

For: State and County Offices

**Manual Process for 2009 Emergency Assistance for Livestock, Honeybees, and  
Farm-Raised Fish Program (ELAP) Payments**

Approved by: Acting Deputy Administrator, Farm Programs



**1 Overview**

**A Background**

The Food, Conservation, and Energy Act of 2008 authorizes up to \$50 million in a calendar year for ELAP to provide emergency assistance to eligible producers of livestock, honeybees, and farm-raised fish that suffered losses because of disease, adverse weather, or other conditions, including losses because of blizzards and wildfires, as determined by the Secretary.

Signup for livestock, honeybees, and farm-raised fish producers who suffered losses during the 2008 and 2009 calendar years ended May 5, 2010. To ensure program funding allocation is not exceeded, State Offices submitted 2008 and 2009 ELAP workbooks, including program enrollment data, to the National Office.

A manual payment process has been developed for 2008 and 2009 ELAP payments. Notice LDAP-28 instructed County Offices to begin issuing manual 2008 ELAP payments on June 28, 2010.

County Offices may begin issuing manual **2009** ELAP payments on **July 15, 2010**.

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

## Notice LDAP-29

### 1 Overview (Continued)

#### B Purpose

This notice:

- informs State and County Offices that:
  - a manual payment process is being used to issue 2009 ELAP payments
  - a national payment factor will **not** be applied to 2009 ELAP payments
  - the National Office will return the 2009 ELAP workbooks, with **gross** 2009 ELAP payment data, to State Offices on July 15, 2010
- instructs County Offices to:
  - control payment limitation and determine **net** 2009 ELAP payments
  - issue **net** 2009 ELAP payments to eligible producers through the online payment application.

### 2 Manual Payment Process

#### A 2009 ELAP Workbooks

After receiving 2009 ELAP workbooks from State Offices, the National Office determined that 2009 ELAP payments do not exceed the \$50 million allocated for 2009 calendar year losses. As a result, a national factor will **not** be applied to 2009 ELAP payments.

The 2009 ELAP workbooks will be returned to the State Offices, by e-mail, and will be encrypted with the same password used by the States. The file name for the returned 2009 ELAP workbooks will be “**ELAP\_2009\_{ST}\_1of1\_final.xlsx**”.

**Note:** Applications entered in the 2009 ELAP workbooks by the State Office that are in appeal status or anticipated to be appealed have been removed from the 2009 ELAP workbooks. If an application currently in appeal status is approved for payment, see subparagraph F to request additional 2009 ELAP funding.

## Notice LDAP-29

### 2 Manual Payment Process (Continued)

#### B Gross 2009 ELAP Payments

The National Office will provide the **gross** 2009 ELAP payment amounts for eligible producers in the State's 2009 ELAP workbook, "Producer Total" worksheet, column "N" titled, "Gross 2009 ELAP Payment Amount".

**Important:** The "Gross 2009 ELAP Payment Amount" does **not** take into account the applicable payment limitation for the disaster assistance programs. Therefore, **before** 2009 ELAP payments are issued, County Offices **must** control payment limitation and determine the **net** 2009 ELAP payment amount according to subparagraphs C and D.

#### C Net 2009 ELAP Payments

For each person or legal entity, other than a joint directly or indirectly operation, the County Office must compare the gross 2009 ELAP payment amount received by the person or legal entity, including any amount received as a member of a joint operation, to the available payment limitation provided in the payment limitation ledger for disaster assistance programs referenced in Notice PL-209.

The "**net**" 2009 ELAP payment amount will be the lesser of the following:

- gross 2009 ELAP payment amount
- available payment limitation provided in the payment limitation ledger.

#### D Payment Limitation Control

Before 2009 ELAP payments are issued, County Offices must record the net 2009 ELAP payments on the payment limitation ledger for disaster assistance programs according to Notice PL-209. Notice PL-209, subparagraph 3 B instructs County Offices to complete the payment limitation ledger for each legal entity and member of a legal entity. Therefore, when recording the net 2009 ELAP payment amount for members of joint operations, the County Office must record the payment at the member level.

**Notes:** See Notice PL-209:

- subparagraph 3 B for instructions for completing the payment ledger for a multi-county producer
- subparagraph 3 C for additional instructions when the maximum limitation is reached.

## Notice LDAP-29

### 2 Manual Payment Process (Continued)

#### D Payment Limitation Control (Continued)

The eligibility recording County Office must enter the **net** 2009 ELAP payment, as determined in subparagraph C, as a payment limitation program adjustment decrease according to Notice PL-196.

#### E Recording Assignments and Joint Payments

Assignments and joint payments must be loaded in the Financial Services web application using program code “09NAELAPTF” for 2009. See Notice FI-2935 for instructions on loading assignments and joint payments in the Financial Services web application.

**Note:** The program code provided for ELAP in Notice FI-2935 is for automated ELAP payments. County Offices must enter the nonautomated program code, “09NAELAPTF”, to correctly issue 2009 ELAP payments.

#### F Funds Control

Because of the specific funding allocation for ELAP, payments will be controlled through the funds control process. On July 15, 2010, allotments will be provided to each County Office through the funds control process. Specific allotments will be determined by the National Office based on total “Gross 2009 ELAP Payment Amounts”, by county, provided in the State’s 2009 ELAP workbook. Funds for 2009 ELAP will be allocated to program code “Emergency Assistance for Livestock” (2572), and this is how the program code will appear on the eFunds web page.

State Offices will have “Read-Only” access to e-fund allocations to the County Offices. If additional funds are required, County Offices shall contact the appropriate State Office specialist. If the State Office has determined additional funding is needed to pay an approved ELAP application, the State Office shall forward a request for additional funds, including producer, county, and payment amount, to the National Office by e-mail to **all** of the following National Office contacts:

- [sandy.bryant@wdc.usda.gov](mailto:sandy.bryant@wdc.usda.gov)
- [steve.peterson@wdc.usda.gov](mailto:steve.peterson@wdc.usda.gov)
- [tina.nemec@wdc.usda.gov](mailto:tina.nemec@wdc.usda.gov)
- [amy.mitchell1@wdc.usda.gov](mailto:amy.mitchell1@wdc.usda.gov)
- [lenior.simmons@wdc.usda.gov](mailto:lenior.simmons@wdc.usda.gov)

## Notice LDAP-29

### 2 Manual Payment Process (Continued)

#### G Issuing ELAP Payments Through the Online Payment Application

See Notice FI-2920 to issue payments through the web-based online payment application, using the following:

- program code “09NAELAPTF” for 2009 ELAP
- contract number “0001”

**Note:** “CT” is the reference code.

- **net** 2009 ELAP payment amount, determined in subparagraph C
- prompt pay due date, which is 30 calendar days after the issuance date of this notice.

**Note:** A transaction statement will be generated and mailed to the producer.

### 3 Action

#### A County Office Action

County Offices shall ensure that:

- **before** ELAP payments are issued, **net** 2009 ELAP payment amounts are determined according to subparagraph 2 C
- **net** 2009 ELAP payment amounts are recorded in the payment limitation ledger
- **net** 2009 ELAP payments, as determined in subparagraph 2 C, are issued according to subparagraph 2 G
- the State Office is contacted if additional ELAP funds are needed.

#### B State Office Action

State Offices shall:

- immediately inform County Offices of the contents of this notice
- provide County Offices with 2009 ELAP workbook payment data by any means necessary
- contact the National Office if additional ELAP funds are needed according to subparagraph 2 F.