Basis Codes (Continued)**

IF the overpayment message is...	THEN the system will default the basis code to...	and the debt basis code...
any of the following: <ul style="list-style-type: none"> <li>• “Application is not approved for payment.”</li> <li>• “Producer is a federal entity and not eligible for program benefits.”</li> <li>• “Member information not found for the joint operation.”</li> <li>• “Application is approved, but producer ID number and/or business type is not valid for payment purposes.”</li> </ul>	“10-429”	cannot be changed.

**D Interest Information**

The following interest information must be recorded if the debt basis code is “10-421”, “10-423”, “10-427”, “19-421”, “19-423”, or “19-427”:

- interest start date should be the date of the original LIP-II and LCP disbursement, as applicable
- interest rate:
  - must be greater than 0 and less than 25
  - should be the applicable late payment interest rate in effect on the date the original payment was disbursed. See 50-FI for interest rates.--\*

1373, 1374 (Reserved)

**\*--1375 Computing Overpayments****A Accessing Overpayment Processing Menus**

LIP-II and LCP overpayment processing options are accessed from their respective Payment Processing Main Menu. Access each of the overpayment processes according to subparagraph 1353 C.

**B Example of Overpayment Processing Menu**

The following is an example of the Overpayment Processing Menu.

```
Command                      MHAXXX                      E0
2005 XXX Overpayment Processing Menu
-----
      1. Compute Overpayments
      2. Reprint Overpayment Register
      3. Transfer Overpayments to CRS
      4. Cancel Overpayments

      20. Return to Application Primary Menu
      21. Return to Application Selection Menu
      22. Return to Office Selection Screen
      23. Return to Primary Selection Menu
      24. Sign off

Cmd3=Previous Menu

Enter option and press "Enter".
```

--\*

\*--1375 Computing Overpayments (Continued)

**C Processing Overpayments**

County Offices shall compute LIP-II and LCP overpayments according to the following.

Step	Action	Result	
1	Access Payment Processing Menu subparagraph 1353 C.		
2	ENTER "1", "Compute Overpayments", and PRESS "Enter".	The Printer Selection Screen will be displayed.	
3	The Printer Selection Screen allows the user the select the printer where the overpayment register should be sent after overpayments have been computed. <ul style="list-style-type: none"> <li>• Enter the printer ID number.</li> <li>• PRESS "Enter".</li> </ul>	The producer overpayment Selection Screen will be displayed.	
4	The producer overpayment Selection Screen provides users with several options for processing overpayments. Select either a specific producer or all producers according to the following.		
	Selection	Action	Result
	Process overpayments for all producers.	ENTER "ALL" in the "Enter all for all Producers" field, and PRESS "Enter".	The overpayment process will run for all producers on the payment history file to determine which producers are overpaid.
Process overpayments for a selected producer.	Enter 1 of the following, and PRESS "Enter": <ul style="list-style-type: none"> <li>• last 4 digits of the producer's ID number in the "Producer Last Four Digits of ID" field</li> <li>• producer's last name in the "Producer Last Name" field.</li> </ul>	If the selected producer is on the payment history file, then the overpayment process will run for the selected producer to determine whether the producer is overpaid. <b>Note:</b> If more than 1 producer is found on the name and address file matching the criteria entered, Screen MACR04-01 will be displayed to allow the user to select the desired producer.	
5	After the overpayment computation process has completed: <ul style="list-style-type: none"> <li>• the Overpayment Processing Menu will be redisplayed</li> <li>• the overpayment register will be sent to the printer selected in step 3.</li> </ul>		

--\*



\*--1375 Computing Overpayments (Continued)

**D Error Messages**

The following provides messages that may be displayed while computing overpayments.

Message	Reason for Message	County Office Action	
		IF the...	THEN...
“Invalid ID Number - Please Try Again.”	The producer selected is not on the payment history file.	correct producer was selected	no action is necessary because the producer: <ul style="list-style-type: none"> <li>• has <b>not</b> been issued a payment</li> <li>• is <b>not</b> overpaid.</li> </ul>
		incorrect producer was selected	re-enter the correct producer selection criteria.
“More Than 1 Method Used for Producer Selection.”	An entry was recorded in more than 1 producer selection field.	Enter producer selection data in only 1 field.	
“Must enter Producer ID and Type, Last Name, or Last 4.”	“Enter” was pressed without selecting a producer on the producer overpayment Selection Screen.	Select a specific producer or all producers.	
“The Overpayment File is more than 60 calendar days old. All overpayments must be run; do you want to run an all overpayment cycle at this time? ENTER ‘Y’ to run the cycle or ‘N’ to end this process.”	An “ALL” overpayment batch has not been run in the last 60 calendar days, and the user is trying to process a producer or selected producers.	An “ALL” overpayment batch must be completed before overpayments can be processed for a specific producer or selected producers.	
“The overpayment process is currently being processed on another workstation. Please try again after the process has completed. PRESS “Enter” to terminate this request.”	The overpayment process can only be accessed from one workstation at a time.	Access the overpayment process after the current overpayment job is completed from the other terminal.	

--\*

**\*--1376 Transferring Overpayments to CRS**

**A Action Required Before Establishing Receivables**

Before any overpayment is transferred to CRS, County Offices shall verify that the overpayment amount listed on the overpayment register is actually a debt due by the producer. If it is determined that the overpayment is **not** a legitimate overpayment, County Offices shall correct conditions causing the producer to be erroneously listed on the overpayment register. This will ensure that the overpayment is not inadvertently transferred to CRS.

**B Transferring Amounts to CRS**

Once it has been determined that the producer is actually overpaid and that a receivable should be established, County Offices shall transfer the overpayment to CRS according to the following.

Step	Action	Result
1	Access the Overpayment Processing Menus according to subparagraph 1353 C.	
2	ENTER "3", "Transfer Overpayments to CRS", and PRESS "Enter".	The Producer Selection Screen will be displayed.  <b>Note:</b> The message, "No Overpayments To Be Selected", will be displayed if there are not any calculated overpayments on the overpayment file.

--\*

\*--1376 Transferring Overpayments to CRS (Continued)

**B Transferring Amounts to CRS (Continued)**

Step	Action	Result								
3	The Producer Selection Screen provides users with several options for selecting which overpayment amounts listed on the overpayment register should be transferred to CRS. Select either a specific producer or all producers according to the following.									
	<table border="1"> <thead> <tr> <th data-bbox="423 470 626 506">Selection</th> <th data-bbox="626 470 1049 506">Action</th> </tr> </thead> <tbody> <tr> <td data-bbox="423 506 626 695">Display all producers listed on the overpayment register.</td> <td data-bbox="626 506 1049 695">ENTER "ALL" in the "Enter "ALL" for all producers" field, and PRESS "Enter".</td> </tr> <tr> <td data-bbox="423 695 626 1205">Display a selected producer listed on the overpayment register.</td> <td data-bbox="626 695 1049 1205">                     Enter 1 of the following, and PRESS "Enter":                     <ul style="list-style-type: none"> <li>• last 4 digits of the producer's ID number in the "Producer Last Four Digits of ID" field</li> <li>• producer's last name in the "Producer Last Name" field.</li> </ul>                     PRESS "Enter".                 </td> </tr> </tbody> </table>	Selection	Action	Display all producers listed on the overpayment register.	ENTER "ALL" in the "Enter "ALL" for all producers" field, and PRESS "Enter".	Display a selected producer listed on the overpayment register.	Enter 1 of the following, and PRESS "Enter": <ul style="list-style-type: none"> <li>• last 4 digits of the producer's ID number in the "Producer Last Four Digits of ID" field</li> <li>• producer's last name in the "Producer Last Name" field.</li> </ul> PRESS "Enter".	<table border="1"> <tbody> <tr> <td data-bbox="1053 506 1489 695">All producers listed on the most recently computed overpayment register will be displayed on the Overpayments Selection Screen.</td> </tr> <tr> <td data-bbox="1053 695 1489 1205">                     The Overpayments Selection Screen will be displayed with general information about all overpayments for the selected producer.                        <b>Note:</b> If more than 1 producer is found on the name and address file matching the criteria entered, Screen MACR04-01 will be displayed to allow the user to select the desired producer.                 </td> </tr> </tbody> </table>	All producers listed on the most recently computed overpayment register will be displayed on the Overpayments Selection Screen.	The Overpayments Selection Screen will be displayed with general information about all overpayments for the selected producer.  <b>Note:</b> If more than 1 producer is found on the name and address file matching the criteria entered, Screen MACR04-01 will be displayed to allow the user to select the desired producer.
Selection	Action									
Display all producers listed on the overpayment register.	ENTER "ALL" in the "Enter "ALL" for all producers" field, and PRESS "Enter".									
Display a selected producer listed on the overpayment register.	Enter 1 of the following, and PRESS "Enter": <ul style="list-style-type: none"> <li>• last 4 digits of the producer's ID number in the "Producer Last Four Digits of ID" field</li> <li>• producer's last name in the "Producer Last Name" field.</li> </ul> PRESS "Enter".									
All producers listed on the most recently computed overpayment register will be displayed on the Overpayments Selection Screen.										
The Overpayments Selection Screen will be displayed with general information about all overpayments for the selected producer.  <b>Note:</b> If more than 1 producer is found on the name and address file matching the criteria entered, Screen MACR04-01 will be displayed to allow the user to select the desired producer.										

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\*--1376 Transferring Overpayments to CRS (Continued)

**B Transferring Amount to CRS (Continued)**

Step	Action	Result
4	The Overpayments Selection Screen allows users to select which overpayments should be transferred to CRS.	
	<p><b>IF the user wants to...</b></p> <p>continue with the transfer process</p> <p><b>THEN...</b></p> <ul style="list-style-type: none"> <li>• ENTER "X" in the "Sel" column next to each overpayment that should be transferred to CRS</li> <li>• PRESS "Cmd5".</li> </ul> <p><b>Note:</b> If more than 9 overpayment records exist for the producers selected on the Overpayments Selection Screen, the roll keys should be used to scroll through the list until all overpayment amounts are selected.</p>	<p>The Overpayments Transfer Confirmation Screen will be displayed for each overpayment amount selected for transfer to CRS.</p> <p><b>Note:</b> If the producer is a joint operation, the Overpayments Transfer Confirmation Screen will be displayed for:</p> <ul style="list-style-type: none"> <li>• each member of the joint operation that has an overpayment condition</li> <li>• the joint operation.</li> </ul>
	end the process without transferring the overpayment to CRS	PRESS "Cmd7". The Overpayments Processing Menu will be redisplayed.

--\*

\*--1376 Transferring Overpayments to CRS (Continued)

**B Transferring Amount to CRS (Continued)**

Step	Action	Result		
5	<p>The Overpayments Transfer Confirmation Screen will be displayed for each selected overpayment. Users have the option of:</p> <ul style="list-style-type: none"> <li>• skipping the overpayment without transferring it to CRS</li> <li>• transferring the calculated data to CRS as is</li> <li>• adjusting the data displayed for the overpayment before the data is transferred to CRS.</li> </ul> <p><b>Note:</b> Depending on the type of overpayment, County Offices can adjust some of the data displayed on the Overpayments Transfer Confirmation Screen according to subparagraph 1379 B.</p>			
	<b>IF the user wants to...</b>	<b>THEN...</b>		
	transfer the data to CRS as it is displayed	PRESS "Enter" to display the next overpayment record.	<b>IF...</b> there are additional overpayment records that were selected on the Overpayments Selection Screen	<b>THEN...</b> the Overpayments Transfer Confirmation Screen will be redisplayed each time "Enter" is pressed.
			all overpayment records have been processed	<ul style="list-style-type: none"> <li>• PRESS "Cmd5" to transfer the overpayment to CRS</li> <li>• The Overpayments Screen for batch overpayment printing control will be displayed.</li> </ul>

--\*

\*--1376 Transferring Overpayments to CRS (Continued)

**B Transferring Amount to CRS (Continued)**

Step	Action		Result	
	IF the user wants to...	THEN...	IF...	THEN...
5 (Cntd)	adjust the data before transferring the overpayment to CRS	<ul style="list-style-type: none"> <li>adjust the data according to subparagraph 1379 B</li> <li>PRESS "Enter" to display the next overpayment record.</li> </ul>	there are additional overpayment records that were selected on the Overpayments Selection Screen	the Overpayments Transfer Confirmation Screen will be redisplayed each time "Enter" is pressed.
			all overpayment records have been processed	<ul style="list-style-type: none"> <li>PRESS "Cmd5" to transfer the overpayment to CRS</li> <li>the Overpayments Screen for batch overpayment printing control will be displayed.</li> </ul>
	skip the displayed overpayment record	PRESS "Cmd2".	The Overpayments Transfer Confirmation Screen will be redisplayed with data for the next overpayment record.	
	end the process without transferring any overpayments to CRS	PRESS "Cmd7".	The Overpayments Processing Menu will be redisplayed.	

--\*

\*--1376 Transferring Overpayments to CRS (Continued)

**B Transferring Amount to CRS (Continued)**

Step	Action	Result
6	<p>The Overpayments Screen for batch overpayment printing control will be displayed for the overpayments processed on Transfer Overpayments Selection Screen. Overpayments are sorted into the “B” and “O” overpayment batches. See paragraph 1380 for a complete description of the payment batches.</p> <p>On the Overpayments Screen for batch overpayment printing control, do either of the following.</p>	
	<p><b>IF the user wants to...</b></p>	<p><b>THEN ENTER...</b></p>
	<p>complete the overpayment transfer process for either of the payment batches</p>	<p>“Y” next to the overpayment batch to be processed.</p> <p><b>Note:</b> The entire batch must be completed before the next payment batch can be processed.</p>
	<p>suspend the overpayment batch for later processing</p>	<p>“N” next to any of the overpayment batches.</p> <p>The Overpayments Processing Menu will be redisplayed.</p>

--\*

\*--1377 **Producer Selection Screen for Overpayments**

**A Example of Producer Selection Screen for Overpayments**

The following is an example of the Producer Selection Screen for overpayments. Overpayments can only be processed by producer. However, a variety of options have been developed to provide flexibility in overpayment processing. Overpayments can be processed for:

- all producers
- a specific producer by entering the producer’s last name or the last 4 digits of the producer’s ID number.

**Note:** The Producer Selection Screen for overpayments is used in processing the following:

- compute overpayments
- transfer overpayments to CRS.

```

MHAXXX          000-County          SELECTION      MHAXXXXX
2005 XXX Selection Screen          Version: AE39      05-55-2007  14:56  Term E0
-----
                                     _____
          Enter "ALL" for all Producers
                                     _____
OR      Producer Last Four Digits of ID:
                                     _____
OR      Producer Last Name
          (Enter Partial Name To Do An Inquiry) _____

Enter=Continue  Cmd3=Previous Menu
    
```

--\*



\*--1377 **Producer Selection Screen for Overpayments (Continued)**

**B Error Messages on Producer Selection Screen for Overpayments**

The following describes the error messages that may be displayed on the Producer Selection Screen for overpayments.

<b>Error Message</b>	<b>Explanation</b>	<b>Action</b>
“Must Enter Producer’s Last Name, or Last 4 digit ID. ”	“Enter” was pressed without selecting a producer on the Producer Selection Screen for overpayments.	Select a specific producer or all producers.
“Invalid ID number - Please Try Again.”	An ID number was entered that is not on the name and address file.	Ensure the correct ID number is entered or select the producer by entering the producer’s last name.
“No Producer Selected - Please Try Again.”	The last 4 digits of an ID number were entered, but a match was not found on the name and address file.	Ensure that the correct last 4 digits of the ID number are entered or select the producer by entering the producer’s last name.
<ul style="list-style-type: none"> <li>• “Entry Must Be Blank When Entering Last 4 of Producer ID.”</li> <li>• “Entry Must Be Blank When Entering a Producer Last Name.”</li> </ul>	An entry was recorded in more than 1 producer selection field.	Enter producer selection data in only 1 field.

--\*

**\*--1378 Overpayments Selection Screen**

**A Example of Overpayments Selection Screen**

After producers with overpayments have been selected on the Producer Selection Screen for overpayments, all overpayment records for the selected producers will be displayed on the Overpayments Selection Screen. General data applicable to the overpayment will be displayed, including:

- producers name, ID number, and ID type
- net overpayment amount.

**Note:** If a member of a joint operation is listed on the overpayment register, then the joint operation will be listed on the Overpayments Selection Screen. The overpayment data for the member will not be displayed until the Overpayments Transfer Confirmation Screen is displayed.

```

MHXWXX                107-TULARE                CONTROL                MHAXXXXX
2005 XXX Overpayments                Version: AE39 04-12-200X 14:59 TERM E0
-----
Enter an 'X' in the SEL column to select producer for overpayment processing

SEL Producer name                Producer ID                Overpayment
                                Amount
                                A JOHNSON                6789 S                $750

Cmd5=Update    Cmd7=End
    
```

**B Selecting Overpayments to Be Transferred to CRS**

Overpayment amounts computed for selected producers will be displayed on Overpayments Selection Screen. Select each overpayment record that should be transferred to CRS by entering “X” in the “SEL” field.

**Note:** Only select overpayment records that have been verified as a true debt. Do **not** select any overpayment record that should not be sent to CRS.

If there are more than 9 overpayment records for producers selected on the Overpayments Selection Screen, use the roll keys to scroll through the producers displayed on the screen to “indicate” the records that should be transferred. ENTER “X” in the “SEL” field next to each overpayment that should be transferred to CRS.

When all overpayments have been “indicated”, PRESS “Cmd5” to continue the CRS transfer process.

**Note:** None of the data displayed on the Overpayments Selection Screen can be modified.--\*

\*--1378 Overpayments Selection Screen (Continued)

**C Error Messages**

The following describes the error messages that may be displayed on the Overpayments Selection Screen.

Error Message	Explanation	Action	
"Invalid Response - Only Cmd5 and Cmd7 are allowed."	Something other than "Cmd5" or "Cmd7" was pressed.	<b>IF all overpayment records...</b>	<b>THEN...</b>
		have been "marked" for transfer	PRESS "Cmd5" to continue with the transfer process.
		have <b>not</b> been "marked" for transfer	<ul style="list-style-type: none"> <li>• place "X" in the "SEL" field next to each overpayment that should be transferred to CRS</li> <li>• PRESS "Cmd5" to continue with the transfer process.</li> </ul>
"Invalid Response - Enter 'X' to Select Overpayment."	Something other than "X" was entered in the "SEL" field.		

--\*

\*--1379 Overpayments Transfer Confirmation Screen

A Example of Overpayments Transfer Confirmation Screen

After overpayments have been selected for transfer, the Overpayments Transfer Confirmation Screen will be displayed for:

- each selected overpayment record
- members of joint operations.

County Offices are allowed to adjust overpayment data on the Overpayments Transfer Confirmation Screen before transferring the overpayment to CRS. See subparagraph B for additional information on which fields can be adjusted.

**Important:** Adjust overpayment data on the Overpayments Transfer Confirmation Screen before transferring the overpayment to CRS. The data cannot be adjusted after it is updated in CRS.

The following is an example of the Overpayments Transfer Confirmation Screen.

```

MHAXXX          107-TULARE          Selection      MHAXXXXX
2005 xxx Overpayments          Version: AE39  04-12-2006 16:02 TERM E0
-----
Producer ID/Name      6789 S      SAM JOHNSON
Member ID/Name

Basis Code 10427

Overpayment Amount:          $750

Interest Start Date          Interest Rate
_____                      _____

Cmd7=End  Cmd5=Transfer Selected Records
Cmd2=Skip this Payment                      Enter=Continue

```

--\*

\*--1379 Overpayments Transfer Confirmation Screen (Continued)

**B Fields on Overpayments Transfer Confirmation Screen**

The following describes the fields on the Overpayments Transfer Confirmation Screen and provides an explanation of the information displayed. County Offices are allowed to adjust or modify certain data depending on the type of overpayment that exists.

Field	Information Displayed	What Can Be Changed
Producer ID/Name	The producer's or entity's: <ul style="list-style-type: none"> <li>• ID number and type</li> <li>• name.</li> </ul>	
Member ID/Name	If the entity is a joint operation, the member's: <ul style="list-style-type: none"> <li>• ID number and type</li> <li>• name.</li> </ul>	
Basis Code	The basis code associated with the overpayment.	The basis code will be displayed based on the reason for the overpayment. Only certain debt basis codes can be changed. See paragraph 1372 for additional information on debt basis codes.  <b>Note:</b> The debt basis code <b>cannot</b> be changed for members of joint operations. If the debt basis code should be changed, change the debt basis code displayed on the joint operation record.
Audit No.		If the debt basis code is changed to one that begins with "19", the "Audit No." field will be displayed so the audit number that identified the overpayment can be entered.
Overpayment Amount	The amount of the overpayment.	The overpayment amount may be reduced or increased. If the overpayment is changed, a reason code must be entered.  <b>Note:</b> The amount <b>cannot</b> be adjusted if the record displayed is for a joint operation. If the overpayment amount should be adjusted, adjust the applicable member's record.
Pay Limit Amount	All amounts will be displayed in the "Overpayment Amount" field except those resulting from a payment limitation overpayment.  <b>Note:</b> Only the applicable field will be displayed.	

--\*

\*--1379 Overpayments Transfer Confirmation Screen (Continued)

**B Fields on Overpayments Transfer Confirmation Screen (Continued)**

Field	Information Displayed	What Can Be Changed
Interest Start Date		<p>An entry is required in this field if the debt basis code is any of the following:</p> <ul style="list-style-type: none"> <li>• “10-421” or “19-421”</li> <li>• “10-427” or “19-427”.</li> </ul> <p><b>Note:</b> The interest start date should be the date of the original LIP-II or LCP disbursement.</p>
Interest Rate		<p>An entry is required in this field if the debt basis code is any of the following:</p> <ul style="list-style-type: none"> <li>• “10-421” or “19-421”</li> <li>• “10-427” or “19-427”.</li> </ul> <p><b>Note:</b> The interest rate:</p> <ul style="list-style-type: none"> <li>• must be greater than 0 and less than 25</li> <li>• should be the applicable late payment interest rate in effect on the date the original payment was disbursed. See 50-FI for interest rates.</li> </ul>

--\*

\*--1379 Overpayments Transfer Confirmation Screen (Continued)

C Error Messages

The following describes the error messages that may be displayed on the Overpayments Transfer Confirmation Screen.

Error Message	Explanation	Action
“Invalid Entry - Basis Code Must be Entered.”	The displayed debt basis code was removed and a valid debt basis code was not entered.	Enter a valid debt basis code. See paragraph 1372 for additional information on valid debt basis codes.
“Invalid Basis Code - Please Re-enter.”	The displayed debt basis code was changed to an invalid debt basis code.	
“Interest Start Date & Interest Rate Required for This Debt Basis Code.”	An interest start date and/or interest rate were not entered.	Enter the following: <ul style="list-style-type: none"> <li>• date the payment was originally issued</li> <li>• interest rate in effect on the date the payment was issued.</li> </ul>
“Interest Rate Required for This Debt Basis Code.”	An interest start date was entered, but an interest rate was not entered.	Enter interest rate in effect on the date the payment was issued.
“Invalid Date - Please Re-enter.”	The interest start date entered is a date before the payment was issued.	Enter the date the payment was issued. Print PPH Report to determine the payment issue date.
“Interest Start Date Cannot be Greater than Current Date.”	The interest start date entered is greater than the system date.	
“Invalid Entry - Interest Rate Cannot Exceed 25.00.”	An invalid interest rate was entered.	See 50-FI for interest rates.
“Reason Code Required If Overpayment Amount is Adjusted.”	The overpayment amount displayed was either increased or decreased.	Enter 1 of the following reason codes to justify the adjustment: <ul style="list-style-type: none"> <li>• “1” - Eligibility is Incorrect</li> <li>• “2” - Payment Limitation</li> <li>• “3” - Finality Rule</li> <li>• “9” - Other.</li> </ul>
“Invalid Entry - Press Cmd13 for List of Valid Reason Codes.”	An invalid reason code was entered.	Note: “Cmd13” can also be pressed to display a pop-up screen with the applicable reason codes.

--\*

\*--1379 Overpayments Transfer Confirmation Screen (Continued)

C Error Messages (Continued)

Error Message	Explanation	Action	
"Invalid Response - Only Cmd2, Cmd7, and ENTER are allowed.	Something other than "Cmd2", "Cmd7", or "Enter" was pressed on a screen displaying an overpayment for a member of a joint operation.	<b>IF the displayed overpayment record should be...</b>	<b>THEN...</b>
		transferred to CRS	PRESS "Enter" to continue the transfer process.
		skipped	PRESS "Cmd2".

--\*



**\*--1380 Overpayments Screen for Batch Overpayment Printing Control****A Example of Overpayments Screen for Batch Overpayment Printing Control**

After overpayments have been confirmed for transfer to CRS, the Overpayments Screen for batch overpayment printing control will be displayed with the number of overpayment work records:

- to be processed
- that have been processed
- remaining to be processed.

The following is an example of the Overpayments Screen for batch overpayment printing control.

```

MHAXX          000 County          ENTRY          MHAXXXXX
2005 XXX Overpayments          Version: AE39  04-12-2006 16:05 Term E0
-----
                BATCH OVERPAYMENT PRINTING CONTROL

                5 Records to be processed
                0 Have been processed
                5 Records remain to be processed

Enter (Y)es to start or continue a Batch Print Processing.

Only one "Y" entry will be accepted.

                5 "B" (regular overpayment) work records to be processed
                0 "O" (Joint Operation) work records to be processed

                                                Enter-Continue

```

**B Sorting Overpayment Records**

Overpayments are sorted into the following 2 categories for LIP-II and LCP payments.

- “B”atch - regular overpayments that have no special circumstances. These records are sent in batches of 75 or less.
- “O”nline - overpayments records for producers with the following entities types are sent in batches of 10 or less:
  - General Partnership
  - Joint Venture
  - Limited Partnership
  - Trust – Revocable.--\*

**\*--1380 Overpayments Screen for Batch Overpayment Printing Control (Continued)**

**C Selecting Batches to Print**

Batches of overpayments may be selected to complete the CRS transfer process and print the initial notification letter. The following provisions apply to the batch overpayment processing.

- When an overpayment batch is selected, that entire batch must be completed before selecting the other batch.
- Batches may be selected in either order.
- After an overpayment batch completes printing, the option to select that batch is no longer available.--\*

**\*--1381 Canceling Overpayments**

**A Overview**

If it is discovered that an overpayment has been transferred to CRS erroneously, then the overpayment **cannot** be canceled until subsequent transactions, such as collections applied to the receivable, have been canceled in CRS.

**Note:** See 67-FI for additional information about deleting receivable collections.

If an error is determined, then the overpayment shall be canceled by accessing option 4, “Cancel Overpayments” on the Overpayments Processing Menu.

**B Steps to Cancel Overpayments**

The overpayment cancellation process has been developed to restrict the number of overpayments displayed on the overpayments Cancel Screen. This:

- ensures the correct overpayment is displayed for a requested producer
- reduces the possibility that the wrong overpayment is accidentally canceled.

County Offices shall take extra caution to ensure that the correct overpayment is selected for cancellation by printing PPH Report according to paragraph 1393.

Cancel erroneous overpayments according to the following.

Step	Action	Result
1	Access the Overpayments Processing Menu according to paragraph 1370.	
2	ENTER “4”, “Cancel Overpayments”, and PRESS “Enter”.	The Cancel Screen to select an overpaid producer will be displayed.
3	The Cancel Screen for selecting a producer to cancel an overpayment requires the user to enter specific data about the payable to be canceled. See subparagraph 1383 A for additional information on the producer selection Cancel Screen.	

--\*

\*--1381 Canceling Overpayments (Continued)

**B Steps to Cancel Overpayments (Continued)**

Step	Action		Result
3 (Cntd)	<b>IF the user wants to...</b>  continue with the overpayment cancellation	<b>THEN...</b> <ul style="list-style-type: none"> <li>• enter the following data:                             <ul style="list-style-type: none"> <li>• last 4 digits of the producer’s ID number, or the producer’s last name</li> <li>• transaction number for the overpayment to be canceled</li> </ul> </li> </ul> <p><b>Notes:</b> These are identified on the PPH Report with “RECV” as the payment type.</p> <p>If the overpayment was established for a joint operation, the transaction number for the joint operation must be entered.</p> <ul style="list-style-type: none"> <li>• PRESS “Enter”.</li> </ul>	If there is a receivable record on the payment history file that matches the criteria entered, the Overpayments Cancellation Screen will be displayed.  <p><b>Note:</b> If more than 1 producer is found on the name and address file matching the criteria entered, Screen MACR04-01 will be displayed allowing the user to select the desired producer.</p>
	end processing without accessing the overpayment	PRESS “Cmd7”.	The Overpayments Processing Menu will be redisplayed.
4	The Cancel Screen for selecting overpayment for cancellation provides users with information about the overpayment being canceled, including: <ul style="list-style-type: none"> <li>• producer name, last 4 digits of the ID number, and type</li> <li>• transaction number for the overpayment being canceled</li> <li>• date the receivable was established</li> <li>• net overpayment amount.</li> </ul>		
	<b>IF the user wants to...</b>	<b>THEN, on the Cancel Screen for selecting overpayment for cancellation...</b>	<b>Result</b>
	cancel a displayed overpayment	ENTER “X” in the “SEL” field next to the overpayment for cancellation.	A verification message will be displayed.
	end without processing	PRESS “Cmd7”.	The Overpayments Processing Menu will be redisplayed.

--\*

**\*--1382 Cancel Screen for Selecting a Producer to Cancel an Overpayment**

**A Example of Cancel Screen for Selecting a Producer to Cancel an Overpayment**

Overpayments can only be canceled if both of the following are entered on the Cancel Screen for selecting a producer to cancel an overpayment:

- producer identification by entering any of the following:
  - the producer’s last name
  - last 4 digits of the producer’s ID number
- transaction number associated with the overpayment for the identified producer.

The following is an example of the Cancel Screen for selecting a producer to cancel an overpayment.

```

MHAXXX          107-TULARE          SELECTION          MHAXXXXX
2005 XXX Cancel Screen          Version: AE39  04-12-2006 16:20  Term E0
-----
      Enter "ALL" for all Producers_____
OR   Producer Last Four Digits of ID:      _____
OR   Producer Last Name
      (Enter Partial Name To Do An Inquiry)_____
and  Transaction Number                    _____
Cmd3=Previous Menu                          Enter=Continue
    
```

--\*

\*--1382 Cancel Screen for Selecting a Producer to Cancel an Overpayment (Continued)

**B Error Messages**

This following describes the error messages that may be displayed on the Cancel Screen for selecting a producer to cancel an overpayment.

**Recommendation:** The PPH Report includes all transactions associated with the producer along with the transaction number for each transaction. It is recommended that County Offices use the PPH Report to verify the overpayment to be canceled.

<b>IF the following message is displayed...</b>	<b>THEN...</b>	<b>Action</b>
"Must Enter a Producer and Transaction Number."	"Enter" was pressed without selecting both a producer and transaction number on the Cancel Screen for selecting a producer to cancel an overpayment.	Select a specific producer and enter the associated transaction number for the overpayment to be canceled.
"Invalid ID number - Please Try Again."	the last 4 digits of the producer ID number does not match any active ID number on the Name and Address file.	Ensure that the correct last 4 digits are entered or select the producer by entering the last name.
"More Than 1 Method Used for Producer Selection."	an entry was recorded in more than 1 producer selection field.	Enter producer selection data in only 1 field.

--\*

\*--1382 Cancel Screen for Selecting a Producer to Cancel an Overpayment (Continued)

**B Error Messages (Continued)**

<b>IF the following message is displayed...</b>	<b>THEN...</b>	<b>Action</b>
<p>“Invalid Transaction Number. Please Reenter.”</p>	<p>a valid producer was selected and there are records on the payment history file associated with the producer, but the transaction number entered does not match the transaction number for any payable associated with the producer.</p>	<p>Enter the transaction number associated with the record for the total payable. Refer to the PPH Report to determine transaction numbers.</p> <p><b>Note:</b> See paragraph 1393 for additional information on the data printed on the PPH Report.</p>
	<p>a valid transaction number was entered for an overpayment associated with the producer; however, the transaction number entered is for a member of a joint operation.</p>	<p>Cancel the overpayment using the joint operation’s ID number and transaction number. See PPH Report to determine the transaction number.</p> <p><b>Note:</b> See paragraph 1393 for additional information on the data printed on the PPH Report.</p>
<p>“Selected Producer ID conflicts with the Producer ID or Range of Producer’s ID on Workstation XX.”</p>	<p>cancellation for the producer is being processed on another workstation.</p>	<p>PRESS “Enter” to terminate the request.</p>

--\*

**\*--1383 Cancel Screen for Selecting Overpayment for Cancellation**

**A Example of Cancel Screen for Selecting Overpayment for Cancellation**

After an overpayment has been selected for cancellation on the Cancel Screen for selecting a producer to cancel an overpayment, the Cancel Screen for selecting overpayment for cancellation will be displayed with data from the payment history file to allow the user to verify that the correct overpayment has been selected. The following information will be displayed:

- producer name, last 4 digits of the ID number, and ID type
- transaction number for the overpayment record
- date the receivable was established
- net overpayment amount.

**Note:** Since the transaction number is a required entry on the Cancel Screen for selecting a producer to cancel an overpayment, only 1 overpayment will be displayed for cancellation on the Cancel Screen for selecting overpayment for cancellation.

To continue with the cancellation process, ENTER “X” next to the overpayment record displayed, and PRESS “Cmd5”.

The following is an example of the Cancel Screen for selecting overpayment for cancellation.

```

MHAXXX                      107 -TULARE                      SELECT          MHAXXXX
2005 XXX Cancel Screen      Version: AE39  04-12-2002 16:25 Term E0
-----
                          SELECT OVERPAYMENT FOR CANCELLATION

Enter 'X' in the SEL column to select an overpayment for cancellation

Producer Name: SAM JOHNSON                      Producer ID: 6789 S
Transaction Number: E009300001

SEL      Transfer Date      Overpayment Amount

   ___    04-12-2006          $750

Cmd5=Update Cmd7=End
    
```

--\*



\*--1383 Cancel Screen for Selecting Overpayment for Cancellation (Continued)

**B Error Messages**

The following describes the error messages displayed on the Cancel Screen for selecting overpayment for cancellation, and the action that shall be taken.

<b>Error Message</b>	<b>Explanation</b>	<b>Action</b>
"Invalid Response."	Something other than "X" was entered in the "SEL" field.	ENTER "X" to select the payable for cancellation.
"If Selection is correct, PRESS 'Cmd5' to verify."	The overpayment was selected for cancellation.	Do either of the following: <ul style="list-style-type: none"> <li>• if the selected overpayment should be canceled, PRESS "Cmd5" again to complete the cancellation</li> <li>• if the selected overpayment should not be canceled, PRESS "Cmd7" to end processing.</li> </ul>

--\*

**\*--1384 Overpayment Registers****A About the Overpayment Register**

When overpayments are computed, an overpayment register will be printed that includes information for each selected producer that is overpaid. This register informs County Offices of the reason the overpayment has been calculated and the amount of the overpayment.

**Note:** An overpayment register will be printed even if none of the producers in the selected batch are overpaid. The message, “No Exceptions for Selected Producers”, will be printed on the overpayment register.

**B Reviewing the Overpayment Register**

The overpayment register is automatically printed after all selected overpayments have been computed. County Offices shall review the overpayment register to ensure that:

- producers are timely notified of overpayments
- the finality rule will not apply.

**C DD Review**

DD’s shall review the overpayment register to ensure that County Offices are:

- running the overpayment process in a timely manner
- collecting overpayments in a timely manner
- correcting information in the system that creates an erroneous overpayment condition.

**D Register Retention**

County Offices shall retain copies of LIP-II and LCP overpayment registers for 1 year from the date the overpayment register is prepared.

**E Reprinting the Overpayment Register**

The overpayment register for the most recent computations can be reprinted by accessing option “2”, “Reprint Overpayment Register”, on the Overpayments Processing Menu.--\*

\*--1384 Overpayment Registers (Continued)

**F Exception Messages on the Overpayment Register**

The following provides messages that may be displayed on the overpayment register.

**Note:** The overpayment register will list information for joint operations, as well as, the members of the joint operation. If the overpayment reason is because of the joint operation or member instead of the producer, then the message will print with “Joint Operation” or “Member” in place of “Producer”.

Message	Reason for Message
“Application is not approved for payment.”	The application not approved for payment.
“Application is approved, but producer ID number and/or business type is not valid for payment purposes.”	Invalid ID number and/or business type.
“Member information not found for the joint operation.”	Joint operation member information is not found on the permitted entity file.
“Total payments issued to the producer or member exceeds the earned payment amount on the application.”	The total payments issued to the producer exceed the earned payment amount.
“Payment limitation allocation is zero.”	Payment limitation is allocated to zero.
“Producer has exceeded effective payment limitation.”	The producer’s payments exceed the effective payment limitation.
“Producer has refused ALL payments.”	The refuse payment flag in the name and address file is set to “Y” for the selected producer.
“Producer is not eligible due to person determination status.”	The producer does not meet person determination provisions.
“Producer is not eligible due to AD-1026 certification status.”	The producer is not eligible because of AD-1026 certification status.
“Producer is not eligible due to conservation compliance violation.”	The producer is not eligible because of conservation compliance violation.
“Producer is not eligible due to controlled substance violation.”	The producer is not eligible because of controlled substance violation.
“Producer is not eligible due to Fraud, including FCIC, violation.”	The producer is not eligible because of fraud, including FCIC, violation.
“Producer does not meet AGI provisions.”	The producer does not meet AGI provisions.
“Producer is a Member of joint operation 9999 X.”	The producer is a member of a joint operation. The joint operation ID number is identified in the message.
“AGI share has been determined to be greater than 100%.”	AGI determination was greater than 100 percent.

--\*

\*--1384 Overpayment Registers (Continued)

F Exception Messages on the Overpayment Register (Continued)

Message	Reason for Message
"Producer is not recorded on entity file."	The producer is a joint operation or an entity, but there is not a matching ID number and type on the entity file.
"One or more members of joint operation are not eligible for payment."	Joint operation has one or more members that are not eligible for payment.
"Producer is a joint operation."	The producer has "General Partnership" or "Joint Venture" entity type.

--\*

1385-1389 (Reserved)

**\*--Section 4 Payment Registers and Reports**

**1390 Overview**

**A Introduction**

There are a variety of reports and registers that have been developed to assist County Offices with processing payments. These include:

- PPH Report
- FSA-897E, Estimated Calculated Payment Report

**Notes:** See paragraph 1137 for the LIP-II FSA-897E.

An estimated calculated payment report was **not** developed for LCP because CCC-898 contains all the information needed to project the payment amount.

- pending payment registers for the “B”, “A”, and “O” payment batches
- nonpayment register for producers that cannot be paid.

**B Accessing Payment Processing Main Menu**

The PPH Report for LIP-II payment processing can be generated from the Payment Processing Main Menu according to the following.

**Note:** The pending and nonpayment registers are automatically generated after a payment batch has completed processing. These reports **cannot** be regenerated.

Step	Menu	Action
1	FAX250	ENTER “3” or “4”, “Application Processing”, as applicable.
2	FAX09002	If option 4 was selected on Menu FAX250, then select the appropriate county.
3	FAX07001	ENTER “11”, “PFC/DCP/Compliance”.
4	M00000	ENTER “1”, “NAP and Disaster”.
5	MH0000	ENTER “14”, “Hurricane Disaster Programs”.
6	MHN0YR	<ul style="list-style-type: none"> <li>• ENTER “5”, “Livestock Indemnity Program II”</li> <li>• ENTER “6”, “Livestock Compensation Program”</li> </ul>
7	MHAI00 MHAJ00	ENTER, “2”, “Payment Process”.
8	MHAIN0 MHAJN0	ENTER “6”, “Print Producer Payment History”.

--\*

**1391, 1392 (Reserved)**



**\*--1393 PPH Reports****A Introduction**

The PPH Report identifies all records that have been written to the payment history file, including:

- all payments issued to producers
- payment amounts attributed to members of joint operations
- all payables that have been canceled
- receivable amounts transferred to CRS
- canceled receivables.

County Offices shall use the PPH Report to verify and ensure that payments are issued properly.

**B How the Payment History File Gets Updated**

The following 3 types of records written to the payment history file will be printed on the PPH Report:

- producer-level records for payments issued to producers and joint operations
- member-level records for amounts attributable to members of joint operations
- “total” records reflecting the total combined payment issued to the producer.

For payments issued to producers, 1 record is written to the payment history file for each payment category.

If the producer is a joint operation, then a record is also written to the payment history file for each member sharing in the LIP-II or LCP payment.--\*

\*--1393 PPH Reports (Continued)

**C Information on the PPH Report**

Depending on the type of record printed, data for certain fields will not be printed. The following describes the information on the PPH Report.

Item/Field	Description	
Producer Name, Address, and ID Number		
Payment Date	Date the payable or total record was either issued or canceled from the payment history file.	
Joint Op/Member ID Number	Data will only be printed in this field if PPH Report is for a joint operation or a member of a joint operation.	
	<b>IF PPH Report is for...</b>	<b>THEN...</b>
	joint operation	<ul style="list-style-type: none"> <li>• a record will be printed on the PPH Report for each member of the joint operation that was eligible for a payment</li> <li>• the member's ID number will be printed in this field.</li> </ul>
member	the joint operation's ID number will be printed in this field.	

--\*



\*--1393 PPH Reports (Continued)

C Information on the PPH Report (Continued)

Item/Field	Description	
Payment Type	Identifies the status or type of transaction that has been recorded.	
	<b>IF the payment type is...</b>	<b>THEN the record...</b>
	"CHK/EFT"	is for a payment issued to the producer. The record with this indicator represents the total combined payment issued to the producer.  <b>Note:</b> The "CHK/EFT" will only be printed on the "unit total" records. This is the record that is actually sent to the accounting system for checkwriting or EFT processing.
	"CANCEL"	has been canceled through the LIP-II or LCP payment cancellation process.
	"RECV"	is for an overpayment amount that was sent to CRS.
	"C/RECV"	is for an overpayment amount that was sent to CRS, but has been canceled through the overpayment cancellation process.
	blank	is 1 of the following: <ul style="list-style-type: none"> <li>• crop payable record</li> <li>• for the joint operation</li> <li>• for a member of the joint operation.</li> </ul> These records <b>cannot</b> be selected during the payable cancellation process.
Debt Basis Code	The debt basis code is the code transferred to CRS that identifies the reason for the debt. The system will default to the appropriate code coinciding with the message printed on the overpayment register. See paragraph 1372 for additional information on the debt basis code.	

--\*

\*--1393 PPH Reports (Continued)

C Information on the PPH Report (Continued)

Item/Field	Description
Transaction Number	<p>A system-assigned number used to uniquely identify each payable generated through the LIP-II or LCP payment process. The transaction number is also sent to the accounting system and printed on the producer transaction statement.</p> <p>The transaction number is very important for payables that need to be canceled. To alleviate potential erroneously canceled payables, the transaction number must be entered on the Cancel Screen with the producer ID number or name. Since the record with “CHK/EFT” is the only record sent to the accounting system, the transaction number for the “CHK/EFT” or “total” record is the only transaction number that can be used. This record represents all payables that have been combined together for the producer. When a payment is canceled for a “total” record, then all records associated with the “total” record are also canceled.</p>
Pay Limit Reduction	<p>Amount that cannot be issued to the producer because payment limitation was met on that record.</p> <p>Amounts listed in the payment limitation reduction field represent the amount of the reduction at the time the payment was computed. A “total” payment limitation reduction is not printed on the PPH Report.</p> <p><b>Note:</b> Records are only written to the payment history file if a payment was issued. If the entire payable was not issued because of payment limitation reductions, then the record is not printed on the PPH Report. County Offices shall use the nonpayment register to determine which payments are not issued and the exact reason the payment was not issued.</p>
AGI Reduction	<p>Amount of the payment that is subject to an AGI reduction.</p>
Net Payment	<p>This is the amount actually issued to the producer.</p> <p><b>Note:</b> This amount reflects all reductions to the payment including pay limit, AGI and prior program payments, as applicable. It also includes reductions as a result of a national payment factor.</p>

--\*

\*--1393 PPH Reports (Continued)

**D Printing the PPH Report**

The PPH Report can be printed for a producer or for members of joint operations according to the following.

Step	Action	Result
1	Access the Payment Processing Main Menu according to subparagraph 1390 B.	
2	On the Payment Processing Main Menu, ENTER “6”, “Print Producer Payment History”, and PRESS “Enter”.	The Printer Selection Screen will be displayed.
3	On the Printer Selection Screen, enter the appropriate printer ID and PRESS “Enter”.	The Producer Selection Screen will be displayed.
4	The Producer Selection Screen provides users with several options for printing PPH Reports.	
	<b>IF the user wants to print the PPH Report for...</b>	<b>THEN...</b>
	all producers	ENTER “ALL” in the “Enter Producer ID Number and Type” field.
		The PPH Report will be printed for all producers and members of joint operations that are found on the payment history file.  The Producer Selection Screen will be redisplayed.
	a selected producer	enter 1 of the following and PRESS “Enter”:  <ul style="list-style-type: none"> <li>• last 4 digits of the producer’s ID number in the “Producers Last Four Digits of ID” field</li> <li>• producer’s last name in the “Producer Last Name” field.</li> </ul>
		The PPH Report will be printed for the selected producer if any records are found on the payment history file.  The Producer Selection Screen will be redisplayed.

--\*

1394, 1395 (Reserved)



**\*--1396 Pending Payment Registers****A About the Pending Payment Registers**

When LIP-II and LCP payments are processed, pending payment registers will be printed for each selected producer that is eligible for payment. This register informs County Offices of the following:

- amounts of the payment that has been computed
- the specific payment batch the payment will be processed through.

**B Payment Batches**

The payment batches are as follows.

- “B” - batch payments that have no special circumstances. These payments require no user intervention.
- “A” - assignment payments marked in the name and address file as having an assignment or joint payee form on file. These payments require no user intervention, but may require more time to print because they will read the assignment/joint payee file.
- “O” - online payments marked in the name and address file as having a flag set for any of the following:
  - receivable
  - claim
  - other agency claim
  - bankruptcy
  - deceased
  - missing
  - incompetent
  - nonresident alien.

**Notes:** These records **require** user intervention.

Pending payment registers will only be printed for the payment batches being processed.--\*

\*--1396 Pending Payment Registers (Continued)

**C Reviewing the Pending Payment Registers**

The pending payment register is automatically printed after all selected payments have been computed. County Offices shall review the registers to ensure that payments have been computed properly.

**Recommendation:** It is recommended that the County Office print the producer’s FSA-897E according to paragraph 1137 for LIP-II to verify payment amounts.

If a payable is not computed properly, County Offices shall:

- cancel CCC-184 or EFT **immediately** after it is processed
- correct the condition that caused the payable to be computed improperly
- reprocess the payment.

**D Information on the LIP-II and LCP Pending Payment Registers**

The following information is printed on the pending payment register.

Field	Contents of Field
Producer ID Number and Type	Producer ID number and ID type.  <b>Note:</b> If the payment is for a joint operation, the joint operation will be printed. Members will not be printed.
Producer Entity Type	Producer entity type.
Producer Name	Name of producer.  <b>Note:</b> If the producer or entity is a joint operation, the name of the joint operation appears first followed by the names of all the members eligible for payment.
Livestock Kind	This information is found on the LIP-II pending payment register only.
Gross Payment	Calculated payment amount before AGI or payment limitation reductions have been applied.
Reduction Amount	Amount the payable is being reduced because of an AGI or payment limitation reduction.  <b>Note:</b> An amount will only be printed in this field for the livestock kind on which the producer reaches payment limitation. If a payable is reduced to zero because of payment limitation, the payable will be printed on the nonpayment register.
RSN	Reason code of “A” indicating a payment limitation reduction or “B” indicating an AGI payment reduction.
Net Payment	Calculated payment amount after AGI or payment limitation reductions have been applied.

--\*

**\*--1397 Nonpayment Registers**

**A About the LIP-II and LCP Nonpayment Registers**

When payments are processed, a nonpayment register will be printed for each selected producer that is not eligible for payment. This register informs County Offices of the reason the payment is not being issued.

**Note:** A nonpayment register will be printed even if all the producers in the selected batch are being paid. The message, “No Exceptions for Selected Producers”, will be printed on the nonpayment register.

**B Reviewing the Nonpayment Registers**

The nonpayment register is automatically printed after all selected payments have been computed. County Offices shall review the nonpayment register to identify conditions that are preventing payments from being issued and take the appropriate action.--\*

\*--1397 Nonpayment Registers (Continued)

**C Exception Messages**

County Offices shall resolve exception messages printed on the nonpayment register according to the following.

<b>Message</b>	<b>Reason for Message</b>	<b>County Office Action</b>
“Application is not approved for payment.”	COC payment approval date for the application is not recorded in the system.	Enter the approval date in the system according to: <ul style="list-style-type: none"> <li>• paragraph 1110 for LIP-II</li> <li>• paragraph 1311 for LCP.</li> </ul>
“Payment computed to zero.”	The payment for the producer calculated to zero.	Ensure that the application data is loaded correctly in the system.
“Payment calculated to less than \$1.00.”	The accumulated payment for the producer does not round to at least \$1.	Ensure that the application data is loaded correctly in the system.
“Producer has refused ALL payments.”	The refuse payment flag in the Name and Address file is set to “Y” for the selected producer.	If the producer has: <ul style="list-style-type: none"> <li>• refused program payments, then disregard the message</li> <li>• not refused program payments, then change the refuse payment flag to “N” in the name and address file.</li> </ul>
“AGI share has been determined to be greater than 100%.”	AGI share is not correct in the system.	Re-update the producer/member AGI share in the system.
“Invalid ID number and/or business type.”	Application is approved, but the producer ID and/or business type is not valid for payment purposes.	Correct the producer ID type, business type, or both if they are not loaded correctly in SCIMS.
“Payment limitation allocated to zero.”	Payment limitation allocation has not been received from the control County Office.	Contact the control County Office to request a payment limitation allocation. If an allocation cannot be provided, then the producer is not eligible to receive a payment.
“Producer has reached payment limitation.”	Payments issued to the producer exceed the 2006 LIP-II or LCP PLM or the effective PLM.	Contact the control County Office to request an increase in the payment limitation allocation. If the limitation cannot be increased, then the producer is not eligible to receive any additional payments.

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\*--1397 Nonpayment Registers (Continued)

C Exception Messages (Continued)

Message	Reason for Message	County Office Action
“One or more members of joint operation are not eligible for payment.”	Joint operation has 1 or more members that are not eligible for payment.	This is an informational message.
“Producer is a member of joint operation 9999 X.”	Member of joint operation is eligible for payment, but joint operation is not eligible	This is an informational message to tie the member back to the joint operation.
“Producer is a Joint Operation.”	The producer has an entity code of “02” or “03”.	This is an informational message and no action is required.
“Member information not found for the joint operation.”	Joint operation member information is not found on the permitted entity file	Update the joint operation member information in the permitted entity file.
“Producer is not recorded on entity file.”	The producer is a joint operation or entity and is not loaded in the joint operation or entity file according to 2-PL.	Ensure that the joint operation or entity information is loaded correctly in the joint operation or entity file according to 2-PL.
“Producer has a temporary ID number.”	The ID number for the selected producer has an ID type on the name and address file of “T” and the producer’s entity type is not “15”.	Producers with temporary ID numbers are not eligible for payment. Obtain the producer’s ID number and record the information on the application.
“Producer is a federal entity and not eligible for program benefits.”	Producer has a Federal tax ID number.	Do <b>not</b> issue a payment to a Federal entity.

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\*--1397 Nonpayment Registers (Continued)

C Exception Messages (Continued)

Message	Reason for Message	County Office Action
“Producer is not eligible due to person determination status.”	The producer does not meet person determination provisions.	Update the producer eligibility according to COC determinations according to 3-PL.  <b>Note:</b> Print Report MABDIG from the System 36 or the web-based Subsidiary Print to determine producer eligibility flag settings.
“Producer is not eligible due to AD-1026 certification status.”	The producer is not eligible because of AD-1026 certification status.	
“Producer is not eligible due to conservation compliance violation.”	The producer is not eligible because of conservation compliance violation.	
“Producer is not eligible due to controlled substance violation.”	The producer is not eligible because of controlled substance violation.	
“Producer is not eligible due to Fraud, including FCIC, violation.”	The producer is not eligible because of fraud, including FCIC, violation.	
“Producer does not meet AGI provisions.”	The producer does not meet AGI provisions.	

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1398 (Reserved)

**\*--1399 Using the Recovery Process****A Introduction**

If the system is interrupted for any reason while processing payments, the recovery program is executed when the option to issue payments is accessed again.

**B Recovery Process**

When an interruption occurs, the system attempts to automatically recover when either of the following occurs:

- the user selects any option on Menu FAX250 from the workstation that was processing payment before the interruption
- the user selects a payment option on the applicable payment processing menu.

The system recovers to the point of interruption or a report, file listing, or both print to assist in the recovery process.

**C If an Interruption Is Detected**

An error message screen will be displayed if an interruption is detected. The message, "An interruption in the payment processing has been detected. PRESS 'Enter' to attempt the recovery process. PLEASE DO NOT CANCEL", will be displayed. Canceling the process will damage the payment history file.

**D After Recovery Is Completed**

After the recovery process has been completed, a message screen will be displayed. The message, "The recovery process has completed. PRESS 'Enter' to continue with the options originally selected", will be displayed. The system then returns to the process that was originally selected on the applicable payment processing menu.

The user may now continue with original processing.--\*

**\*--1400 Diagnostic Report**

**A When Report Will Print**

If intervention is required from the National Help Desk, the Diagnostic Report is placed on the spool file. A message will be displayed instructing the user that the recovery program has printed a report. The report will be on hold. The user must release the report from the spool file.

Do **not** destroy the report. This report contains information that is helpful to the National Help Desk in restoring the system.

**B Contacting the Help Desk**

If the Diagnostic Report is received, immediately contact the National Help Desk through the appropriate State Office personnel. Ensure that the report is available to assist the National Help Desk.

**C State Office Action**

The State Office shall:

- immediately contact the National Help Desk
- **not** attempt to correct the County Office system.--\*

## Reports, Forms, Abbreviations, and Redelegations of Authority

### Reports

None

### Forms

This table lists all forms referenced in this handbook.

Number	Title	Display Reference	Reference
AD-1026	Highly Erodible Land Conservation (HELIC) and Wetland Conservation (WC) Certification		Text
CCC-36	Assignment of Payment		209
CCC-37	Joint Payment Authorization		209
CCC-184	CCC Check		Text
CCC-257	Schedule of Deposit		237
CCC-453	American Indian Livestock Feed Program (AILFP) Contract to Participate	Ex. 7	41, 43, 47
CCC-502	Farm Operating Plan for Payment Eligibility Review		Text
CCC-526	Payment Eligibility Average Adjusted Gross Income Certification		451-453, 751-753
CCC-634	American Indian Livestock Feed Program Spot Check Form	50	
CCC-644	American Indian Livestock Feed Program (AILFP) Payment Application	Ex. 6	Text
CCC-644A	CCC-644A, American Indian Livestock Feed Program (AILFP) Continuation Sheet	Ex. 10	48
CCC-644E	Statement of Calculated Payment Amounts - Detailed and Summary Reports		140, 201, 245-247
CCC-648	American Indian Livestock Feed Program (AILFP) Region Designation and Feed Loss Assessment	Ex. 8	41, 47
CCC-654	County Feed Loss Assessment Report	18	11, 12, 14-17, 19, 47
CCC-740	Livestock Assistance Program (LAP) Application	21	Text, Ex. 4
CCC-740E	Statement of Calculated Payment Amounts - Detailed and Summary Reports		201, 241-243
CCC-741	Livestock Assistance Program Payment Calculation Worksheet	22	92, 241
CCC-770 Eligibility	Eligibility Checklist		1350
CCC-770 LIP-II	2005 Hurricanes Livestock Indemnity Program II Checklist	Ex. 22	1024, 1350
CCC-770 LCP	2005 Hurricanes Livestock Compensation Program Application Checklist	Ex. 27	1224, 1350

## Reports, Forms, Abbreviations, and Redelegations of Authority (Continued)

## Forms (Continued)

Number	Title	Display Reference	Reference
CCC-897	2005 Hurricane Livestock Indemnity Program II	Ex. 23	Parts 15, 16, and 19, Ex. 19
CCC-898	2005 Hurricane Livestock Compensation Program Application	Ex. 28	Parts 17, 18, and 19, Ex. 19
FSA-325	Application for Payment of Amounts Due Persons Who Have Died, Disappeared, or Have Been Declared Incompetent		Text
FSA-573	2005 Hurricane Disaster Programs Application		Text, Ex. 19
FSA-573E	Statement of Projected Payment Amounts Report		453, 551, 608.5, 753, 851
FSA-578	Report of Acreage		11, 12
FSA-897E	Estimated Calculated Payment Report		1137

## Abbreviations Not Listed in 1-CM

The following abbreviations are not listed in 1-CM.

Approved Abbreviation	Term	Reference
AC/AU	acre per animal unit	18
AGI	adjusted gross income	Text
AILFP	American Indian Livestock Feed Program	Text
AU	animal unit	40, 42
AUD	animal unit per day	18, 42, 245, 246
AUM	animal unit month	12, 18, 21
BIA	Bureau of Indian Affairs	13, 41, 46, 47
CDP	Crop Disaster Program	238
CPB	Common Provisions Branch, PECD	608.5
CRS	Common Receivable System	1, 235, 236, Parts 11 and 19
DAR	Disaster Assessment Report	47
EFT	electronic funds transfer	610, 622, 678, 684
FIP	Feed Indemnity Program	451, 453, 608.5, 1352, Parts 12 and 13, Ex. 19
IPIA	Improper Payments Information Act of 2002	1002, 1024, 1202, 1224
LAP	Livestock Assistance Program	Text
LCP	Livestock Compensation Program	Parts 17, 18, and 19, Ex. 19
LIP	Livestock Indemnity Program	Text, Ex. 19
LIP-II	2005 Hurricanes Livestock Indemnity Program II	Part 19
NPS	National Payment System	Text
PLM	payment limitation amount	601, 605
PPH	producer payment history	608.5, 672, 678, 679
RIG	Regional Inspector General	50
SCIMS	Service Center Information Management System	Text

**Reports, Forms, Abbreviations, and Redelegations of Authority (Continued)****Redelegations of Authority**

For LAP, COC may redelegate authority to CED to approve only routine applications after the first 5 have been reviewed and approved by COC.

For LAP, STC may redelegate authority to the State Office employee to act on CCC-740's executed by COC members, CED's, and County Office employees.

**Note:** STC shall **not** redelegate authority to act on CCC-740's executed by State Office employees.

For 2005 Hurricanes LIP, CED may delegate authority to program technicians to approve only routine FSA-573's where proof of death is provided.

**Important:** Program technicians shall not be delegated authority to:

- disapprove any FSA-573
- approve any FSA-573 where third party certification is used as proof of loss.

For 2005 Hurricanes FIP, CED may delegate authority to program technicians to approve only routine FSA-573's.

**Important:** Program technicians shall not be delegated authority to disapprove any FSA-573.

For 2005 Hurricanes LIP and FIP, STC may delegate authority to a State Office employee to review FSA-573's executed by State Office employees, COC members, CED's, County Office employees, and their spouses.

**Important:** If STC designates a State Office representative to review FSA-573's executed by State Office employees and their spouses, the designated representative shall not review their own FSA-573 or their spouse's FSA-573.





**Definitions of Terms Used in This Handbook**

This handbook provides policy and procedures for multiple programs. Definitions of terms may vary for each program; therefore, the definitions of terms applicable to each program are in the part of this handbook that provides the policy for the applicable program.

The definition of terms for:

- 2003/2004 AILFP are provided in Part 3
- 2003/2004 LAP are provided in Part 2
- 2005 Hurricanes FIP are provided in Part 12.
- \*--2005 Hurricanes LCP are provided in Part 17--\*
- 2005 Hurricanes LIP are provided in Part 9
- \*--2005 Hurricanes LIP-II are provided in Part 15--\*



## Menu and Screen Index

The following menus and screens are displayed in this handbook.

Menu or Screen	Title	Reference
	AILFP Home Page	126
	AILFP - Application Approval Screen	138
	AILFP - Confirmation Screen	136
	AILFP - Enter Feed That Was Purchased Screen	133
	AILFP - Enter Feed That Was Sold Screen	134
	AILFP - Enter Livestock Information Screen	132
	AILFP - Enter Participants Information Screen	130
	AILFP - Nationwide - Select Year/State/County Screen	139
	AILFP - Operation Agreement Screen	129
	AIFLP - Reports	140
	AILFP - Select Application Screen	131, 137
	AILFP - Select Option Screen	128, 139
	AILFP - Select Year/State/County Screen	127
	AILFP - Summary Information Screen	135
	LAP Home Page	91
	LAP - Application Approval Screen	102
	LAP - Confirmation Screen	100
	LAP - Electronic Application Approval Screen	105
	LAP - Enter Livestock Information Screen	97
	LAP - Enter Participants Information Screen	95
	LAP - Enter Pasture Information Screen	98
	LAP - Nationwide - Select Year/State/County Screen	103
	LAP - Operation Agreement Screen	94
	LAP - Reports Screen	104
	LAP - Select Application Screen	96, 101
	LAP - Select Option Screen	93, 103
	LAP - Select Year/State/County Screen	92
	LAP - State Reports Screen	106
	LAP - Summary Information Screen	99
	LAP/AIFLP Nonpayment Register Page	218
	LAP/AIFLP Nonpayment Register - Details Page	219
	LAP/AIFLP Payment/Overpayment Processing Home Page	212
	LAP/AIFLP Payment Processing Change County Page	205
	LAP/AIFLP Payment Processing Home Page	205, 211
	LAP/AIFLP Pending Payment Register Page	225
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	Program Load Table Access Screen	71
	Program Load Table Data Screen	73
	Program Load Table State, County, and Year Selection Screen	72
	USDA eAuthentication Login Screen	71, 91, 126
	USDA eAuthentication Warning Screen	71, 91, 126
	USDA Service Center Information Management System Customer Search Page	93, 128

## Menu and Screen Index (Continued)

Menu or Screen	Title	Reference
*--MHAI00	Livestock Indemnity Program II Menu	1101
MHAIAC01	LIP-II Signature/Approval Screen	1110
MHAIRP01	LIP-II Printer Selection Screen	1132-1136
MHAIW0	LIP-II Application Menu	1102
MHAIWA01	LIP-II Producer Selection Screen	1103
MHAIWC01	LIP-II Cause of Death Screen	1104
MHAIWD01	LIP-II Livestock Kind Selection Screen	1105
MHAIWE01	LIP-II Test/Weight Range Selection Screen	1106
MHAIWH01	LIP-II Load Head Count Screen	1107, 1108
MHAIWH1A	LIP-II Record More Data Question Screen	1108
MHAIWI01	LIP-II Other Producer Association Screen	1109
MHAJ00	Livestock Compensation Program Menu	1301
MHAJAC01	LCP Signature/Approval Screen	1311
MHAJRP01	LCP Printer Selection Screen	1332-1336
MHAJW0	LCP Application Menu	1302
MHAJWA01	LCP Producer Selection Screen	1303
MHAJWC01	LCP Livestock Location Screen	1304
MHAJWD01	LCP Livestock Kind Selection Screen	1305
MHAJWE01	LCP Type/Weight Range Selection Screen	1306
MHAJWH01	LCP Load Head Count Screen	1307
MHAJWH1A	LCP Record More Data Question Screen	1308
MHAJWI01	LCP Other Producer Association Screen	1309
MHAJWJ01	LCP Load Prior FIP Amount Screen	1310--*
MHAU00	Feed Indemnity Program Menu	801
MHAUAC01	FIP Signature/Approval Screen	809
MHAURD1A	FIP Unsigned Applications Report Option Screen	832
MHAURE1A	FIP Unapproved Applications Report Option Screen	833
MHAURF1A	FIP Approved Applications Report Option Screen	834
MHAURG1A	FIP Disapproved Applications Report Option Screen	835
MHAURP01	FIP Deleted Applications Report Option Screen	836
MHAUW0	FIP Application Menu	802
MHAUWA01	FIP Producer Selection Screen	803
MHAUWC01	FIP Livestock Location Screen	804
MHAUWD01	FIP Livestock Kind Selection Screen	805
MHAUWH01	FIP Load Head Count Screen	806
MHAUWI01	FIP Other Producer Association Screen	808

## Menu and Screen Index (Continued)

<b>Menu or Screen</b>	<b>Title</b>	<b>Reference</b>
MHAV00	Livestock Indemnity Program Menu	501
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MHAVRD1A	LIP Unsigned Applications Report Option Screen	532
MHAVRE1A	LIP Unapproved Applications Report Option Screen	533
MHAVRF1A	LIP Approved Applications Report Option Screen	534
MHAVRG1A	LIP Disapproved Applications Report Option Screen	535
MHAVRP01	LIP Deleted Applications Report Option Screen	536
MHAVWA01	LIP Producer Selection Screen	503
MHAVWC01	LIP Cause of Death Screen	504
MHAVWD01	LIP Livestock Kind Selection Screen	505
MHAVWE01	LIP Type/Weight Range Selection Screen	506
MHAVWH01	LIP Load Head Count Screen	507
MHAVWH1A	LIP Record More Data Question Screen	508
MHAVWI01	LIP Other Producer Association Screen	509



## **Examples for Determining Gross Revenue**

### **A Introduction**

This exhibit provides examples of gross revenue determinations.

“Person” determinations for gross revenue purposes may include individuals and entities that do not have farming interests. Therefore, the individuals and entities in these examples do not necessarily have farming interests.

### **B Example 1**

#### **Situation:**

John Doe’s gross revenue from farming and ranching was \$2 million for 2002. John Doe had no other source of revenue in 2002. Jane Doe, John Doe’s wife, had gross revenue from her real estate and insurance business of \$600,000 in 2002. Jane Doe had no other source of revenue in 2002. In 2002, John and Jane Doe were 1 “person” for payment limitation and gross revenue purposes.

#### **Determination:**

The majority of the “person’s” gross revenue is from farming, ranching, and forestry. Therefore, gross revenue applicable to John Doe for LAP purposes is only the revenue from the farming, ranching, and forestry operations (\$2 million). This amount is less than \$2.5 million; therefore, John Doe is eligible for 2003 LAP benefits, if all other eligibility requirements are met.

#### **Completion of CCC-740:**

John Doe is the applicant listed on CCC-740, item 1A, and is the only signatory on CCC-740, item 11. Although John Doe is the only signatory on CCC-740, he is certifying to the gross revenue based on his “person” determination. In this example, the \$2.5 million gross revenue limitation was not exceeded by the “person”.

### **C Example 2**

#### **Situation:**

Bob Smith’s gross revenue from farming and ranching was \$1 million for 2002. Bob Smith had no other source of revenue in 2002. Mary Smith, Bob Smith’s wife, had gross revenue from her real estate and insurance business of \$1.6 million in 2002. Mary Smith had no other source of revenue in 2002. In 2002, Bob and Mary Smith were 1 “person” for payment limitation and gross revenue purposes.

## **Examples for Determining Gross Revenue (Continued)**

### **C Example 2 (Continued)**

#### **Determination:**

The \$1 million the “person” received from farming, ranching, and forestry is less than 50 percent of the “person’s” gross revenue. Therefore, the “person’s” gross revenue for LAP purposes is the \$2.6 million received from all sources. Bob Smith is **not** eligible for 2003 LAP benefits because the gross revenue limitation was exceeded.

#### **Completion of CCC-740:**

Bob Smith is the applicant listed on CCC-740, item 1A. Bob Smith cannot accurately certify to compliance with the gross revenue limitation because the “person” exceeded the \$2.5 million gross revenue limitation. If Bob Smith signs CCC-740, item 11, he shall enter “N/A” rather than “A” or “B” in the certification box.

### **D Example 3**

#### **Situation:**

ABC General Partnership is comprised of Jane Black, Bob Green, and Mike Brown, and the partnership has a permanent tax ID number. Jane Black is authorized to act for ABC General Partnership.

“Person” determinations for general partnerships and joint ventures are made at the member level. Accordingly, each member of general partnerships and joint ventures shall sign CCC-740, item 11, certifying to the gross revenue limitation based on their individual “person” determinations.

Jane Black’s gross revenue from farming and ranching was \$100,000 for 2002. Jane Black had no other source of revenue in 2002. Jane Black was not combined with any other individual or entity as a “person” for 2002.

Bob Green’s gross revenue from farming and ranching was \$400,000 for 2002. Bob Green also owned 51 percent of the BG Furniture Corporation, a nonfarming entity, in 2002. BG Furniture Corporation’s gross revenue was \$2.3 million in 2002. Bob Green and BG Furniture Corporation are considered 1 “person” for gross revenue purposes.

Mike Brown’s gross revenue from farming and ranching was \$900,000 for 2002. Betty Brown, Mike Brown’s wife, had gross revenue from her antique shop of \$1.5 million in 2002. Betty Brown had no other source of revenue in 2002. Mike and Betty Brown are considered 1 “person” for payment limitation and gross revenue purposes.



**Examples for Determining Gross Revenue (Continued)**

**D Example 3 (Continued)**

**Determination:**

For Jane Black, the \$100,000 is the only revenue the “person” received in 2002. Therefore, the “person’s” gross revenue for LAP purposes is \$100,000. Jane Black is eligible for 2003 LAP benefits, if all other eligibility requirements are met.

For Bob Green, the \$400,000 the “person” received from farming, ranching, and forestry is less than 50 percent of the “person’s” gross revenue. Therefore, the “person’s” gross revenue for LAP purposes is the \$2.7 million received from all sources. Bob Green is **not** eligible for 2003 LAP benefits because the gross revenue limitation was exceeded.

For Mike Brown, the \$900,000 the “person” received from farming, ranching, and forestry is less than 50 percent of the “person’s” gross revenue. Therefore, the “person’s” gross revenue for LAP purposes is the \$2.4 million received from all sources. Mike Brown’s gross revenue for 2002 is less than \$2.5 million; therefore, Mike Brown is eligible for 2003 LAP benefits, if all other eligibility requirements are met.

**Completion of CCC-740:**

ABC General Partnership is the applicant listed on CCC-740, item 1A. Jane Black is authorized to act for the partnership; therefore, Jane Black may sign CCC-740, item 11 for ABC General Partnership.

However, because “person” determinations for general partnerships and joint ventures are made at the member level, all members of ABC General Partnership must also sign CCC-740, item 11, and certify to compliance with the gross revenue limitation based on their “person” determination.

Jane Black would sign for the partnership, and also sign as an individual certifying that she did not exceed the gross revenue limitation based on her “person” determination.

Mike Brown would sign to certify he did not exceed the gross revenue limitation based on his “person” determination.

Bob Green cannot accurately certify to compliance with the gross revenue limitation because the “person” exceeded the \$2.5 million gross revenue limitation. Accordingly, he shall enter “N/A” rather than “A” or “B” in the certification box. The payment issued to ABC General Partnership would be reduced by Bob Green’s share in the partnership.

**Examples for Determining Gross Revenue (Continued)**

**E Example 4**

**Situation:**

DEF Joint Venture is comprised of Mike Smith and John Scott. The joint venture does **not** have a permanent tax ID number.

**Determination:**

Because the joint venture does not have a permanent tax ID number, each member must submit separate CCC-740's to apply for LAP benefits based on their respective share.

Gross revenue determinations would be made for each member based on their "person" determinations.

**Completion of CCC-740:**

Each member would sign their respective CCC-740, and certify to the gross revenue limitation based on their "person" determination.

**F Example 5**

**Situation:**

JJJ Corporation's gross revenue from farming and ranching was \$1.6 million for 2002. Jack Black owns 51 percent of JJJ Corporation, and 51 percent of AAA Corporation, a nonfarming entity. AAA Corporation's gross revenue was \$1.5 million for 2002. Jack Black had no other revenue in 2002 except through JJJ Corporation and AAA Corporation.

JJJ Corporation, Jack Black, and AAA Corporation are considered 1 "person" for gross revenue purposes.

**Determination:**

The majority of the "persons" gross revenue is from farming, ranching, and forestry. Therefore, gross revenue applicable to JJJ Corporation for LAP purposes is only the revenue from the farming, ranching, and forestry operations (\$1.6 million). This amount is less than \$2.5 million; therefore, JJJ Corporation is eligible for 2003 LAP benefits, if all other eligibility requirements are met.

**Completion of CCC-740:**

JJJ Corporation is the applicant listed on CCC-740, item 1A. The individual authorized to act for JJJ Corporation shall sign for the corporation on CCC-740, item 11. Although the authorized individual is signing for JJJ Corporation, they are certifying to the gross revenue based on the "person" determination for the corporation, which includes revenue received by AAA Corporation and Jack Black.

CCC-644, American Indian Livestock Feed Program (AILFP) Payment Application

A Example of CCC-644

The following is an example of CCC-644.

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This form is available electronically.

<b>CCC-644</b> (03-21-05)	<b>U.S. DEPARTMENT OF AGRICULTURE</b> Commodity Credit Corporation	<b>1. APPLICANT NAME</b> John Doe
		<b>2. APPLICANT ADDRESS (include ZIP Code)</b> 12 Any Way Somewhere, AZ 12345
<b>AMERICAN INDIAN LIVESTOCK FEED PROGRAM (AILFP)</b> <b>PAYMENT APPLICATION</b>		<b>3. APPLICANT ID NUMBER (SSN/TID/EIN)</b> 123 45 6789
<small>NOTE: The authority for collecting the following information is Pub. L. 108-324. This authority allows for the collection of information without prior OMB approval mandated by the Paperwork Reduction Act of 1995. The time required to complete this information collection is estimated to average 30 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.</small> <small>The following statement is made in accordance with the Privacy Act of 1974 (5 USC 552a). The authority for requesting the following information is 7 CFR Part 1439.900-914. The information will be used to determine producer eligibility and payment amount for the American Indian Livestock Feed Program (AILFP). Furnishing the requested information is voluntary. Failure to furnish the requested information will result in nonparticipation. 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. The provisions of criminal and civil fraud statutes, including 18 USC 286, 374, 641, 651, 1001, 15 USC 714m, and 31 USC 3729, may be applicable to the information provided. RETURN THIS COMPLETED FORM TO THE APPROPRIATE TRIBAL GOVERNMENT OR FSA COUNTY OFFICE. TRIBAL GOVERNMENT, RETURN THIS COMPLETED FORM TO THE DESIGNATED COUNTY FSA OFFICE.</small>		
<b>4. Select the Production Year (calendar year) for which you are applying for AILFP benefits. (Select only ONE year.)</b> <input checked="" type="checkbox"/> 2003 <input type="checkbox"/> 2004		
<b>5. Did you own or lease livestock that were on tribal governed land in the year selected in Item 4?</b> <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		<b>6. What is your share of those livestock?</b> 100 %
<b>7. Name of the American Indian tribe that governed the land on which your livestock were located in the year selected in Item 4.</b> Navajo Nation		
<b>8A. Did you BUY livestock feed during or as a result of a natural disaster that occurred during the year indicated in Item 4?</b>		<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
<b>8B. Was the livestock feed purchased for your livestock that were located on tribal governed land during the year indicated in Item 4?</b>		<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
If you answered "YES" to both questions, provide information from your feed receipts in Items 8C, 8D, and 8E. Total the feed costs in Item 8F. If you need more space, you may use form CCC-644A, AILFP Continuation Sheet, or write the information on a blank sheet of paper and attach it to this payment application.		
<b>8C. Name of Feed Supplier</b>		<b>8D. Date the Feed was Bought (MM-DD-YYYY)</b>
Smith Feed and Grain		6/17/2003
Smith Feed and Grain		6/30/2003
Jones Feed Warehouse		7/7/2003
Jones Feed Warehouse		7/29/2003
Jones Feed Warehouse		8/15/2003
<b>8F. Total Purchases</b>		\$ 4,150.00
<b>9. Did you SELL any livestock feed that could have otherwise been fed to your animals during a natural disaster in the year indicated in Item 4? If you answered "NO", continue to Item 11. If you answered "YES", provide the information requested below for the livestock feed you sold that year. If you need to report additional sales, use form CCC-644A, AILFP Continuation Sheet, or write the information on a blank piece of paper and attach it to this payment application.</b>		
<b>9A. Type of Feed Sold</b>		<b>9B. Date the Feed was Sold (MM-DD-YYYY)</b>
\$		<b>9C. Payment Received for the Feed Sold</b>
\$		\$
\$		\$
\$		\$
\$		\$
<b>9D. Total Feed Sold</b>		\$

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**CCC-644, American Indian Livestock Feed Program (AILFP) Payment Application (Continued)**

**A Example of CCC-644 (Continued)**

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**CCC-644** (03-21-05) Page 2

10. Describe the types and numbers of livestock you had during the disaster payment period. In Item 10E, check only livestock sold during the disaster payment period because of the disaster and not as part of a routine business transaction.

10A. *Livestock Type and Weight Range	10B. Number of Head	10C. Date Feeding Began	10D. Date Feeding Ended	10E. Check if Sold
Beef, 400-799 lbs.	50	6/1/2003	7/1/2003	
Beef, 400-799 lbs.	40	7/2/2003	7/11/2003	✓
Beef, 400-799 lbs.	10	7/2/2003	8/29/2003	
Beef, 400-799 lbs.	20	7/12/2003	8/20/2003	✓
Beef, 400-799 lbs.	20	7/12/2003	8/29/2003	
Beef, 800-1099 lbs.	50	6/1/2003	7/1/2003	
Beef, 800-1099 lbs.	40	7/2/2003	7/11/2003	
Beef, 800-1099 lbs.	20	7/12/2003	8/29/2003	✓
Beef, 800-1099 lbs.	20	7/12/2003	8/29/2003	

**11. APPLICANT CERTIFICATION.** I certify that all the information provided on this Payment Application is true and correct to the best of my knowledge. I further certify I am eligible for the payment, own or lease the livestock identified, have purchased the livestock feed indicated, and the feed was fed to eligible livestock identified in Item 10.

A. SIGNATURE OF APPLICANT \_\_\_\_\_ B. DATE (MM-DD-YYYY) 5/1/2005

**12. TRIBAL CERTIFICATION.** I certify that all the information provided by the applicant on this application is true and correct to the best of my knowledge, and the tribal government has determined this applicant **ELIGIBLE** for payment. I further certify that I am authorized by the tribal government to sign this document on their behalf.

A. SIGNATURE OF TRIBAL REPRESENTATIVE \_\_\_\_\_ B. POSITION IN TRIBAL GOVERNMENT Tribal Elder C. DATE (MM-DD-YYYY) 5/7/2005

13A. COC REPRESENTATIVE ACKNOWLEDGING RECEIPT OF APPLICATION \_\_\_\_\_ 13B. TITLE \_\_\_\_\_ 13C. DATE (MM-DD-YYYY) \_\_\_\_\_

14A. SIGNATURE OF DEPUTY ADMINISTRATOR FOR FARM PROGRAMS \_\_\_\_\_ 14B. DATE (MM-DD-YYYY) \_\_\_\_\_

*Livestock Type and Weight Range			
Beef, Buffalo, & Beefalo, Less than 400 lbs.	Dairy Cow, Less than 1100 lbs.	Sheep, Less than 44 lbs.	Goats Buck, 125+ lbs.
Beef, Buffalo, & Beefalo, 400 - 799 lbs.	Dairy Cow, 1100 - 1299 lbs.	Sheep, 44 - 82 lbs.	Equine, Less than 450 lbs.
Beef, Buffalo, & Beefalo, 800 - 1099 lbs.	Dairy Cow, 1300 - 1499 lbs.	Sheep, 83+ lbs.	Equine, 450 - 649 lbs.
Beef, Buffalo, & Beefalo, 1100+ lbs.	Dairy Cow, 1500+ lbs.	Sheep Ewe, 150+ lbs.	Equine, 650 - 874 lbs.
Beef, Buffalo, & Beefalo, Cow	Dairy Bulls, 1000+ lbs.	Sheep Ram, 150+ lbs.	Equine, 875+ lbs.
Beef, Buffalo, & Beefalo, Bull, 1000+ lbs.	Swine, Less than 45 lbs.	Goats, Less than 44 lbs.	Reindeer, Less than 400 lbs.
Dairy Cattle, Less than 400 lbs.	Swine, 45 - 124 lbs.	Goats, 44 - 82 lbs.	Elk, Less than 400 lbs.
Dairy Cattle, 400 - 799 lbs.	Swine, 125+ lbs.	Goats, 83+ lbs.	Elk, 400 - 799 lbs.
Dairy Cattle, 800 - 1099 lbs.	Swine Sow, 235+ lbs.	Goats Doe, 125+ lbs.	Elk, 800 - 1099 lbs.
Dairy Cattle, 1100+ lbs.	Swine Boar, 235+ lbs.	Goats Doe, Dairy, 125+ lbs.	

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-6964 (voice or TDD). USDA is an equal opportunity provider and employer.

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**\*--CCC-644, American Indian Livestock Feed Program (AILFP) Payment Application**  
**(Continued)**

**B Completing CCC-644**

Complete CCC-644 according to the following.

Item	Instructions	
1	Enter applicant name.	
2	Enter applicant address.	
3	Enter applicant ID number.	
4	AILFP benefits can only be received for 2003 or 2004 but <b>not</b> both years. Check the appropriate year for which year to receive benefits.	
5	Check the appropriate box to indicate whether livestock was owned or leased on tribal-governed land in the year indicated in item 4.	
6	Enter share of the livestock that occupied tribal-governed land for the year indicated in item 4.	
7	Enter name of the Indian tribe, nation, or pueblo that governs the land the livestock occupied in the year indicated in item 4.	
8A through 8F	<b>Step</b>	<b>Action</b>
	A	Check the appropriate box to indicate if feed was purchased because of a natural disaster during the year indicated in item 4.
	B	Check the appropriate box to indicate if the purchased feed was fed to the livestock on tribal governed land in the year indicated in item 4.
	C	Enter the name of the person or business the feed was purchased from during the disaster indicated in item 4.
	D	Enter the date the feed was purchased.
	E	Enter the amount paid for the feed.
	F	Enter the total cost for all feed purchased.
9	Check the appropriate box to indicate whether any livestock feed purchased during the natural disaster reference in item 8 was sold.	
9A through 9D	<b>Step</b>	<b>Action</b>
	A	Enter the type of feed sold during the disaster referenced in item 4.
	B	Enter the date the feed was sold.
	C	Enter the payment received for the feed sold.
	D	Enter the total for all feed sold.

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**\*--CCC-644, American Indian Livestock Feed Program (AILFP) Payment Application  
(Continued)**

**B Completing CCC-644 (Continued)**

<b>Item</b>	<b>Instructions</b>	
	Under new rules for AILFP, livestock owners may now receive assistance for livestock sold during the disaster payment period because of the natural disaster. Even though livestock was sold, it may be reported as livestock being fed during the disaster payment period. <b>Do not include livestock sold according to your routine business practices.</b>	
10A through 10E	<b>Step</b>	<b>Action</b>
	A	Enter the type and weight ranges for livestock fed during the disaster period.
	B	Enter the number of head for each type and weight range that were fed during the disaster payment period.
	C	Enter the date the livestock began being fed.
	D	Enter the date the livestock stopped being fed.
	E	Check if the livestock reported in item 10 were sold only because of a natural disaster.  <b>Note: Do not include livestock sold as part of a routine business transaction.</b>
11A and 11B	The applicant shall sign and date for certification.  <b>Note:</b> If mailing or FAXing, print CCC-644 and manually enter signature. If applicant is approved for electronic transmission and credentials have been established with USDA to submit forms electronically, use the buttons provided on CCC-644 for transmitting to the USDA servicing office.	
12A through 12C	The tribal representative shall sign, enter position held, and date for certification.  <b>Note:</b> Signature must be entered manually.	

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\*--CCC-453, American Indian Livestock Feed Program (AILFP) Contract to Participate

A Example of CCC-453

The following is an example of CCC-453.

This form is available electronically.

CCC-453 (03-08-05)	U.S. DEPARTMENT OF AGRICULTURE Commodity Credit Corporation	1. Tribal Name  Any Tribe				
AMERICAN INDIAN LIVESTOCK FEED PROGRAM (AILFP) CONTRACT TO PARTICIPATE		2. County/Countries and State/States of Region  Smith County, Arizona				
<p><b>NOTE:</b> The authority for collecting the following information is Pub. L. 108-324. This authority allows for the collection of information without prior OMB approval mandated by the Paperwork Reduction Act of 1995. The time required to complete this information collection is estimated to average 30 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.</p> <p>The following statement is made in accordance with the Privacy Act of 1974 (5 USC 552a). The authority for requesting the following information is 7 CFR Part 1439.900-914. The information will be used to determine producer eligibility and payment amount for the American Indian Livestock Feed Program (AILFP). Furnishing the requested information is voluntary. Failure to furnish the requested information will result in nonparticipation. 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. The provisions of criminal and civil fraud statutes, including 18 USC 286, 371, 641, 651, 1001; 15 USC 714m; and 31 USC 3729, may be applicable to the information provided. <b>RETURN THIS COMPLETED FORM TO THE APPROPRIATE TRIBAL GOVERNMENT OR FSA COUNTY OFFICE. TRIBAL GOVERNMENTS MUST RETURN THIS COMPLETED FORM TO THE DESIGNATED COUNTY FSA OFFICE.</b></p>						
<p>THIS CONTRACT TO PARTICIPATE is entered into between the Commodity Credit Corporation (CCC) and the undersigned tribal representative of the Indian Tribe identified in Item 1 for the acreage in the county identified above. By signing this contract, the undersigned tribe is requesting participation in the American Indian Livestock Feed Program. By signing this contract, the tribe (1) acknowledges submission of the CCC-453, and agree to abide by the terms contained therein, and (2) agrees to comply with the regulations contained at 7 CFR Part 1439, as well as those regulations governing payment eligibility and payment limitation, as well as any other regulation relevant to the administration of the AILFP. This program or activity will be conducted on a nondiscriminatory basis without regard to race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status.</p>						
3A. Normal Grazing Period - What is the normal grazing period in the county/counties where the tribal governed land is located? (Provide Month and Day)  From: 4/1 To: 11/15	3B. Disaster Payment Period (Not to exceed 90 days). Provide dates for only one year, 2003 or 2004.  From: 6/1/2003 To: 8/29/2003	3C. Extensions - additional 90 day periods the disaster was ongoing during the normal grazing period. <table border="1"><thead><tr><th>From</th><th>To</th></tr></thead><tbody><tr><td>8/30/2003</td><td>11/15/2003</td></tr></tbody></table>	From	To	8/30/2003	11/15/2003
From	To					
8/30/2003	11/15/2003					
4A. Type of Disaster (flood, drought, etc.)  Drought	4B. Date or Approximate Date Disaster Began (MM-DD-YYYY)  5/15/2003	4C. Date or Approximate Date Disaster Ended (MM-DD-YYYY)  12/15/2003				
5. If known, provide the Presidential Declaration or Secretarial Emergency Designation number associated with the disaster.  Presidential M- _____ Secretarial S- 1234						
6. Tribal governments - use this space to record any tribal eligibility criteria that will be used in addition to the eligibility criteria set forth in 7 CFR Parts 1439.903 and 1439.907. Tribal eligibility criteria cannot conflict with United States Department of Agriculture nondiscrimination policies.						
7. Remarks						
<p><b>NOTE: FORM CCC-648 MUST BE COMPLETED BY THE TRIBAL GOVERNMENT AND ATTACHED TO THIS CONTRACT WHEN IT IS SUBMITTED FOR APPROVAL</b></p> <p>The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice or TDD). USDA is an equal opportunity provider and employer.</p>						

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**\*--CCC-453, American Indian Livestock Feed Program (AILFP) Contract to Participate (Continued)**

**A Example of CCC-453 (Continued)**

CCC-453 (03-08-05) Page 2

8. Livestock Information: In Items B, D and F, estimate to the best of the tribal government's ability, the number of both tribal-owned and privately-owned livestock in the affected region during the disaster payment period for each category in Items A, C, and E.

A. LIVESTOCK TYPE & LBS. WEIGHT RANGE	B. NUMBER OF ANIMALS	C. LIVESTOCK TYPE & LBS. WEIGHT RANGE	D. NUMBER OF ANIMALS	E. LIVESTOCK TYPE & LBS. WEIGHT RANGE	F. NUMBER OF ANIMALS
<b>BEEF CATTLE, BUFFALO &amp; BEEFALO</b>		<b>DAIRY CATTLE</b>		<b>GOATS</b>	
Beef, Buffalo, Beefalo, Less than 400		Dairy, Less than 400		Goats, Less than 44	
Beef, Buffalo, Beefalo, 400-799	3000	Dairy, 400-799		Goats, 44-82	
Beef, Buffalo, Beefalo, 800-1099	4000	Dairy, 800-1099		Goats, 83+	
Beef, Buffalo, Beefalo, 1100+	3700	Dairy, 1100+		Goats Doe, 125+	
Beef, Buffalo, Beefalo Cow All	10500	Dairy Cow, Less than 1100		Goats Doe (Dairy), 125+	
Beef, Buffalo, Beefalo Bull, 1000+	750	Dairy Cow, 1100-1299		Goats Buck, 125+	
<b>SWINE</b>		Dairy Cow, 1300-1499		<b>SHEEP</b>	
Swine, Less than 45		Dairy Cow, 1500+		Sheep, Less than 44	
Swine, 45-124		Dairy Bull, 1000+		Sheep, 44-82	
Swine, 125+		<b>EQUINE</b>		Sheep, 83+	
Swine Sow, 235+		Equine, Less than 450	300	Sheep Ewe, 150+	1000
Swine Boar, 235+		Equine, 450-649	1000	Sheep Ram, 150+	25
<b>ELK</b>		Equine, 650-874		<b>REINDEER</b>	
Elk, Less than 400		Equine, 875+		Reindeer, Less than 400	
Elk, 400-799					
Elk, 800-1099					
TOTAL OF ITEM 8B	21950	TOTAL OF ITEM 8D	1300	TOTAL OF ITEM 8F	1025
9A. TOTAL CONTRACT ACREAGE REQUIRED FOR ITEM 8B	76825	9B. TOTAL CONTRACT ACREAGE REQUIRED FOR ITEM 8D	4550	9C. TOTAL CONTRACT ACREAGE REQUIRED FOR ITEM 8F	3587.5
10A. Tribal Representative's Name (Print)			10B. Tribal Position Title		
10C. Tribal Representative's Signature				10D. Date (MM-DD-YYYY)	
11A. STC Representative's Signature				11B. Date (MM-DD-YYYY)	
12A. Deputy Administrator Farm Program Signature				12B. Date (MM-DD-YYYY)	

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**\*--CCC-453, American Indian Livestock Feed Program (AILFP) Contract to Participate (Continued)**

**B Completing CCC-453**

Complete CCC-453 according to the following.

Item	Instructions
1	Enter name of the tribe.
2	Enter the county/county and State of the region being requested for approval.
3A	Enter beginning and ending dates of the normal grazing period for the tribal-governed land in the county/counties affected by the natural disaster.
3B	Enter the starting and ending dates for the disaster payment period by month, day, and year.
3C	If the disaster payment period extended beyond 90 days, provide additional 90-day period(s) (month/day/year) on the appropriate lines.
4A	Enter a brief description of the type of disaster that occurred.
4B	Enter the date or approximate date the disaster began.
4C	Enter the date or approximate date the disaster ended.
5	If it is known, provide the Presidential Declaration or Secretarial Designation number associated with the disaster.
6	Describe any tribal eligibility criteria that will be used in addition to the criteria in 7 CFR 1439.903 and 1439.907. If no tribal eligibility criteria are listed, payments will be made to all eligible livestock owners according to regulations.
7	Provide explanations or clarifications for any question that may not have been thoroughly answered. If using this space, indicate the question number that is being clarified.
8A through 8F	In columns B, D and F, estimate to the best of the tribal government's ability, the number of both tribal-owned and privately-owned livestock in the affected region during the feeding period for each category in columns A, C, and E.
9A through 9C	Enter the number of acres required to support the livestock totaled for columns 8B, 8D, and 8F.  <b>Note:</b> This information is available from the FSA State Office. The total acres should not exceed the acres in items 3 or 4.
10A through 10D	A tribal representative with the authority to conduct business for the tribe shall sign, enter his or her position or job title in the tribal government, and enter the date CCC-453 is signed.
11A through 11C	A STC representative shall sign as having received CCC-453 and the date CCC-453 is signed.
12	Enter the name and full mailing address for the FSA State Office to which CCC-453 will be forwarded.

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**\*--CCC-648, American Indian Livestock Feed Program (AILFP) Region Designation and Feed Loss Assessment**

**A Example of CCC-648**

The following is an example of CCC-648.

This form is available electronically.		
CCC-648 (03-08-05)	U.S. DEPARTMENT OF AGRICULTURE Commodity Credit Corporation	1. Name and Address of American Indian Tribe (Include ZIP Code) Any Tribe 123 Main Street Anytown, USA 12345
<b>AMERICAN INDIAN LIVESTOCK FEED PROGRAM (AILFP) REGION DESIGNATION AND FEED LOSS ASSESSMENT</b>		2. Contact Person Jane Smith
THIS FORM MUST BE ATTACHED TO CCC-453, "CONTRACT TO PARTICIPATE"		3. Telephone Number (Include Area Code) 123-456-7890
<p><b>NOTE:</b> The authority for collecting the following information is Pub. L. 108-324. This authority allows for the collection of information without prior OMB approval mandated by the Paperwork Reduction Act of 1995. The time required to complete this information collection is estimated to average 2 hours 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.</p> <p>The following statement is made in accordance with the Privacy Act of 1974 (5 USC 552a). The authority for requesting the following information is 7 CFR Part 1439.900-.914. The information will be used to determine producer eligibility and payment amount for the American Indian Livestock Feed Program (AILFP). Furnishing the requested information is voluntary. Failure to furnish the requested information will result in nonparticipation. 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. The provisions of criminal and civil fraud statutes, including 18 USC 286, 371, 641, 651, 1001; 15 USC 714m; and 31 USC 3729, may be applicable to the information provided. <b>RETURN THIS COMPLETED FORM TO THE APPROPRIATE TRIBAL GOVERNMENT OR FSA COUNTY OFFICE. TRIBAL GOVERNMENT, RETURN THIS COMPLETED FORM TO THE DESIGNATED COUNTY FSA OFFICE.</b></p>		
4. Date or Period of Natural Disaster July 1 - September 1, 2003	5. Description of Natural Disaster Drought	
6. Weighted Average Regional Loss (From Item 20 on Page 2)		:51 %
<b>PART A - CERTIFICATION: I certify that all the information provided on this Area Designation and Feed Loss Assessment is true and correct to the best of my knowledge.</b>		
7A. Signature of Tribal Official /s/ Jane Smith	7B. Title Tribal Elder	7C. Date (MM-DD-YYYY) 10/15/2003
8. BIA Recommendation <input checked="" type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended (Attach Documentation Supporting Decision) <b>FORWARD TO APPLICABLE STATE FSA OFFICE</b>		9. State FSA Office Name and Address (Include ZIP Code) Any State FSA Office 456 Oak Street Any City, USA 98765
10A. Signature of BIA Official /s/ John Hancock	10B. Title Area Director	10C. Date (MM-DD-YYYY) 10/20/2003
11. State FSA Committee Recommendation <input checked="" type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended (Attach Documentation Supporting Decision)		
11A. Authorized State FSA Office Signature /s/ Joseph Jones	11B. Title State Executive Director	11C. Date (MM-DD-YYYY) 10/27/2003
12. State Office, Forward All Original Documents To: USDA/FSA/DAFP/PECD STOP 0517 1400 INDEPENDENCE AVENUE, S.W. WASHINGTON, DC 20250-0517		
13. Remarks		
<p><small>The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. (Not all prohibited basis apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotope, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice or TDD). USDA is an equal opportunity provider and employer.</small></p>		

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**\*--CCC-648, American Indian Livestock Feed Program (AILFP) Region Designation and Feed Loss Assessment (Continued)**

**A Example of CCC-648 (Continued)**

CCC-648 (03-08-05) Page 2							
PART B - FEED LOSS ASSESSMENT							
14. PASTURE AND NORMAL GRAZING							
A. Type	B. Acres	C. Carrying Capacity	D. Normal Grazing Days	E. AUD Value	F. Value Expected AUD	G. Percent of Loss	H. Value and Loss
Native Grass	168,045+	1.5 X	90 X	.7175 =	7,234,337.25 X	50 % = \$	3,617,168.62
	+	X	X	=	X	% = \$	
	+	X	X	=	X	% = \$	
	+	X	X	=	X	% = \$	
	+	X	X	=	X	% = \$	
				I. Total	7,234,337.25	J. Total	3,617,168.62
15. FORAGE PRODUCTION							
A. Type	B. Acres	C. Normal Yield	D. Cost Per Unit	E. Value Normal Production	F. Percent of Loss	G. Value Production Loss	
Alfalfa	24,500X	3.7 tons/ac X	\$ 67.69 =	\$ 6,136,098.50 X	65 % = \$	3,988,464.03	
Other Hay	20,000X	2.1 tons/ac X	\$ 47.69 =	\$ 1,981,980.00 X	45 % = \$	891,891.00	
	X	X	\$ =	\$ X	% = \$		
	X	X	\$ =	\$ X	% = \$		
	X	X	\$ =	\$ X	% = \$		
				H. Total	8,118,078.50	I. Total	4,880,355.03
16. FEED GRAIN PRODUCTION							
A. Type	B. Acres	C. Normal Yield	D. Cost Per Unit	E. Value Normal Production	F. Percent of Loss	G. Value Production Loss	
Corn (NI)	1,900X	55 bu/ac X	\$ 2.28 =	\$ 238,260.00 X	90 % = \$	214,434.00	
Milo (NI)	8,000X	48 cwt/ac X	\$ 3.47 =	\$ 1,332,480.00 X	10 % = \$	133,248.00	
	X	X	\$ =	\$ X	% = \$		
	X	X	\$ =	\$ X	% = \$		
	X	X	\$ =	\$ X	% = \$		
				H. Total	1,570,740.00	I. Total	347,682.00
17. OTHER ROUGHAGE							
A. Type	B. Acres	C. Normal Yield	D. Cost Per Unit	E. Value Normal Production	F. Percent of Loss	G. Value Production Loss	
Sorghum	2,800X	13.9 X	\$ 16.57 =	\$ 644,904.40 X	50 % = \$	322,452.20	
Corn Silage	700X	14.1 X	\$ 19.70 =	\$ 194,439.00 X	10 % = \$	19,443.90	
	X	X	\$ =	\$ X	% = \$		
	X	X	\$ =	\$ X	% = \$		
	X	X	\$ =	\$ X	% = \$		
				H. Total	839,343.40	I. Total	341,896.10
18. Total Value Expected (Sum of Items 14I, 15H, 16H, 17H)		19. Total Value Loss (Sum of Items 14J, 15I, 16I, 17I)		20. Weighted Average Loss (Sum of Item 19 Divided by 18)			
\$ 17,762,499.15		\$ 9,187,101.75		.51 %			

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**\*--CCC-648, American Indian Livestock Feed Program (AILFP) Region Designation and Feed Loss Assessment (Continued)**

**B Completing CCC-648**

Complete CCC-648 according to the following.

Item	Instructions
1	Enter name and address of the tribe.
2	Enter the name of a tribal government contact person.
3	Enter the telephone number of the contact person.
4	<p>Enter the dates or period of the natural disaster. If:</p> <ul style="list-style-type: none"> <li>• the disaster, such as a drought, was not the result of a sudden event, give the date conditions first became noticeable and livestock feed was affected</li> <li>• conditions are ongoing, use the current date as the ending date.</li> </ul> <p>Do <b>not</b> request a specific 90-day feeding period in this item. The feeding period will be specified on CCC-453.</p>
5	<p>Describe the natural conditions causing the livestock feed emergency. Conditions will include:</p> <ul style="list-style-type: none"> <li>• blizzard</li> <li>• drought</li> <li>• excessive rain</li> <li>• excessive snow</li> <li>• tornado.</li> <li>• hurricane</li> <li>• freeze</li> <li>• frost</li> <li>• hail</li> <li>• flood</li> <li>• earthquake</li> <li>• volcanic eruption</li> <li>• excessive winds</li> </ul>
6	Enter the percentage of loss of livestock feed for the requested region from item 20.
7A through 7C	A tribal government official with the authority to sign documents representing the entire tribe must sign to certify that all information provided is true and correct to the best of his or her knowledge and enter their title and the date this request is forwarded to BIA.
8	A BIA employee must indicate by checking the appropriate box whether or not the region is recommended for approval. If the request is <b>not</b> recommended for approval, the BIA official will attach supporting documentation. The completed form, with supporting documentation, if any, will be forwarded to the FSA State Office.
9	Enter the name and full address of the FSA State Office that will receive the forwarded request for assistance from BIA.
10A through 10C	Enter the signature and title of an appropriate BIA official and the date the document was signed and forwarded to the FSA State Office.

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**\*--CCC-648, American Indian Livestock Feed Program (AILFP) Region Designation and Feed Loss Assessment (Continued)**

**B Completing CCC-648 (Continued)**

<b>Item</b>	<b>Instructions</b>	
11A through 11C	<p>The FSA STC or representative must indicate by checking the appropriate box whether or not the region is recommended for approval. If the request is <b>not</b> recommended for approval, the FSA STC or representative will attach supporting documentation. The completed CCC-648, with supporting documentation, if any, will be forwarded to DAFP.</p> <p>In items A through C, enter the signature and title of the FSA STC representative and the date the request was forwarded to DAFP.</p>	
12	This is the address for DAFP. There is no entry required.	
13	This remarks section may be used by any interested party to provide any comments pertinent to this request. This is no entry required.	
14A through 14J	<b>Step</b>	<b>Action</b>
	A	Enter the names of the types of crops normally <b>grazed in pastures</b> in the region.
	B	Enter the number of acres for each type of crop in step A.
	C	Enter the carrying capacity for the acres in step A. Carrying capacity may be obtained from the FSA State Office.
	D	Enter the normal number of days grazing would take place.
	E	Enter the AUD value for the crop year: <ul style="list-style-type: none"> <li>• for 2003, the AUD value is .5772</li> <li>• for 2004, the AUD value is .5374.</li> </ul>
	F	Calculate the value of expected AUD by: <ul style="list-style-type: none"> <li>• (1) dividing step B by step C</li> <li>• (2) multiplying the result of step F(1) times step D</li> <li>• (3) multiplying the result of step F(2) times step E.</li> </ul> The resulting calculation is the value expected AUD.
	G	Based on the report provided by the Survey Team, enter the estimate of the percent of loss for the crops and acres in steps A and B.
	H	Multiply step F times step G.
	I	Total all entries in step F.
	J	Total all entries in step H.

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**\*--CCC-648, American Indian Livestock Feed Program (AILFP) Region Designation and Feed Loss Assessment (Continued)**

**B Completing CCC-648 (Continued)**

<b>Item</b>	<b>Instructions</b>	
	<b>Step</b>	<b>Action</b>
15A through 15I	A	Enter the names of the types of <b>forage crops</b> normally produced in the region.
	B	Enter the number of acres for each type of crop in step A.
	C	Enter the normal yield for the acres in step B. Yields may be obtained from the FSA State Office.
	D	Enter the cost per unit of measure (bales, tons, etc.) for the crop in step A.
	E	Calculate the value of normal production by: <ul style="list-style-type: none"> <li>• (1) multiplying step B times step C</li> <li>• (2) multiplying the result of step E(1) times step D.</li> </ul> <p>The resulting calculation is the value of normal production.</p>
	F	Based on the report provided by the Survey Team, enter the estimate of the percent of loss for the crops and acres in steps A and B.
	G	Multiply step F times step G.
	H	Total all entries in step E.
	I	Total all entries in step G.
16A through 16I	For all <b>feed grain production</b> in the region, repeat steps 15A through 15I.	
17A through 17I	For all <b>other roughage</b> in the region, repeat steps 15A through 15I.	
18	Enter the total of items 14I, 15H, 16H, and 17H.	
19	Enter the total of items 14J, 15I, 16I, and 17I.	
20	Divide item 19 by item 18. This amount will be the weighted average loss, which will be entered in item 6.	

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**\*--Eligible Livestock by Type and Weight Range**

The following is a list of type and weight range for livestock.

<b>Type and Weight Range</b>	<b>Pounds of Corn Per Head Per Day</b>
Beef, Buffalo, and Beefalo, Under 400 lbs.	3.5
Beef, Buffalo, and Beefalo, 400 - 799 lbs.	6.5
Beef, Buffalo, and Beefalo, 800 - 1099 lbs.	8.5
Beef, Buffalo, and Beefalo, 1100+ lbs.	12.5
Beef, Buffalo, and Beefalo, Cow	15.7
Beef, Buffalo, and Beefalo, Bull, 1000+ lbs.	13.0
Dairy Cattle, Under 400 lbs.	3.5
Dairy Cattle, 400 - 799 lbs.	6.5
Dairy Cattle, 800 - 1099 lbs.	8.5
Dairy Cattle, 1100+ lbs.	12.5
Dairy Cow, Under 1100 lbs.	27.0
Dairy Cow, 1100 - 1299 lbs.	31.0
Dairy Cow, 1300 - 1499 lbs.	33.0
Dairy Cow, 1500+ lbs.	34.5
Dairy Bull, 1000+ lbs.	14.5
Swine, Under 45 lbs.	0.5
Swine, 45 - 124 lbs.	1.1
Swine, 125+ lbs.	1.9
Swine Sow, 235+ lbs.	6.5
Swine Boar, 235 +lbs.	3.7
Sheep, Under 44 lbs.	0.4
Sheep, 44 - 82 lbs.	0.9
Sheep, 83+ lbs.	1.1
Sheep Ewe, 150+ lbs.	3.1
Sheep Ram, 150+ lbs.	1.7
Goats, Under 44 lbs.	0.5
Goats, 44 - 82 lbs.	1.1
Goats, 83+ lbs.	1.5
Goats Doe, 125+ lbs.	3.5
Goats Doe, Dairy, 125+ lbs.	5.2
Goats Buck, 125+ lbs.	2.1
Equine, Under 450 lbs.	4.4
Equine, 450 - 649 lbs.	6.3
Equine, 650 - 874 lbs.	8.2
Equine, 875+ lbs.	11.6
Reindeer, Under 400 lbs.	3.5
Elk, Under 400 lbs.	3.5
Elk Cow, 400 - 799 lbs.	6.5

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\*--CCC-644A, American Indian Livestock Feed Program (AILFP) Continuation Sheet

A Example of CCC-644A

The following is an example of CCC-644A.

**This form is available electronically.**

<b>CCC-644A</b> (03-08-05)  <b>U.S. DEPARTMENT OF AGRICULTURE</b> Commodity Credit Corporation  <b>AMERICAN INDIAN LIVESTOCK FEED PROGRAM (AILFP)                  CONTINUATION SHEET</b>	A. APPLICANT NAME	
	B. APPLICANT ADDRESS (Include ZIP Code)	
	C. APPLICANT ID NUMBER (SSN/TID/EIN)	

**NOTE:** The authority for collecting the following information is Pub. L. 108-324. This authority allows for the collection of information without prior OMB approval mandated by the Paperwork Reduction Act of 1995. The time required to complete this information collection is estimated to average 30 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.

The following statement is made in accordance with the Privacy Act of 1974 (5 USC 552a). The authority for requesting the following information is 7 CFR Part 1439.900-914. The information will be used to determine producer eligibility. Furnishing the requested information is voluntary. Failure to furnish the requested information will result in nonparticipation. 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. The provisions of criminal and civil fraud statutes, including 18 USC 286, 371, 641, 651, 1001, 15 USC 714m, and 31 USC 3729, may be applicable to this information provided. **RETURN THIS COMPLETED FORM TO THE APPROPRIATE TRIBAL GOVERNMENT OR FSA COUNTY OFFICE. TRIBAL GOVERNMENT, RETURN THIS COMPLETED FORM TO THE DESIGNATED COUNTY FSA OFFICE.**

8C. Name of Feed Supplier	8D. Date the Feed was Bought (MM-DD-YYYY)	8E. Cost of the Feed
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 526-W, Western Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-6964 (voice or TDD). USDA is an equal opportunity provider and employer.

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**\*--CCC-644A, American Indian Livestock Feed Program (AILFP) Continuation Sheet  
(Continued)**

**A Example of CCC-644A (Continued)**

CCC-644-A (03-08-05) Page 2

9A. Type of Feed Sold	9B. Date the Feed was Sold (MM-DD-YYYY)	9C. Payment Received for the Feed Sold
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$

10A. Livestock Type and Weight Range	10B. Number of Head	10C. Date Feeding Began	10D. Date Feeding Ended	10E. Check if Sold

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**\*--Producer Notification of Spotchecks of 2005 Hurricane Programs**

Applicants for 2005 Hurricane programs shall be provided the following information at the time the application is filed.

The Farm Service Agency (FSA) will be conducting spot checks of Feed Indemnity Program (FIP), Livestock Compensation Program (LCP), Livestock Indemnity Program (LIP), and Livestock Indemnity Program II (LIP-II) applications submitted by producers. All data provided on the application, and all supporting data provided by the producer is subject to spot check and verification by FSA. Inaccurate producer certification or data, or failure to provide verifiable data to support certifications, may result in denial or refund of program benefits, plus interest. In addition, provisions of criminal and civil fraud statutes may be applied.

Data that may be spot checked includes, but are not limited to, the following:

1. Number/kind/type/weight range of livestock claimed on CCC-897, CCC-898, FSA-573, as applicable.
2. Number of livestock in inventory before and after the eligible hurricane.
3. Verification of document used as proof of death of livestock claimed on CCC-897, CCC-898, FSA-573, as applicable.
4. Verification of cause of death of livestock claimed on CCC-897, CCC-898, FSA-573, as applicable.
5. Ownership of livestock claimed on CCC-897, CCC-898, FSA-573, as applicable.
6. Verification of loss of feed as a result of eligible hurricane.
7. Verification of increased feed costs as a result of eligible hurricane.
8. Verification of cash leasing of claimed livestock.
9. Verification that livestock were maintained for commercial use as part of a farming operation.
10. Compliance with Adjusted Gross Income provisions.
11. Verification of monetary compensation received from contractors for contract growers.

Documents and information that may be requested or provided to verify producer certifications include but are not limited to the following:

1. Copies of written cash lease for lease of livestock claimed.
2. Copies of purchase receipts for livestock claimed.
3. Copies of sale receipts of livestock.
4. Copies of receipts of feed purchased before and after eligible hurricane that indicate an increase in feed costs as a result of the eligible hurricane.
5. Type, location and amount of feed lost as result of eligible hurricane.
6. Type, location and amount of feed for livestock in inventory.
7. Type, location and number of grazing acres used to maintain inventory of livestock before eligible hurricane.
8. Copies of leases for grazing acres for livestock inventory.
9. Copies of corporate charter or bylaws, partnership agreements, trust agreement, last will and testament, estate documents, court orders of appointment or other documents providing evidence of authority to act on behalf of another.
10. Documents providing evidence that livestock claimed were maintained for commercial use as part of a farming operation.
11. Copies of tax records indicating a farming operation.
12. Certifications from tax accountants.
13. Copies of veterinary records.
14. Copies of loan documents, settlement sheets, and bank records.

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**Disaster Periods**

State	Disaster Period by State, County, Hurricane					
	County	Dennis	Katrina	Ophelia	Rita	Wilma
Alabama						
	Autauga	7/10 – 9/8/05				
	Baldwin	7/10 – 9/8/05	8/29 – 10/28/05			
	Bibb		8/29 – 10/28/05			
	Blount		8/29 – 10/28/05			
	Butler	7/10 – 9/8/05	8/29 – 10/28/05			
	Chambers	7/10 - 9/8/05				
	Chilton		8/29 – 10/28/05			
	Choctaw	7/10 – 9/8/05	8/29 – 10/28/05			
	Clarke	7/10 – 9/8/05	8/29 – 10/28/05			
	Clay	7/10 – 9/8/05				
	Cleburne	7/10 – 9/8/05				
	Coffee	7/10 – 9/8/05				
	Colbert		8/29 – 10/28/05			
	Conecuh	7/10 – 9/8/05	8/29 – 10/28/05			
	Covington	7/10 – 9/8/05	8/29 – 10/28/05			
	Crenshaw	7/10 – 9/8/05				
	Cullman		8/29 – 10/28/05			
	Dallas	7/10 – 9/8/05	8/29 – 10/28/05			
	Escambia	7/10 – 9/8/05	8/29 – 10/28/05			
	Fayette		8/29 – 10/28/05			
	Franklin		8/29 – 10/28/05		9/23 - 11/22/05	
	Geneva	7/10 – 9/8/05	8/29 – 10/28/05			
	Greene	7/10 – 9/8/05	8/29 – 10/28/05			
	Hale	7/10 – 9/8/05	8/29 – 10/28/05			
	Henry	7/10 – 9/8/05				
	Houston	7/10 – 9/8/05				
	Jefferson		8/29 – 10/28/05			
	Lamar		8/29 – 10/28/05			
	Lauderdale		8/29 – 10/28/05			
	Lawrence		8/29 – 10/28/05			
	*--Limestone		8/29 - 10/28/05--*			
	Lowndes	7/10 – 9/8/05	8/29 – 10/28/05			
	Macon	7/10 – 9/8/05				
	Marengo	7/10 – 9/8/05	8/29 – 10/28/05			
	Marion		8/29 – 10/28/05			
	*--Marshall		8/29 – 10/28/05--*			
	Mobile	7/10 – 9/8/05	8/29 – 10/28/05			
	Morgan		8/29 – 10/28/05			
	Monroe	7/10 – 9/8/05	8/29 – 10/28/05			
	Perry	7/10 – 9/8/05	8/29 – 10/28/05			
	Pickens		8/29 – 10/28/05			
	Pike	7/10 – 9/8/05				
	Randolph	7/10 – 9/8/05				
	*--Shelby		8/29 – 10/28/05--*			
	St Clair		8/29 – 10/28/05			
	Sumter	7/10 – 9/8/05	8/29 – 10/28/05			
	Tuscaloosa	7/10 – 9/8/05	8/29 – 10/28/05			
	Walker		8/29 – 10/28/05			
	Washington	7/10 – 9/8/05	8/29 – 10/28/05			
	Wilcox	7/10 – 9/8/05	8/29 – 10/28/05			
	Winston		8/29 – 10/28/05			

**Disaster Periods (Continued)**

<b>State</b>	<b>Disaster Period by State, County, and Hurricane</b>				
<b>County</b>	<b>Dennis</b>	<b>Katrina</b>	<b>Ophelia</b>	<b>Rita</b>	<b>Wilma</b>
<b>Arkansas</b>					
Ashley		8/29 – 10/28/05		9/23 - 11/22/05	
Chicot		8/29 – 10/28/05		9/23 - 11/22/05	
Columbia		8/29 – 10/28/05		9/23 - 11/22/05	
Crittenden		8/29 – 10/28/05		9/23 - 11/22/05	
Desha		8/29 – 10/28/05		9/23 - 11/22/05	
Lafayette		8/29 – 10/28/05		9/23 - 11/22/05	
Lee		8/29 – 10/28/05		9/23 - 11/22/05	
Miller		8/29 – 10/28/05		9/23 - 11/22/05	
Phillips		8/29 – 10/28/05		9/23 - 11/22/05	
St. Francis		8/29 – 10/28/05		9/23 - 11/22/05	
Union		8/29 – 10/28/05		9/23 - 11/22/05	
<b>Florida</b>					
Bay	7/10 – 9/8/05	8/24 – 10/23/05			
Brevard					10/23 - 12/22/05
Broward		8/24 – 10/23/05			10/23 - 12/22/05
Calhoun	7/10 – 9/8/05				
Charlotte					10/23 - 12/22/05
Collier		8/24 – 10/23/05			10/23 - 12/22/05
De Soto					10/23 - 12/22/05
Dixie	7/10 – 9/8/05				
Escambia	7/10 – 9/8/05	8/24 – 10/23/05			
Franklin	7/10 – 9/8/05	8/24 – 10/23/05			
Gadsden	7/10 – 9/8/05				
Glades					10/23 - 12/22/05
Gulf	7/10 – 9/8/05	8/24 – 10/23/05			
Hardee					10/23 - 12/22/05
Hendry					10/23 - 12/22/05
Highlands					10/23 - 12/22/05
Hillsborough					10/23 - 12/22/05
Holmes	7/10 – 9/8/05	8/24 – 10/23/05			
Indian River					10/23 - 12/22/05
Jackson	7/10 – 9/8/05	*--8/24 – 10/23/05--*			
Jefferson	7/10 – 9/8/05				
Lee					10/23 - 12/22/05
Leon	7/10 – 9/8/05				
Levy	7/10 – 9/8/05				
Liberty	7/10 – 9/8/05	8/24 – 10/23/05			
Manatee					10/23 - 12/22/05
Martin					10/23 - 12/22/05
Miami-Dade		8/24 – 10/23/05			10/23 - 12/22/05
Monroe	7/10 – 9/8/05	8/24 – 10/23/05			10/23 - 12/22/05
Okaloosa	7/10 – 9/8/05	8/24 – 10/23/05			
Okeechobee					10/23 - 12/22/05
Orange					10/23 - 12/22/05
Osceloa					10/23 - 12/22/05
Palm Beach					10/23 - 12/22/05
Polk					10/23 - 12/22/05



Disaster Periods (Continued)

State	Disaster Period by State, County, and Hurricane				
County	Dennis	Katrina	Ophelia	Rita	Wilma
Florida (Continued)					
St. Lucie					10/23 - 12/22/05
Santa Rosa	7/10 – 9/8/05	8/24 – 10/23/05			
Sarasota					10/23 - 12/22/05
Taylor	7/10 – 9/8/05				
Volusia					10/23 - 12/22/05
Wakulla	7/10 – 9/8/05	8/24 – 10/23/05			
Walton	7/10 – 9/8/05	8/24 – 10/23/05			
Washington	7/10 – 9/8/05	8/24 – 10/23/05			
Louisiana					
Acadia		8/29 – 10/28/05		9/23 – 11/22/05	
Allen		8/29 – 10/28/05		9/23 – 11/22/05	
Ascension		8/29 – 10/28/05		9/23 – 11/22/05	
Assumption		8/29 – 10/28/05			
Avoyelles		8/29 – 10/28/05		9/23 – 11/22/05	
Beauregard		8/29 – 10/28/05		9/23 – 11/22/05	
Bienville		8/29 – 10/28/05		9/23 – 11/22/05	
Bossier		8/29 – 10/28/05		9/23 – 11/22/05	
Caddo		8/29 – 10/28/05		9/23 – 11/22/05	
Calcasieu		8/29 – 10/28/05		9/23 – 11/22/05	
Caldwell		8/29 – 10/28/05		9/23 – 11/22/05	
Cameron		8/29 – 10/28/05		9/23 – 11/22/05	
Catahoula		8/29 – 10/28/05		9/23 – 11/22/05	
Claiborne		8/29 – 10/28/05		9/23 – 11/22/05	
Concordia		8/29 – 10/28/05		9/23 – 11/22/05	
De Soto		8/29 – 10/28/05		9/23 – 11/22/05	
E Baton Rouge		8/29 – 10/28/05			
East Carroll		8/29 – 10/28/05		9/23 – 11/22/05	
East Feliciana		8/29 – 10/28/05			
Evangeline		8/29 – 10/28/05		9/23 – 11/22/05	
Franklin		8/29 – 10/28/05		9/23 – 11/22/05	
Grant		8/29 – 10/28/05		9/23 – 11/22/05	
Iberia		8/29 – 10/28/05		9/23 – 11/22/05	
Iberville		8/29 – 10/28/05			
Jackson		8/29 – 10/28/05		9/23 – 11/22/05	
Jefferson		8/29 – 10/28/05		9/23 – 11/22/05	
Jefferson Davis		8/29 – 10/28/05		9/23 – 11/22/05	
Lafayette		8/29 – 10/28/05		9/23 – 11/22/05	
Lafourche		8/29 – 10/28/05			
La Salle		8/29 – 10/28/05		9/23 – 11/22/05	
Lincoln		8/29 – 10/28/05		9/23 – 11/22/05	
Livingston		8/29 – 10/28/05		9/23 – 11/22/05	
Madison		8/29 – 10/28/05		9/23 – 11/22/05	
Morehouse		8/29 – 10/28/05		9/23 – 11/22/05	
Natchitoches		8/29 – 10/28/05		9/23 – 11/22/05	

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Disaster Periods (Continued)

State	Disaster Period by State, County, and Hurricane					
	County	Dennis	Katrina	Ophelia	Rita	Wilma
Louisiana						
	Orleans		8/29 – 10/28/05			
	Ouachita		8/29 – 10/28/05		9/23 – 11/22/05	
	Plaquemines		8/29 – 10/28/05		9/23 – 11/22/05	
	Pointe Coupee		8/29 – 10/28/05			
	Rapides		8/29 – 10/28/05		9/23 – 11/22/05	
	Red River		8/29 – 10/28/05		9/23 – 11/22/05	
	Richland		8/29 – 10/28/05		9/23 – 11/22/05	
	Sabine		8/29 – 10/28/05		9/23 – 11/22/05	
	St Bernard		8/29 – 10/28/05			
	St Charles		8/29 – 10/28/05			
	St Helena		8/29 – 10/28/05			
	St James		8/29 – 10/28/05			
	St John the Baptist		8/29 – 10/28/05			
	St Landry		8/29 – 10/28/05		9/23 – 11/22/05	
	St Martin		8/29 – 10/28/05		9/23 – 11/22/05	
	St Mary		8/29 – 10/28/05		9/23 – 11/22/05	
	St Tammany		8/29 – 10/28/05		9/23 – 11/22/05	
	Tangipahoa		8/29 – 10/28/05			
	Tensas		8/29 – 10/28/05		9/23 – 11/22/05	
	Terrebonne		8/29 – 10/28/05		9/23 – 11/22/05	
	Union		8/29 – 10/28/05		9/23 – 11/22/05	
	Vermilion		8/29 – 10/28/05		9/23 – 11/22/05	
	Vernon		8/29 – 10/28/05		9/23 – 11/22/05	
	Washington		8/29 – 10/28/05			
	Webster		8/29 – 10/28/05		9/23 – 11/22/05	
	W Baton Rouge		8/29 – 10/28/05		9/23 – 11/22/05	
	West Carroll		8/29 – 10/28/05		9/23 – 11/22/05	
	West Feliciana		8/29 – 10/28/05			
	Winn		8/29 – 10/28/05		9/23 – 11/22/05	

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Disaster Periods (Continued)

State	Disaster Period by State, County, and Hurricane					
	County	Dennis	Katrina	Ophelia	Rita	Wilma
Mississippi						
Adams			8/29 – 10/28/05		9/23 – 11/22/05	
Alcorn			8/29 – 10/28/05		9/23 – 11/22/05	
Amite			8/29 – 10/28/05		9/23 – 11/22/05	
Attala			8/29 – 10/28/05		9/23 – 11/22/05	
Benton			8/29 – 10/28/05		9/23 – 11/22/05	
Bolivar			8/29 – 10/28/05		9/23 – 11/22/05	
Calhoun			8/29 – 10/28/05		9/23 – 11/22/05	
Carroll			8/29 – 10/28/05		9/23 – 11/22/05	
Chickasaw			8/29 – 10/28/05		9/23 – 11/22/05	
Choctaw			8/29 – 10/28/05		9/23 – 11/22/05	
Claiborne			8/29 – 10/28/05		9/23 – 11/22/05	
Clarke			8/29 – 10/28/05		9/23 – 11/22/05	
Clay			8/29 – 10/28/05		9/23 – 11/22/05	
Coahoma			8/29 – 10/28/05		9/23 – 11/22/05	
Copiah			8/29 – 10/28/05		9/23 – 11/22/05	
Covington			8/29 – 10/28/05		9/23 – 11/22/05	
De Soto			8/29 – 10/28/05		9/23 – 11/22/05	
Forrest			8/29 – 10/28/05		9/23 – 11/22/05	
Franklin			8/29 – 10/28/05		9/23 – 11/22/05	
George			8/29 – 10/28/05		9/23 – 11/22/05	
Greene			8/29 – 10/28/05		9/23 – 11/22/05	
Grenada			8/29 – 10/28/05		9/23 – 11/22/05	
Hancock			8/29 – 10/28/05		9/23 – 11/22/05	
Harrison			8/29 – 10/28/05		9/23 – 11/22/05	
Hinds			8/29 – 10/28/05		9/23 – 11/22/05	
Holmes			8/29 – 10/28/05		9/23 – 11/22/05	
Humphreys			8/29 – 10/28/05		9/23 – 11/22/05	
Issaquena			8/29 – 10/28/05		9/23 – 11/22/05	
Itawamba			8/29 – 10/28/05		9/23 – 11/22/05	
Jackson			8/29 – 10/28/05		9/23 – 11/22/05	
Jasper			8/29 – 10/28/05		9/23 – 11/22/05	
Jefferson			8/29 – 10/28/05		9/23 – 11/22/05	
Jefferson Davis			8/29 – 10/28/05		9/23 – 11/22/05	
Jones			8/29 – 10/28/05		9/23 – 11/22/05	
Kemper			8/29 – 10/28/05		9/23 – 11/22/05	
Lafayette			8/29 – 10/28/05		9/23 – 11/22/05	
Lamar			8/29 – 10/28/05		9/23 – 11/22/05	
Lauderdale			8/29 – 10/28/05		9/23 – 11/22/05	
Lawrence			8/29 – 10/28/05		9/23 – 11/22/05	
Leake			8/29 – 10/28/05		9/23 – 11/22/05	
Lee			8/29 – 10/28/05		9/23 – 11/22/05	
Leflore			8/29 – 10/28/05		9/23 – 11/22/05	
Lincoln			8/29 – 10/28/05		9/23 – 11/22/05	
Lowndes			8/29 – 10/28/05		9/23 – 11/22/05	

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Disaster Periods (Continued)

State	Disaster Period by State, County, and Hurricane					
	County	Dennis	Katrina	Ophelia	Rita	Wilma
Mississippi						
	Madison		8/29 – 10/28/05		9/23 – 11/22/05	
	Marion		8/29 – 10/28/05		9/23 – 11/22/05	
	Marshall		8/29 – 10/28/05		9/23 – 11/22/05	
	Monroe		8/29 – 10/28/05		9/23 – 11/22/05	
	Montgomery		8/29 – 10/28/05		9/23 – 11/22/05	
	Neshoba		8/29 – 10/28/05		9/23 – 11/22/05	
	Newton		8/29 – 10/28/05		9/23 – 11/22/05	
	Noxubee		8/29 – 10/28/05		9/23 – 11/22/05	
	Oktibbeha		8/29 – 10/28/05		9/23 – 11/22/05	
	Panola		8/29 – 10/28/05		9/23 – 11/22/05	
	Pearl River		8/29 – 10/28/05		9/23 – 11/22/05	
	Perry		8/29 – 10/28/05		9/23 – 11/22/05	
	Pike		8/29 – 10/28/05		9/23 – 11/22/05	
	Pontotoc		8/29 – 10/28/05			
	Prentiss		8/29 – 10/28/05		9/23 – 11/22/05	
	Quitman		8/29 – 10/28/05		9/23 – 11/22/05	
	Rankin		8/29 – 10/28/05		9/23 – 11/22/05	
	Scott		8/29 – 10/28/05		9/23 – 11/22/05	
	Sharkey		8/29 – 10/28/05		9/23 – 11/22/05	
	Simpson		8/29 – 10/28/05		9/23 – 11/22/05	
	Smith		8/29 – 10/28/05		9/23 – 11/22/05	
	Stone		8/29 – 10/28/05		9/23 – 11/22/05	
	Sunflower		8/29 – 10/28/05		9/23 – 11/22/05	
	Tallahatchie		8/29 – 10/28/05		9/23 – 11/22/05	
	Tate		8/29 – 10/28/05		9/23 – 11/22/05	
	Tippah		8/29 – 10/28/05		9/23 – 11/22/05	
	Tishomingo		8/29 – 10/28/05		9/23 – 11/22/05	
	Tunica		8/29 – 10/28/05		9/23 – 11/22/05	
	Union		8/29 – 10/28/05			
	Walthall		8/29 – 10/28/05		9/23 – 11/22/05	
	Warren		8/29 – 10/28/05		9/23 – 11/22/05	
	Washington		8/29 – 10/28/05		9/23 – 11/22/05	
	Wayne		8/29 – 10/28/05		9/23 – 11/22/05	
	Webster		8/29 – 10/28/05		9/23 – 11/22/05	
	Wilkinson		8/29 – 10/28/05		9/23 – 11/22/05	
	Winston		8/29 – 10/28/05		9/23 – 11/22/05	
	Yalobusha		8/29 – 10/28/05		9/23 – 11/22/05	
	Yazoo		8/29 – 10/28/05		9/23 – 11/22/05	

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**Disaster Periods (Continued)**

<b>State</b>	<b>Disaster Period by State, County, and Hurricane</b>				
<b>County</b>	<b>Dennis</b>	<b>Katrina</b>	<b>Ophelia</b>	<b>Rita</b>	<b>Wilma</b>
<b>North Carolina</b>					
Beaufort			9/11 – 11/10/05		
Bladen			9/11 – 11/10/05		
Brunswick			9/11 – 11/10/05		
Carteret			9/11 – 11/10/05		
Columbia			9/11 – 11/10/05		
*--Columbus			9/11 – 11/10/05--*		
Craven			9/11 – 11/10/05		
Currituck			9/11 – 11/10/05		
Dare			9/11 – 11/10/05		
Duplin			9/11 – 11/10/05		
Hyde			9/11 – 11/10/05		
Jones			9/11 – 11/10/05		
Lenoir			9/11 – 11/10/05		
New Hanover			9/11 – 11/10/05		
Onslow			9/11 – 11/10/05		
Pamlico			9/11 – 11/10/05		
Pender			9/11 – 11/10/05		
Pitt			9/11 – 11/10/05		
Sampson			9/11 – 11/10/05		
Tyrell			9/11 – 11/10/05		
Washington			9/11 – 11/10/05		
<b>South Carolina</b>					
Horrey			9/11 – 11/10/05		
<b>Tennessee</b>					
Fayette		8/29 – 10/28/05		9/23 – 11/22/05	
Giles		8/29 – 10/28/05			
Hardeman		8/29 – 10/28/05		9/23 – 11/22/05	
Hardin		8/29 – 10/28/05		9/23 – 11/22/05	
Lawrence		8/29 – 10/28/05			
McNairy		8/29 – 10/28/05		9/23 – 11/22/05	
Shelby		8/29 – 10/28/05		9/23 – 11/22/05	
Wayne		8/29 – 10/28/05			

**Disaster Periods (Continued)**

State	Disaster Period by State, County, and Hurricane				
	County	Dennis	Katrina	Ophelia	Rita
Texas					
Anderson				9/23 – 11/22/05	
Angelina				9/23 – 11/22/05	
Austin				9/23 – 11/22/05	
Brazoria				9/23 – 11/22/05	
*--Cass--*		8/29 – 10/28/05		9/23 – 11/22/05	
Chambers				9/23 – 11/22/05	
Cherokee				9/23 – 11/22/05	
Fort Bend				9/23 – 11/22/05	
Galveston				9/23 – 11/22/05	
Gregg				9/23 – 11/22/05	
Grimes				9/23 – 11/22/05	
Hardin				9/23 – 11/22/05	
Harris				9/23 – 11/22/05	
Harrison				9/23 – 11/22/05	
Henderson				9/23 – 11/22/05	
Houston				9/23 – 11/22/05	
Jasper				9/23 – 11/22/05	
Jefferson				9/23 – 11/22/05	
Leon				9/23 – 11/22/05	
Liberty				9/23 – 11/22/05	
Madison				9/23 – 11/22/05	
Marion				9/23 – 11/22/05	
Matagorda				9/23 – 11/22/05	
Montgomery				9/23 – 11/22/05	
Morris				9/23 – 11/22/05	
Nacogdoches				9/23 – 11/22/05	
Newton				9/23 – 11/22/05	
Orange				9/23 – 11/22/05	
Panola				9/23 – 11/22/05	
Polk				9/23 – 11/22/05	
Rusk				9/23 – 11/22/05	
Sabine				9/23 – 11/22/05	
San Augustine				9/23 – 11/22/05	
San Jacinto				9/23 – 11/22/05	
Shelby				9/23 – 11/22/05	
Smith				9/23 – 11/22/05	
Trinity				9/23 – 11/22/05	
Tyler				9/23 – 11/22/05	
Upshur				9/23 – 11/22/05	
Waller				9/23 – 11/22/05	
Wharton				9/23 – 11/22/05	

**\*--CCC-770 LIP-II, 2005 Hurricanes Livestock Indemnity Program II Checklist**

**A CCC-770 LIP-II**

The Improper Payments Information Act of 2002 requires Federal agencies to evaluate programs to determine if internal controls are sufficient to prevent improper payments. CCC-770 LIP-II was developed to address areas of concern to ensure that 2005 Hurricanes LIP-II payments are issued properly.

CCC-770 LIP-II:

- is applicable to administering 2005 Hurricanes LIP-II
- shall be used for each CCC-897
- is producer specific
- is **mandatory**
- requires that County Offices complete CCC-770 LIP-II before issuing 2005 Hurricane LIP-II payments

**Note:** CCC-770 LIP-II developed by the National Office is the **only** authorized checklist for 2005 Hurricanes LIP-II. County Offices **shall not** use State- or locally-developed checklists for administration of 2005 Hurricanes LIP-II.

- does **not** negate STC, SED, State Office, DD, COC, CED, and County Office responsibility for administering all provisions applicable to 2005 Hurricanes LIP-II.

**Reminder:** County Offices shall ensure that eligibility has been updated according to CCC-770 Eligibility before payments are issued to applicable producers.

**B Maintaining CCC-770 LIP-II**

CCC-770 LIP-II:

- is applicable for each producer by county
- has been designed to enable County Offices to update CCC-770 LIP-II as actions are taken
- shall be filed in the producer's 2005 Hurricanes LIP-II folder.--\*

\*--CCC-770 LIP-II, 2005 Hurricanes Livestock Indemnity Program II Checklist (Continued)

**C Retention Period**

All CCC-770 LIP-II's shall be retained in the producer's 2005 Hurricanes LIP-II folder with CCC-897 according to 25-AS, Exhibit 33.5.1. If a new CCC-770 LIP-II is initiated, then the original CCC-770 LIP-II shall be retained, along with the additional CCC-770 LIP-II.

CCC-770 LIP-II shall be destroyed when CCC-897 is destroyed.

**D County Office Action**

The County Office shall complete CCC-770 LIP-II for each producer that files CCC-897.

The County Office employee that completes each item on CCC-770 LIP-II:

- is certifying that the applicable program provisions have or have not been met
- shall place their initials in the "Initials" column
- shall enter the date the item was reviewed in the "Date Completed" column.

**Note:** As an alternative, County Offices may choose to review all items after COC approval if applicable; however, each item must still be initialed and dated verifying that each item has been reviewed.

Once all questions on CCC-770 LIP-II have been answered in a manner that supports approving CCC-897, the County Office employee shall sign CCC-770 LIP-II, item 18A as the preparer.

**Note:** By signing as the preparer, the employee is **not** certifying that they have reviewed all items in the applicable part of CCC-770 LIP-II. Rather, their signature certifies that the item with their initial was reviewed and that the applicable program provisions have or have not been met.

**Reminder:** County Offices cannot rely solely on using CCC-770 LIP-II for administering 2005 Hurricanes LIP-II. All program provisions must be met, not just the items included on CCC-770 LIP-II. CCC-770 LIP-II is a tool to assist with program administration, which includes the major areas where deficiencies have been identified, but it is not, nor is it intended to be, inclusive of all 2005 Hurricanes LIP-II provisions.--\*



**\*--CCC-770 LIP-II, 2005 Hurricanes Livestock Indemnity Program II Checklist (Continued)**

**E CED Action**

CED or their designated representative shall spot check:

- **at a minimum**, the following every FY quarter:
  - five CCC-770 LIP-II's if 10 or less CCC-897's have been approved for 2005 Hurricanes LIP-II
  - ten CCC-770 LIP-II's if 11 through 1,000 CCC-897's have been approved for 2005 Hurricanes LIP-II
  - twenty CCC-770 LIP-II's if more than 1,000 CCC-897's have been approved for 2005 Hurricanes LIP-II
- every STC's, COC's, and employee's CCC-770 LIP-II.

**Notes:** Spot checks of STC, COC, and employee's are in addition to the minimum 5, 10, or 20 selected.

The National Office will explore developing software to generate a spot check report. Until that time, CED shall randomly select a sample for review as specified.

When spot checking information certified on CCC-770 LIP-II, CED's or their designated representative shall:

- review each part of CCC-770 LIP-II that has been completed
- indicate whether or not they concur with the certification of items 5 through 17, as applicable, in item 19A
- sign and date items 19B and 19C
- report to COC and the STC representative any CCC-770 LIP-II in which CED does **not** concur with the preparer's determination.--\*

\*--CCC-770 LIP-II, 2005 Hurricanes Livestock Indemnity Program II Checklist (Continued)

**F STC or Representative Spot Checks**

STC or their representative shall select the following for spot check, **at a minimum**, every FY quarter:

- three CCC-770 LIP-II's if 10 or less CCC-897's have been approved for 2005 Hurricanes LIP-II
- five CCC-700 LIP-II's if 11 through 1,000 CCC-897's have been approved for 2005 Hurricanes LIP-II
- ten CCC-770 LIP-II's if more than 1,000 CCC-897's have been approved for 2005 Hurricanes LIP-II.

**Note:** The National Office will explore developing software to generate a spot check report. Until that time, STC or their designated representative shall randomly select a sample for review as specified.

STC or their representative shall:

- spot check, **at a minimum**, 50 percent of the CED's spot checks in subparagraph E, which must include the required STC, COC, and employees spot check

**Note:** Spot checks of STC, COC, and employee's are in addition to the 50 percent of the CED's spot checks

- submit the results of the spot checks to SED.

When spot checking information certified on CCC-770 LIP-II, STC or their representative shall:

- review each part of CCC-770 LIP-II that has been completed
- indicate whether or not they concur with the certification of items 5 through 17, as applicable, in item 20A
- sign and date items 20B and 20C.--\*

\*--CCC-770 LIP-II, 2005 Hurricanes Livestock Indemnity Program II Checklist (Continued)

**G CCC-770 LIP-II Instructions**

CCC-770 LIP-II shall be completed according to the following.

Item	Instructions
1	Enter name of the producer.
2	Enter last 4 digits of the producer's ID number.
3	Enter applicable State name.
4	Enter County Office name that is completing CCC-770 LIP-II.
5 through 8	Check (✓) "Yes" or "No".
9	If the producer is an eligible livestock owner, check (✓) "Yes" or "No". If "Yes" cannot be answered, then "No" should be checked.
10	If the producer is an eligible livestock contract grower, check (✓) "Yes" or "No". If "Yes" cannot be answered, then "No" should be checked.
11	Check (✓) "Yes" or "No".
12	If item 11 is checked:  <ul style="list-style-type: none"> <li>• "Yes", CHECK (✓) "No"</li> <li>• "No", CHECK (✓) "Yes" or "No".</li> </ul>
13	If 3 <sup>rd</sup> party certification was:  <ul style="list-style-type: none"> <li>• provided to document livestock losses, CHECK (✓) "Yes" or "No"</li> <li>• <b>not</b> provided to document livestock losses, CHECK (✓) "No".</li> </ul>
14	Check (✓) "Yes" or "No".
15	Check (✓) "Yes" or "No". If item 14 is checked "Yes", then CHECK (✓) "No".
16	Check (✓) "Yes" or "No".
17	If 3 <sup>rd</sup> party certification was:  <ul style="list-style-type: none"> <li>• provided to document livestock losses, check (✓) "Yes" or "No"</li> <li>• <b>not</b> provided to document livestock losses, CHECK (✓) "No".</li> </ul>
18A	Any County Office employee who initials in items 5 through 17 shall sign as preparer. By signing as preparer, this does <b>not</b> insinuate that an employee checked items 5 through 17 only that this employee completed an item that was initialed by that employee.
18B	The County Office employee who signed item 18A shall enter the current date.
19A	When applicable, CED or designated representative shall indicate whether or not they concur with how items 5 through 17 are completed. See subparagraph E for CED spot check procedure.
19B	CED or designated representative who completed item 19A shall sign.
19C	CED or designated representative who signed item 19B shall enter the current date.
20A	When applicable, STC or their representative shall indicate whether or not they concur with how items 5 through 17 are completed. See subparagraph F for STC or their representative spot check procedure.
20B	STC or their representative who completed item 20A shall sign.
20C	STC or their representative who signed item 20B shall enter the current date.

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\*--CCC-770 LIP-II, 2005 Hurricanes Livestock Indemnity Program II Checklist (Continued)

H Example of CCC-770 LIP-II

The following is an example of CCC-770 LIP-II.

<b>This form is available electronically.</b>					
<b>CCC-770 LIP-II</b> (04-12-07)		<b>U.S. DEPARTMENT OF AGRICULTURE</b> Commodity Credit Corporation		1. Producer Name	
<b>2005 HURRICANES</b> <b>LIVESTOCK INDEMNITY PROGRAM II CHECKLIST</b>		3. State Name		2. ID Number (Last 4 Digits)	
		4. County Office Name			
<b>NOTE:</b> County Offices shall ensure that eligibility has been updated according to CCC-770 Eligibility before payments are issued for applicable producer.					
<b>Office Staff Actions:</b>			<b>Handbook or Other Applicable Reference</b>	<b>YES</b>	<b>NO</b>
5. Did the eligible livestock owner or contract grower sign and date CCC-897 before the end of signup?			4-DAP, paragraph 1051		
6. Has signature authority been verified for all signatures on CCC-897?			1-CM, Part 25		
7. Does the producer meet the requirements of an eligible livestock owner or eligible livestock contract grower, as applicable?			4-DAP, paragraph 1022		
8. Do all the livestock on CCC-897 meet the requirements for being eligible livestock for owners or contract growers, as applicable?			4-DAP, paragraph 1022		
9. Has the 2005 Hurricanes LIP-II payment amount for the eligible livestock owner been reduced by the amount the applicant received for the specific livestock under NAP or the aquaculture grant program?			4-DAP, paragraph 1023		
10. Has the 2005 Hurricanes LIP-II payment amount for the eligible livestock contract grower been reduced by the amount of monetary compensation received from their contractor for the loss of income from the perished livestock?			4-DAP, paragraph 1023		
11. Did the applicant provide verifiable documentation of livestock losses claimed on CCC-897?			4-DAP, subparagraph 1022.5 and paragraph 1051		
12. If Item 11 is answered "NO", did COC or CED disapprove CCC-897?			4-DAP, paragraph 1052		
13. If 3 <sup>rd</sup> party certification was provided to document livestock losses, did COC initial and date applicant and 3 <sup>rd</sup> party certification after completing the review, and document review in COC minutes?			4-DAP, paragraph 1051		
14. Has CCC-502, AD-1026, and CCC-526 been completed by the applicant and on file in the County Office no later than 10 workdays after the end of the signup period?			4-DAP, paragraph 1051		
15. If Item 14 was answered "NO", did COC or CED, if applicable, disapprove CCC-897?			4-DAP, paragraph 1052		
16. Has CCC-897 been signed, dated, and approved by COC, CED, or authorized representative?			4-DAP, paragraph 1052		
17. If 3 <sup>rd</sup> party certification was used to provide proof of death loss, did COC sign, date, and approve CCC-897?			4-DAP, paragraph 1052		
<b>Certification</b>					
18A. Signature of Preparer(s)		18B. Date (MM-DD-YYYY)		18A. Signature of Preparer(s)	
19A. I concur/do not concur the above items have been verified and updated accordingly: <input type="checkbox"/> Concur <input type="checkbox"/> Do Not Concur					
19B. CED Signature for Spot Check				19C. Date (MM-DD-YYYY)	
20A. I concur/do not concur the above items have been verified and updated accordingly: <input type="checkbox"/> Concur <input type="checkbox"/> Do Not Concur					
20B. DD Signature for Spot Check				20C. Date (MM-DD-YYYY)	
<small>The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, family status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance program. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination, write to USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call (800) 795-3272 (voice) or (202) 720-6382 (TDD). USDA is an equal opportunity provider and employer.</small>					

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**\*--CCC-897, 2005 Hurricanes Livestock Indemnity Program II**

The following is an example of CCC-897.

<b>CCC-897</b> (11-30-06)		<b>U.S. DEPARTMENT OF AGRICULTURE</b> Commodity Credit Corporation		1. State and County Code 22-105	2. Disaster Period 08/29 to 10/28/2005
<b>2005 HURRICANES LIVESTOCK INDEMNITY PROGRAM II</b>		3. County Office Name TANGIPAHOA		4. Application Date 2/17/2007	
		<p><b>NOTE:</b> The authority for collecting the following information is Pub. L. 109-234. This authority allows for the collection of information without prior OMB approval mandated by the Paperwork Reduction Act of 1995. The time required to complete this information collection is estimated to average 30 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.</p> <p>The following statement is made in accordance with the Privacy Act of 1974 (5 USC 552a). The authority for requesting the following information is Public L. 109-234, the Emergency Agricultural Disaster Assistance Act of 2006. The information will be used to determine eligibility for program benefits. Failure to furnish the requested information will result in denial of program benefits. This information may be provided to other agencies, IRS, Department of Justice, or other State and Federal enforcement agencies, and in response to a court magistrate or administrative tribunal or to other requests for information. The provisions of criminal and civil fraud statutes, including 18 USC 286, 371, 641, 651, 1001; 15 USC 714m; and 31 USC 3729, may be applicable to the information provided.</p>			
<b>PART A - PRODUCER INFORMATION</b>					
5A. Producer's Name and Address (City, State and Zip Code) James Jessup Rt. 1 Amite, LA 70422			5B. Producer's Taxpayer ID Number 4321		
<p>Payments under the 2005 Hurricanes Livestock Indemnity Program II will be made with respect to certain livestock deaths that occurred as a direct result of one of the following hurricanes in a primary or contiguous county designated under a Presidential or Secretarial declaration: Katrina, Ophelia, Rita, or Wilma (eligible hurricanes). Each producer must file a separate form CCC-897 to receive program benefits. By signing this application, the producer:</p> <ol style="list-style-type: none"> <li>Agrees to provide CCC any documentation it determines necessary to determine eligibility and that supports the information provided and the producer's certification, and understands the application may be disapproved if they fail to provide any such information requested by CCC;</li> <li>Authorizes CCC, at any time, with or without their presence, to enter upon, inspect and verify all livestock and acreage in which they have an interest;</li> <li>Agrees to comply with, and acknowledges they are subject to, all the regulations governing the program;</li> <li>Authorizes CCC to obtain from third parties, such as, but not limited to, other government agencies, individuals, auction barns, contractors or processors, and rendering services, any records or other evidence that substantiates the information provided on this application or any supporting documentation provided; and</li> <li>Understands that this application may be disapproved if they provide false information or evidence, or if any information provided is in error.</li> </ol>					
<b>PART B - LIVESTOCK INFORMATION</b>					
6. Cause of Death (Check all that apply): <input checked="" type="checkbox"/> Drowned <input type="checkbox"/> Lightning <input type="checkbox"/> Collapsed Structure <input checked="" type="checkbox"/> Consumption of Contaminated Water/Forage <input type="checkbox"/> Flying Debris <input type="checkbox"/> Fallen Tree <input type="checkbox"/> Other (specify): _____					
7. Where were the claimed livestock physically located at the time they perished? Farm 38, Tract 1245 in Tangipahoa Parish		8. Where is the current physical location of the livestock in inventory? Farm 38, Tract 1245 in Tangipahoa Parish		9. Associated Producers (List all other producers that have an ownership share of any livestock listed in Item 11) None	
10. Contract Grower		11. Livestock Kind/Type and Weight Range		12. Number of Livestock	
YES    NO				13. Share	
		Beef, Adult Cow		1.0000	
<input checked="" type="checkbox"/>					
<b>PART C - PRODUCER CERTIFICATION</b>					
I certify that:					
1. On the day they perished, I owned or was a contract grower of all livestock entered on this application;					
2. All livestock entered on this application perished as a result of an eligible hurricane within the dates provided in Item 2 in the county provided in Item 3;					
3. All livestock entered on this application meet all the livestock eligibility criteria provided in 7 CFR 1416 Subpart C, including being maintained for commercial use as part of a farming operation; and					
4. All information on this application and all supporting documents I provided is true and correct.					
16A. Producer's Signature				16B. Date (MM-DD-YYYY) 2/17/2007	
<b>PART D - CCC ACTION</b>					
17A. Determination: <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved		17B. CCC Signature		17C. Title Chairperson	
				17D. Date (MM-DD-YYYY) 3/2/2007	
<p><small>The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance program. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination, write to USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call (800) 795-3272 (voice) or (202) 720-6382 (TDD). USDA is an equal opportunity provider and employer.</small></p>					

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**\*--CCC-770 LCP, 2005 Hurricanes Livestock Compensation Program Application Checklist**

**A CCC-770 LCP**

The Improper Payments Information Act of 2002 requires Federal agencies to evaluate programs to determine if internal controls are sufficient to prevent improper payments. CCC-770 LCP was developed to address areas of concern to ensure that 2005 Hurricanes LCP payments are issued properly.

CCC-770 LCP:

- is applicable to administering 2005 Hurricanes LCP
- shall be used for each CCC-898
- is producer specific
- is **mandatory**
- requires that County Offices complete CCC-770 LCP before issuing 2005 Hurricane LCP payments

**Note:** CCC-770 LCP developed by the National Office is the **only** authorized checklist for 2005 Hurricanes LCP. County Offices **shall not** use State- or locally-developed checklists for administration of 2005 Hurricanes LCP.

- does not negate STC, SED, State Office, DD, COC, CED, and County Office responsibility for administering all provisions applicable to 2005 Hurricanes LCP.

**Reminder:** County Offices shall ensure that eligibility has been updated according to CCC-770 Eligibility before payments are issued to applicable producers.

**B Maintaining CCC-770 LCP**

CCC-770 LCP:

- is applicable for each producer by county
- has been designed to enable County Offices to update CCC-770 LCP as actions are taken and shall be filed in the producer's 2005 Hurricanes LCP folder.--\*

**\*--CCC-770 LCP, 2005 Hurricanes Livestock Compensation Program Application Checklist  
(Continued)**

**C Retention Period**

All CCC-770 LCP's shall be retained in the producer's 2005 Hurricanes LCP folder with CCC-898 according to 25-AS, Exhibit 33.5.1. If a new CCC-770 LCP is initiated, then the original CCC-770 LCP shall be retained, along with the additional CCC-770 LCP.

CCC-770 LCP shall be destroyed when CCC-898 is destroyed.

**D County Office Action**

The County Office shall complete CCC-770 LCP for each producer that files CCC-898.

The County Office employee that completes each item on CCC-770 LCP:

- is certifying that the applicable program provisions have or have not been met
- shall place their initials in the "Initials" column
- shall enter the date the item was reviewed in the "Date Completed" column.

**Note:** As an alternative, County Offices may choose to review all items after COC approval if applicable; however, each item must still be initialed and dated verifying that each item has been reviewed.

Once all questions on CCC-770 LCP have been answered in a manner that supports approving CCC-898, the County Office employee shall sign CCC-770 LCP, item 16A as the preparer.

**Note:** By signing as the preparer, the employee is **not** certifying that they have reviewed all items in the applicable part of CCC-770 LCP. Rather, their signature certifies that the item with their initial was reviewed and that the applicable program provisions have or have not been met.

**Reminder:** County Offices cannot rely solely on using CCC-770 LCP for administering 2005 Hurricanes LCP. All program provisions must be met, not just the items included on CCC-770 LCP. CCC-770 LCP is a tool to assist with program administration and includes the major areas where deficiencies have been identified, but it is not, nor is it intended to be, inclusive of all 2005 Hurricanes LCP provisions.--\*



**\*--CCC-770 LCP, 2005 Hurricanes Livestock Compensation Program Application Checklist  
(Continued)**

**E CED Action**

CED or their designated representative shall spot check:

- **at a minimum**, the following every FY quarter:
  - five CCC-770 LCP's if 10 or less CCC-898's have been approved for 2005 Hurricanes LCP
  - ten CCC-770 LCP's if 11 through 1,000 CCC-898's have been approved for 2005 Hurricanes LCP
  - twenty CCC-770 LCP's if more than 1,000 CCC-898's have been approved for 2005 Hurricanes LCP
- every STC's, COC's, and employee's CCC-770 LCP.

**Notes:** Spot checks of STC, COC, and employee's are in addition to the minimum 5, 10, or 20 selected.

The National Office will explore developing software to generate a spot check report. Until that time, CED shall randomly select a sample for review as specified.

When spot checking information certified on CCC-770 LCP, CED's or their designated representative shall:

- review each part of CCC-770 LCP that has been completed
- indicate whether or not they concur with the certification of items 5 through 15, as applicable, in item 17A
- sign and date items 17B and 17C
- report to COC and the STC representative any CCC-770 LCP in which CED does **not** concur with the preparer's determination.--\*

**\*--CCC-770 LCP, 2005 Hurricanes Livestock Compensation Program Application Checklist**

**F STC or Representative Spot Checks**

STC or their representative shall select the following for spot check by, **at a minimum**, every FY quarter:

- three CCC-770 LCP's if 10 or less CCC-898's have been approved for 2005 Hurricanes LCP
- five CCC-700 LCP's if 11 through 1,000 CCC-898's have been approved for 2005 Hurricanes LCP
- ten CCC-770 LCP's if more than 1,000 CCC-898's have been approved for 2005 Hurricanes LCP.

**Note:** The National Office will explore developing software to generate a spot check report. Until that time, STC or their designated representative shall randomly select a sample for review as specified.

STC or their representative shall spot check:

- **at a minimum**, 50 percent of the CED's spot checks in subparagraph E, which must include the required STC, COC, and employees spot check

**Note:** Spot checks of STC, COC, and employee's are in addition to the 50 percent of the CED's spot checks

- submit the results of the spot checks to SED.

When spot checking information certified on CCC-770 LCP, STC or their representative shall:

- review each part of CCC-770 LCP that has been completed
- indicate whether or not they concur with the certification of items 5 through 15, as applicable, in item 18A
- sign and date items 18B and 18C.--\*

**\*--CCC-770 LCP, 2005 Hurricanes Livestock Compensation Program Application Checklist  
(Continued)**

**G CCC-770 LCP Instructions**

CCC-770 LCP shall be completed according to the following

<b>Item</b>	<b>Instructions</b>
1	Enter name of the producer.
2	Enter last 4 digits of the producer's ID number.
3	Enter applicable State name.
4	Enter County Office name that is completing the CCC-770 LCP.
5 through 13	Check (✓) "Yes" or "No".
14	Check (✓) "Yes" or "No". If item 13 is answered "Yes", then "No" should be checked.
15	Check (✓) "Yes" or "No".
16A	Any County Office employee who initials in items 5 through 15 shall sign as preparer. By signing as preparer, this does not insinuate that an employee checked items 5 through 15 only that this employee completed an item that was initialed by that employee.
16B	The County Office employee who signs in item 16A shall enter the current date.
17A	When applicable, CED or designated representative shall indicate whether or not they concur with how items 5 through 15 are completed. See subparagraph E for CED spot check procedure.
17B	CED or designated representative who completed item 17A shall sign.
17C	CED or designated representative who signed in item 17B shall enter the current date.
18A	When applicable, STC or their representative shall indicate whether or not they concur with how items 5 through 15 are completed. See subparagraph F for STC or their representative spot check procedure.
18B	STC or their representative who completed item 18A shall sign.
18C	STC or their representative who signed item 18B shall enter the current date.

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**\*--CCC-770 LCP, 2005 Hurricanes Livestock Compensation Program Application Checklist  
(Continued)**

**H Example of CCC-770 LCP**

The following is an example of CCC-770 LCP.

<p><b>This form is available electronically.</b></p> <p><b>CCC-770 LCP</b>                      <b>U.S. DEPARTMENT OF AGRICULTURE</b> (04-12-07)                                      Commodity Credit Corporation</p> <p style="text-align: center;"><b>2005 HURRICANES LIVESTOCK COMPENSATION PROGRAM APPLICATION CHECKLIST</b></p>						1. Producer Name	2. ID Number (Last 4 Digits)
		3. State Name	4. County Office Name				
<p><b>Note:</b> County Offices shall ensure that eligibility has been updated according to CCC-770 Eligibility before payments are issued for applicable producer.</p>							
<b>Office Staff Actions:</b>		<b>Handbook or Other Applicable Reference</b>	<b>YES</b>	<b>NO</b>	<b>Initials</b>	<b>Date</b>	
5. Did the eligible livestock owner sign and date CCC-898 before the end of signup?		4-DAP, paragraph 1251					
6. Has signature authority been verified for all signatures on CCC-898?		1-CM, Part 25					
7. Does the producer meet the requirements of an eligible livestock producer?		4-DAP, paragraph 1222					
8. Do all the livestock on CCC-898 meet the requirements for being eligible livestock?		4-DAP, paragraphs 1203 and 1222					
9. Does the eligible livestock producer's feed loss meet all of the eligible feed loss requirements, including the value of the feed loss being equal to or greater than the total estimated calculated payment on CCC-898, Item 12?		4-DAP, paragraph 1222					
10. Did the applicant provide the physical location of current livestock inventory?		4-DAP, paragraph 1252					
11. Was the correct method(s) used for determining lost feed value?		4-DAP, paragraph 1225					
12. Has the 2005 Hurricanes LCP estimated calculated payment before reduction amount been reduced by the amount the applicant received for the specific livestock under 2005 Hurricanes FIP?		4-DAP, paragraph 1223					
13. Have all supporting documents such as CCC-502, AD-1026, and CCC-526 been completed by the applicant and on file in the County Office no later than 10 workdays after the end of the signup period?		4-DAP, paragraph 1251					
14. If Item 13 was answered "NO", did COC or CED disapprove CCC-898?		4-DAP, paragraph 1252					
15. Has CCC-898 been signed, dated, and approved by COC, CED, or authorized representative?		4-DAP, paragraph 1252					
<b>Certification</b>							
16A. Signature of Preparer(s)		16B. Date (MM-DD-YYYY)	16A. Signature of Preparer(s)		16B. Date (MM-DD-YYYY)		
<p><b>17A. I concur/do not concur the above items have been verified and updated accordingly:</b>    <input type="checkbox"/> Concur    <input type="checkbox"/> Do Not Concur</p>							
17B. CED Signature for Spot Check				17C. Date (MM-DD-YYYY)			
<p><b>18A. I concur/do not concur the above items have been verified and updated accordingly:</b>    <input type="checkbox"/> Concur    <input type="checkbox"/> Do Not Concur</p>							
18B. DD Signature for Spot Check				18C. Date (MM-DD-YYYY)			
<p><small>The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, family status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance program. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination, write to USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call (800) 795-3272 (voice) or (202) 720-6382 (TDD). USDA is an equal opportunity provider and employer.</small></p>							

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\*--CCC-898, 2005 Hurricanes Livestock Compensation Program Application

The following is an example of CCC-898.

<b>CCC-898</b> (11-30-06)		<b>U.S. DEPARTMENT OF AGRICULTURE</b> Commodity Credit Corporation		1. State and County Code 22 023	2. Disaster Period 08/29/ to 11/22/2005
<b>2005 HURRICANES</b> <b>LIVESTOCK COMPENSATION PROGRAM APPLICATION</b>				3. County Office Name CAMERON	4. Application Date 2/17/2007
<p><b>NOTE:</b> The authority for collecting the following information is Pub. L. 109-234. This authority allows for the collection of information without prior OMB approval mandated by the Paperwork Reduction Act of 1995. The time required to complete this information collection is estimated to average 30 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.</p> <p>The following statement is made in accordance with the Privacy Act of 1974 (5 USC 552 a). The authority for requesting the following information is Pub. L. 109-234, the Emergency Agricultural Disaster Assistance Act of 2006. The information will be used to determine eligibility for program benefits. Failure to furnish the requested information will result in denial of program benefits. This information may be provided to other agencies, IRS, Department of Justice, or other State and Federal enforcement agencies, and in response to a court magistrate or administrative tribunal or to other requests for information. The provisions of criminal and civil fraud statutes, including 18 USC 286, 371, 641, 651, 1001; 15 USC 714m; and 31 USC 3729, may be applicable to the information provided.</p> <p><b>RETURN THIS COMPLETED FORM TO YOUR COUNTY FSA OFFICE.</b></p>					
<b>PART A - PRODUCER INFORMATION</b>					
5A. Producer's Name and Address (City, State and Zip Code) Mike White 44 Younger Rd Cameron, LA 70631				5B. Producer's Taxpayer ID Number 1111	
Payments under the 2005 Hurricanes Livestock Compensation Program will be made with respect to livestock feed losses that occurred as a direct result of one of the following hurricanes in a primary or contiguous county designated under a Presidential or Secretarial declaration: Katrina, Ophelia, Rita, or Wilma (eligible hurricanes). Each producer must file a separate form CCC-898 to receive program benefits. By signing this application, the producer:					
(1) Agrees to provide CCC any documentation it determines necessary to determine eligibility and that supports the information provided and the producer's certification, and understands the application may be disapproved if they fail to provide information requested by CCC;					
(2) Authorizes CCC, at any time, with or without their presence, to enter upon, inspect and verify all livestock and acres in which they have an interest;					
(3) Agrees to comply with, and acknowledges they are subject to, all the regulations governing the program;					
(4) Authorizes CCC to obtain from third parties, such as, but not limited to, other government agencies, individuals, auction barns, contractors or processors, feed cooperatives, feed supply companies and rendering services, any records or other evidence that substantiates the information provided on this application or any supporting documentation provided;					
(5) Acknowledges that the payment data reflected on this form (a) includes payment amounts based on program eligibility; (b) may be factored to ensure total payment issued under this program do not exceed the program funding allocation; (c) may vary due to producer eligibility, payment share, payment limitation and national payment factor; and (d) does not in any way obligate CCC to disburse the payment amounts reflected; and					
(6) Understands that this application may be disapproved if they provide false information or evidence, or if any information provided is in error.					
<b>PART B - LIVESTOCK INFORMATION</b>					
6. Where were the claimed livestock physically located on the beginning date of the disaster period(s) in Item 2? Farm 44, Tract 380 in Cameron Parish				7. Where is the current physical location of the livestock in inventory? Farm 44, Tract 380 in Cameron Parish	
8. Associated Producers (list all other producers that have an ownership share of any livestock listed in Item 9) None					
9. Livestock Kind/Type and Weight Range		10. Number of Livestock	11. Share	12. Estimated Calculated Payment Before Reduction	13. Feed Indemnity Program Payment
Beef, Adult Cows and Bulls		148	100.00	\$2587.00	
Beef, Non-Adult Cattle (500 pounds or More)		20	100.00	\$262.00	
<b>15. Totals:</b>				\$2849.00	\$200.00
					\$2649.00
<b>PART C - PRODUCER CERTIFICATION</b>					
I certify that:					
1. On the beginning date of the disaster period in Item 2, I owned or cash leased all livestock entered on this application;					
2. All livestock entered on this application meet all the livestock eligibility criteria provided in 7 CFR 1416 Subpart B, including being maintained for commercial use as part of a farming operation, and were physically located in the county listed in Item 3 on the beginning date of the disaster period provided in Item 2;					
3. All information on this application and all supporting documents I provided is true and correct; and					
4. Within the county provided in Item 3 and the disaster period provided in Item 2, and as a direct result of an eligible hurricane, I suffered a loss of feed for the livestock entered on this application in an amount equal to or greater than the total of Item 12.					
16A. Producer's Signature					16B. Date (MM-DD-YYYY) 2/17/2007
<b>PART D - CCC ACTION</b>					
17A. Determination: <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved		17B. CCC Signature		17C. Title Chairperson	17D. Date (MM-DD-YYYY) 3/2/2007
<p>The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance program. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination, write to USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call (800) 795-3272 (voice) or (202) 720-6382 (TDD). USDA is an equal opportunity provider and employer.</p>					

