

**UNITED STATES DEPARTMENT OF AGRICULTURE**

Farm Service Agency  
Washington, DC 20250

**Livestock Disaster Assistance Programs  
1-LDAP**

**Amendment 27**

**Approved by:** Acting Deputy Administrator, Farm Programs



**Amendment Transmittal**

**A Reasons for Amendment**

Paragraph 428 has been amended to provide that LFP e-funds are maintained at the National level and to update contact information for requesting access.

Paragraph 437.5 has been added to provide that 2008 LFP payment authorization requests will be submitted through a SharePoint web site.

Paragraph 453 has been amended to provide that LIP e-funds are maintained at the National level and to update contact information for requesting access.

Paragraph 454 has been added to provide that 2008 LIP payment authorization requests will be submitted through a SharePoint web site.

<b>Page Control Chart</b>		
<b>TC</b>	<b>Text</b>	<b>Exhibit</b>
7, 8	7-141 through 7-160 7-165, 7-166 7-166.5 through 7-166.8 (add) 8-5, 8-6 8-7 through 8-16 (add)	



**Table of Contents (Continued)**

**Page No.**

**Part 7        LFP (Continued)**

**Section 5       Issuing LFP Payments**

435	Overview.....	7-161
436	Payment Calculations for LFP .....	7-163
437	Computing Payments and Overpayments .....	7-164
437.5	2008 LFP Payment Processing .....	7-166
438	LFP Payment Reports .....	7-166.8
439	LFP Estimated Calculated Payment Report.....	7-167
440	LFP Payment History Report - Detail.....	7-188
441	General Provisions for Canceling Payments .....	7-191
442	General Provisions for Overpayments .....	7-192
443	Charging Interest.....	7-193
444-449	(Reserved)	

**Part 8        LIP Payment Provisions**

**Section 1       General Payment Provisions**

450	Payment Provisions That Apply to LIP .....	8-1
451	Payment Limitation.....	8-3
452	Payment Eligibility .....	8-4
453	Funds Control .....	8-6
454	2008 Authority Payment Processing.....	8-7
455-459	(Reserved)	

**Section 2       Issuing LIP Payments**

460	Overview.....	8-17
461	Payment Calculations for LIP .....	8-19
462	Computing Payments and Overpayment Amounts .....	8-20
463	FSA-914E, Estimated Calculated Payment Report .....	8-22
464	Printing FSA-914E, Estimated Calculated Payment Report .....	8-25
465	LIP Payment Reports .....	8-28
466	General Provisions for Canceling Payments .....	8-29
467	General Provisions for Overpayments .....	8-30
468	Charging Interest.....	8-31

## Table of Contents (Continued)

### Exhibits

- 1 Reports, Forms, Abbreviations, and Redelegations of Authority
- 2 Definitions of Terms Used in This Handbook
- 3 Menu and Screen Index
- 4-6 (Reserved)
- 7 Producer Notification of Spot Checks of LIP
- 8 National Normal Mortality Rate Table
- 9 FSA-770 LIP, Livestock Indemnity Program Checklist
- 10-12 (Reserved)
- 13 FSA-770 LFP, Livestock Forage Disaster Program Checklist
- 14, 15 (Reserved)
- 16 Standard AU Conversion Chart
- 17-19 (Reserved)
- 20 FSA-770 ELAP, Emergency Assistance for Livestock, Honeybees, and Farm-Raised Fish Program Checklist

\*--427 Payment Eligibility (Continued)

**B Eligibility Values (Continued)**

<b>Eligibility Determination</b>	<b>Value</b>	<b>Eligible for LFP</b>
Conservation Compliance - Farm/Tract Eligibility	In Compliance	Yes
	Partial Compliance	Yes
	In Violation	No
	No Association	Yes
	Past Violation	Yes
	Reinstated	Yes
Controlled Substance	No Violation	Yes
	Growing	No
	Trafficking	No
	Possession	No
FCIC Fraud	Compliant	Yes
	Not Compliant	No
Person Eligibility – 2002 Farm Bill	COC Determination Completed	Yes
	Not Filed	No
<b>Note:</b> Applicable to 2008 only.	Awaiting Determination	No
	Awaiting Revision	No

**C Eligibility Conditions Priority**

If a producer has multiple invalid subsidiary eligibility conditions, only the highest priority ineligible condition will be printed on the Nonpayment Register. The following is the priority of conditions.

<b>Priority</b>	<b>Condition</b>
1	FCIC Fraud
2	Conservation Compliance
3	Controlled Substance
4	AD-1026
5	Person (2008 <b>only</b> )

--\*

**428 Funds Control****A eFunds Account**

Funding for LFP has been established in eFunds with numeric accounting program code \*--“2571”. LFP operates with a National allocation that does not require State or County allotments. State Office specialists with access to eFC Program Group Code--\* “app.fsa.efc.grp.PECD.REGULAR” will automatically have access to LFP eFund “2571”.

As a rule, the National Office grants authority to the Regular eFC Program Group to no more than 2 State Office employees. \* \* \*

As a result of changes in personnel, State Offices may require a change to employees with eFunds authority. State Offices should, by e-mail, submit requests to add and/or remove employees to **all** of the National Office contacts listed in subparagraph B. The e-mail request should include the following information for each employee:

- employee name
- e-Authentication user ID.

**Note:** If the request increases the number of employees to more than 2, be sure to include an employee whose authority should be removed.

**\*--B eFunds Allotment and Access**

Efunds for LFP are maintained at the National level so State Office specialist with access to PEC.D.REGULAR will have read-only access. State Offices shall submit requests by e-mail for access and/or to remove employees to **all** of the following:

- [lisa.berry@wdc.usda.gov](mailto:lisa.berry@wdc.usda.gov)
- [tina.nemec@wdc.usda.gov](mailto:tina.nemec@wdc.usda.gov)
- [lenior.simmons@wdc.usda.gov](mailto:lenior.simmons@wdc.usda.gov)--\*

**429-434 (Reserved)**

\*--437 Computing Payments and Overpayments (Continued)

**B Triggering Payments**

Payments will be “triggered” through events that occur throughout the web-based software. As a result, processing will now be “behind the scenes” for the most part. Calculations and determinations will occur during the evening and nighttime hours without user intervention. The following is an explanation of the types of triggers that will occur during payment processing.

<b>Trigger</b>	<b>Description</b>
Initial	When payment software is released, a process will automatically run to determine all FSA-925’s that are approved for payment. This will initiate the process described in subparagraph A and does <b>not</b> require any County Office user interaction. The following will occur automatically: <ul style="list-style-type: none"> <li>• payments will be sent to NPS for certification and signature</li> <li>• overpayments will be sent to NRRS.</li> </ul>
Primary	Once the initial payments are triggered, subsequent payments will be initiated when County Office users approve FSA-925. Entering the COC approval date initiates the payment process for the selected FSA-925’s.
Secondary	Payments that cannot be issued during any payment process are sent to the Nonpayment Report. If a condition causing the producer to be on the Nonpayment Report is corrected, the payment will be triggered to reprocess to determine if the payment can be issued. <p><b>Note:</b> See CM-9 for information on the nonpayment report.</p>
Tertiary	The payment system will periodically recalculate all payments.

--\*

**\*--437.5 2008 LFP Payment Processing****A 2008 LFP Payments**

2008 LFP payment processing has been disabled.

If an overpayment has occurred for a 2008 LFP payment, then enter the overpayment according to 64-FI.

To receive authorization to issue a 2008 LFP payment, State Offices shall submit a request through the SharePoint web site according to subparagraph B. The SharePoint web site will allow users to:

- submit:
  - documentation for the original request
  - additional documentation, when applicable
- track the status of the request
- obtain a copy of the authorization or denial
- notify the applicable National Office program specialist of the submitted request.

**Note:** Although the authorization or denial will be updated to the case documentation on the SharePoint web site by the applicable National Office program specialist, the official response will be e-mailed to SED and the requesting State Office specialist.

**B SharePoint Web Site and User Guide**

To provide documentation for payment authorization requests and to learn how to use the SharePoint web site, the following actions shall be completed:

- access the SharePoint web site at  
**[https://fsa.sc.egov.usda.gov/mgr/dafp/PECD/payment\\_auth/default.aspx](https://fsa.sc.egov.usda.gov/mgr/dafp/PECD/payment_auth/default.aspx)**
- in the Shared Documents section, CLICK “**SharePoint User Guide**”.

**Important:** The SharePoint User Guide will provide instructions on using the web site effectively, as well as the areas to be updated and areas designated for National Office use only.

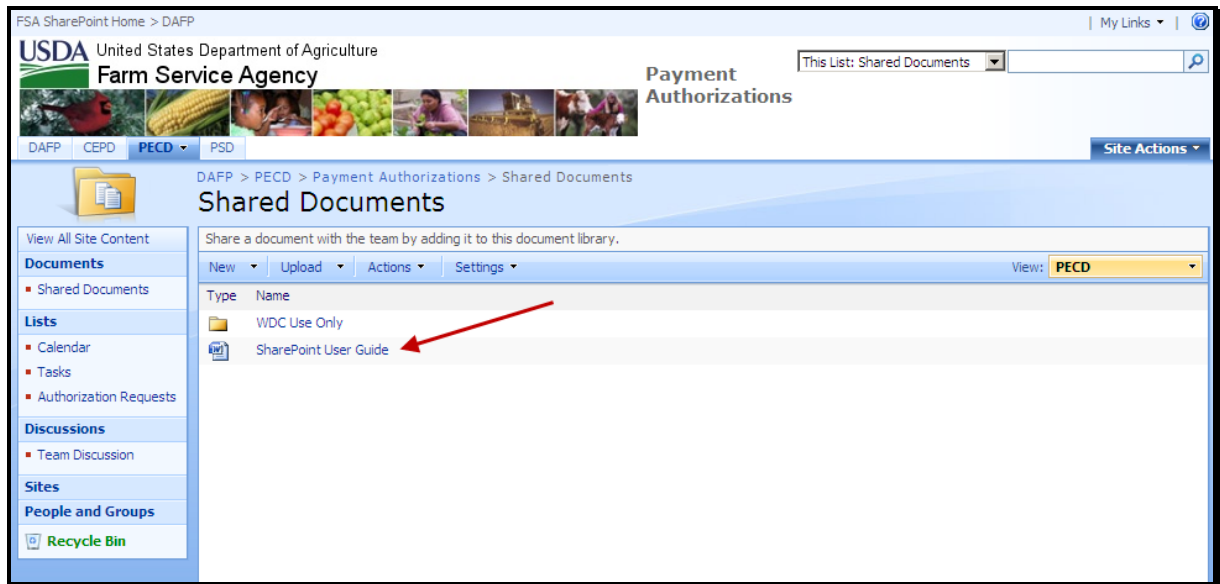
It is advised that **all** applicable State Office specialists review the SharePoint User Guide to ensure that the SharePoint web site is used as effectively as possible.--\*



## \*--437.5 2008 LFP Payment Processing (Continued)

**B SharePoint Web Site and User Guide (Continued)**

This following is an example of the SharePoint User Guide location.

**C Authorized Users**

The SharePoint web site can be accessed only by State Office specialists who are responsible for programs administered by PECD.

To request access or provide State Office specialist personnel changes for LFP, the name of the specialist must be submitted in an e-mail to **all** of the following:

- **tina.nemec@wdc.usda.gov**
- **lenior.simmons@wdc.usda.gov**
- **tracey.smith@wdc.usda.gov.--\***

## \*--437.5 2008 LFP Payment Processing (Continued)

**D Documentation for 2008 LFP Payment Request**

The following documentation will be required for 2008 LFP payments that are due the producer, but were not issued before payment software was disabled:

- an explanation of why the 2008 LFP payment was **not** issued before payment software was disabled, including the payment amount being requested
- FSA-925

**Note:** Processing options for the 2008 LFP Application are open to allow the County Office to enter the most up-to-date information on the application. This will provide for proper calculations on the Estimated Calculated Payment Report.

- 2008 LFP Estimated Calculated Payment Report

**Note:** Ensure that FSA-925 has been updated with the most current information before printing the Estimated Calculated Payment Report.

- 2008 LFP Payment History Report – Detail for the producer

**Reminder:** If the producer is a joint operation, Payment History Report – Detail **must** be submitted for **each** member of the joint operation.

Payment History Report – Detail **must** be submitted for **each** combined producer, if applicable.

- 2008 MABDIG for **each**:
  - producer
  - affected member of the joint operation
- 2008 Subsidiary Eligibility print for **each**:
  - producer
  - affected member of the joint operation
- other documentation about the case, such as NAD decision, FSA-321's, or receivable report, if applicable.--\*

**\*--437.5 2008 LFP Payment Processing (Continued)**

**E State Office Responsibility**

State Offices shall:

- review the case file before submission to the National Office to ensure that the:
  - amount being requested has been earned by the producer
  - case file contains all required documentation as provided in subparagraph D before submitting the request
- upload payment authorization documentation through the SharePoint web site provided in subparagraph B
- be aware that authorization or denial will be:
  - e-mailed to SED and the requesting State Office specialist
  - available through the SharePoint web site
- ensure that State Office specialist personnel changes are provided to the National Office according to subparagraph C.--\*

## 438 LFP Payment Reports

### A Displaying or Printing LFP Payment Reports

LFP Payment Reports are available to provide information about each payment or nonpayment. Most of the payment reports have information that is common between program areas so information about these reports is in 9-CM. The Estimated Calculated Payment Report and the Payment History Report – Detail have program specific data so information for these reports is in 1-LDAP.

LFP Payment Report information is available according to the following.

Report Name	Type of Data	Reference
Estimated Calculated Payment Report	Live	paragraph 439
Submitted Payments Report	Live	9-CM, paragraph 63
Submitted Overpayments Report	Live	9-CM, paragraph 64
Pending Overpayments Report	Live	9-CM, paragraph 65
Nonpayment/Reduction Report	Report Database	9-CM, paragraph 66
Insufficient Funds Report	Live	9-CM, paragraph 67
Payments Computed to Zero Report	Live	9-CM, paragraph 68
Payment History Report – Summary	Report Database	9-CM, paragraph 69
Payment History Report – Detail	Report Database	paragraph 440

**Note:** See 9-CM, paragraph 52 for complete instructions on accessing the Common Payment Report System.

**\*--452 Payment Eligibility (Continued)**

**B Eligibility Values (Continued)**

<b>Eligibility Determination</b>	<b>Value</b>	<b>Eligible for LIP</b>
Conservation Compliance - Farm/Tract Eligibility	In Compliance	Yes
	Partial Compliance	Yes
	In Violation	No
	No Association	Yes
	Past Violation	Yes
	Reinstated	Yes
Controlled Substance	No Violation	Yes
	Growing	No
	Trafficking	No
	Possession	No
FCIC Fraud	Compliant	Yes
	Not Compliant	No
Person Eligibility – 2002 Farm Bill <b>Note:</b> Applicable to 2008 <b>only</b> .	COC Determination Completed	Yes
	Not Filed	No
	Awaiting Determination	No
	Awaiting Revision	No

**C Eligibility Condition Priority**

If a producer has multiple invalid subsidiary eligibility conditions, **only** the highest priority ineligible condition will be printed on the Nonpayment Register. The following is the priority of conditions.

<b>Priority</b>	<b>Condition</b>
1	Fraud
2	Conservation Compliance
3	Controlled Substance
4	AD-1026
5	Person (2008 <b>Only</b> )

--\*

## 453 Funds Control

**A eFunds Account**

\*--Funding for LIP has been established in eFunds with LIP “2569”. LIP operates with a National allocation that does not require State or county allotments. State Office specialists with access to eFC Program Group Code “app.fsa.efc.grp.PECD.REGULAR” will automatically be able to view LIP “2569”.

As a rule, the National Office grants authority to the regular eFC Program Group to **no** more than 2 State Office employees. This authority allows State Office employees to view the National allocation.--\*

As a result of changes in personnel, State Offices may require a change to the employees with eFunds authority. State Offices should e-mail requests to add and/or remove employees to **all** of the National Office contacts listed in subparagraph B. The e-mail request should include the following information for each employee:

- employee name
- eAuthentication user ID.

**Note:** If the request increases the number of employees to more than 2, ensure that the employee whose authority should be removed is included.

**\*--B National Office Contacts**

State Offices shall e-mail requests for changes to employees with eFunds authority to **all** of the following:

- **[lisa.berry@wdc.usda.gov](mailto:lisa.berry@wdc.usda.gov)**
- **[tina.nemec@wdc.usda.gov](mailto:tina.nemec@wdc.usda.gov)**
- **[lenior.simmons@wdc.usda.gov](mailto:lenior.simmons@wdc.usda.gov)**--\*

**\*--454 2008 Authorized Payment Processing****A Payment Authorization Requests**

2008 LIP payment processing has been disabled. PECD authorization is required to issue these payments through the OLP web-based application.

To receive authorization to issue a 2008 LIP payment, State Offices shall submit a request through a SharePoint web site. The SharePoint web site will allow users to:

- submit:
  - documentation for the original request
  - additional documentation, when applicable
- track the status of the request
- obtain a copy of the authorization or denial
- notify the applicable National Office program specialist of the submitted request.

**Note:** Although the authorization or denial will be updated to the case documentation on the SharePoint web site by the applicable National Office specialist, the official response will be e-mailed to SED and the requesting State Office program specialist.

**B SharePoint Web Site and User Guide**

A User Guide is available for the SharePoint web site. State Offices may access the User Guide by:

- accessing the SharePoint web site at  
[https://fsa.sc.egov.usda.gov/mgr/dafp/PECD/payment\\_auth/default.aspx](https://fsa.sc.egov.usda.gov/mgr/dafp/PECD/payment_auth/default.aspx)
- in the Shared Documents section, CLICK“**SharePoint User Guide**”.

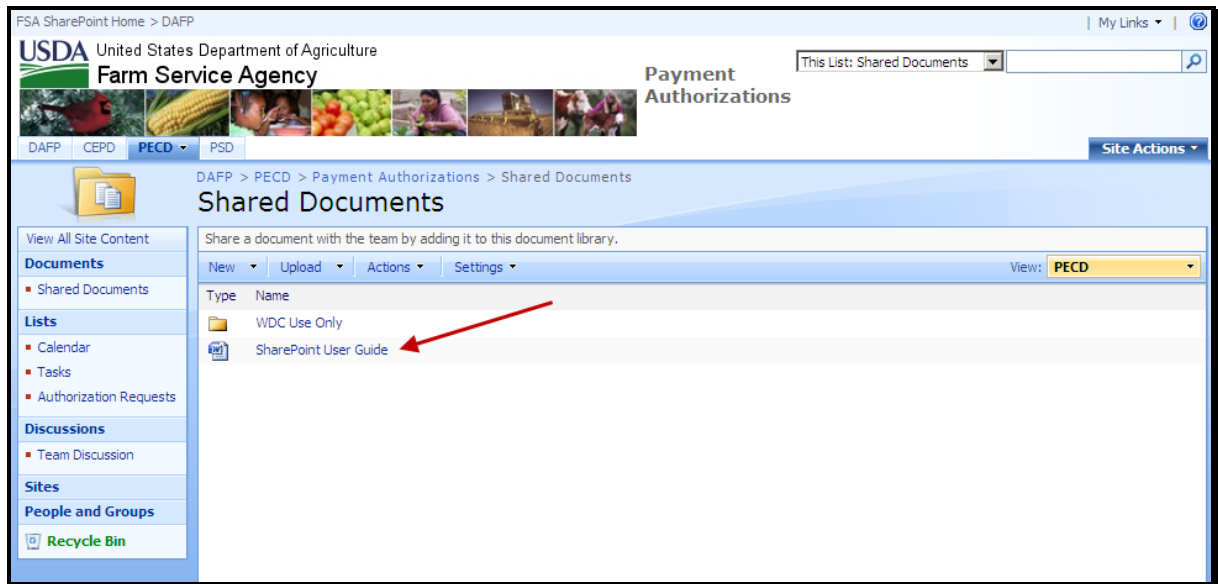
**Important:** The SharePoint User Guide will provide instructions on using the web site effectively, as well as areas to be updated and areas designated for National Office use only.

It is advised that **all** applicable State Office specialists review the SharePoint User Guide to ensure that the SharePoint web site is being used effectively.--\*

## \*--454 2008 Authorized Payment Processing (Continued)

**B SharePoint Site and User Guide (Continued)**

The following is an example of the SharePoint User Guide location.

**C Authorized Users**

The SharePoint web site can only be accessed by State Office specialists that are responsible for programs administered by PECD.

**Note:** The current distribution lists maintained by PECD will be used to add authorized users to the SharePoint web site.

To request access to the web site or provide State Office Specialist personnel changes, submit an e-mail with the name of the specialist to **all** of the following:

- [tina.nemec@wdc.usda.gov](mailto:tina.nemec@wdc.usda.gov)
- [lenior.simmon@wdc.usda.gov](mailto:lenior.simmon@wdc.usda.gov)
- [tracey.smith@wdc.usda.gov](mailto:tracey.smith@wdc.usda.gov).--\*



**\*--454 2008 Authorized Payment Processing (Continued)****D Documentation for 2008 LIP Payment Request**

The following documentation must be submitted to request authorization to issue a 2008 LIP Payment:

- explanation about why the 2008 LIP payment was **not** issued before payment software was disabled
- FSA-914

**Note:** Processing options for the 2008 LIP Application are open to allow County Offices to enter the most up-to-date information on the application. This will provide for proper calculations on the Estimated Calculated Payment Report.

- 2008 LIP Estimated Calculated Payment Report

**Note:** Ensure that FSA-914 has been updated with the most current information before printing the Estimated Calculated Payment Report.

- 2008 LIP Payment History Report – Detail for the producer

**Reminders:** If the producer is a joint operation, Payment History Report – Detail **must** be submitted for **each** member of the joint operation.

Payment History Report – Detail **must** be submitted for **each** combined producer, if applicable.

- 2008 MABDIG for **each**:
  - producer
  - affected member of the joint operation
- 2008 Subsidiary Print for **each**:
  - producer
  - affected member of the joint operation
- other documentation about the case, such as NAD decisions, FSA-321's, or receivable reports, if applicable.--\*

**\*--454 2008 Authorized Payment Processing (Continued)**

**E State Office Responsibility**

State Offices shall:

- review the case file before submission to the National Office to ensure that the:
  - amount being requested has been earned by the producer
  - case file contains all required documentation provided in subparagraph D before submitting the request
- upload payment authorization documentation through the SharePoint web site provided in subparagraph B
- be aware that the authorization or denial will be:
  - e-mailed to SED and the requesting program specialist
  - available through the SharePoint web site
- ensure that State Office specialist personnel changes are provided to the National Office according to subparagraph C.--\*

**455-459 (Reserved)**