

For: State and County Offices

Issuing 2012 and 2013 ELAP Payments

Approved by: Deputy Administrator, Farm Programs



1 Overview

A Background

The Agricultural Adjustment Act of 2014 authorizes up to \$20 million in a FY for ELAP to provide emergency assistance to eligible producers of livestock, honeybees, and farm-raised fish that have losses because of disease, adverse weather, or other conditions, as determined by the Secretary.

To ensure that program funding allocation is not exceeded, Notice LDAP-60 required County Offices to complete 2012 and 2013 automated ELAP payment calculation worksheets in the Microsoft InfoPath ELAP database, by COB, July 28, 2014.

1-LDAP (Rev. 1) provides County Offices with procedure for issuing 2012 and 2013 ELAP payments through the web-based payment system. County Offices may begin issuing 2012 and 2013 ELAP payments on **November 25, 2014**, according to 1-LDAP (Rev. 1), Part 11.

Disposal Date	Distribution
January 1, 2015	State Offices; State Offices relay to County Offices

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1 Overview (Continued)

B Purpose

This notice:

- informs State and County Offices that:
 - 2012 and 2013 ELAP payments can be entered in the web-based payment system on **November 25, 2014**
 - a national payment factor of:
 - **0.90589961** will be applied to 2012 ELAP payments and
 - **0.68454492** will be applied to 2013 ELAP payments
 - when processing payments through the web-based payment system, the payment data shall be recorded from the approved 2012 and 2013 ELAP Gross Payments Reports, located on the ELAP Payment Calculation Worksheets Main Menu
 - the administrative county is the County Office that shall record ELAP payment data in the web-based payment system
- instructs County Offices to issue 2012 and 2013 ELAP payments to eligible producers through the web-based payment system, according to 1-LDAP (Rev. 1), Part 11.

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2 2012 and 2013 ELAP Payments

A National Payment Reduction Factors

After reviewing the payment data provided in the ELAP database, the National Office has determined that gross 2012 and 2013 ELAP payments exceed the \$20 million authorized for 2012 and 2013 ELAP losses each year. As a result, the following national payment factors will be applied to ELAP payments for:

- 2012 - 0.90589961
- 2013 - 0.68454492.

Notes: The national payment factors were determined based on the establishment of a \$500,000 national reserve each FY.

If an application currently in appeal status is approved for payment, see subparagraph 4 D to request additional 2012 or 2013 ELAP funding.

The 2012 and 2013 ELAP national payment factors have been loaded in the web-based payment system; therefore, the national payment factors will be applied to 2012 and 2013 ELAP payments after the gross ELAP payment amounts are recorded by the administrative County Offices in the web-based payment system.

B Approved ELAP Gross Payments Reports

The 2012 and 2013 ELAP Approved Gross Payments Reports will provide County Offices with the payment data required when initiating ELAP payments through the web-based payment system. County Offices must access **both** of the following reports for each of the 2012 and 2013 program years:

- Approved Gross Payments Report – Honeybees and Farm-Raised Fish (HBFRF)
- Approved Gross Payments Report – Livestock.

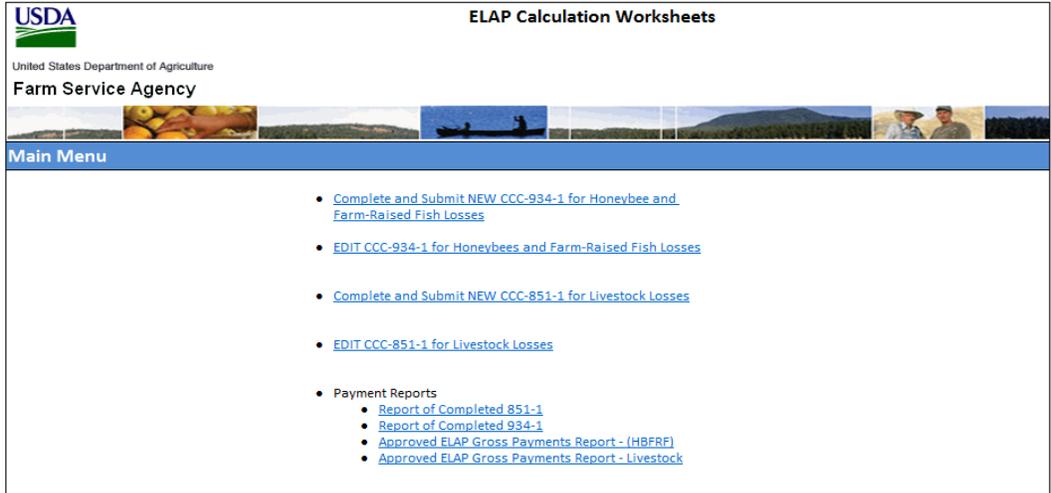
Note: If a producer suffered both a honeybee and/or farm-raised fish loss and a livestock loss in the same program year, the County Office must record the payment data from both reports, as provided in paragraph 4.

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3 Approved ELAP Gross Payments Reports

A Accessing ELAP Payment Calculation Worksheets Main Menu

The 2012 and 2013 ELAP Gross Payments Reports must be accessed on the ELAP Payment Calculation Worksheets Main Menu. The following table provides instructions for administrative County Offices, when accessing the ELAP Payment Calculation Worksheets Main Menu.

Step	Action
1	Go to FSA's Intranet DAFP web site at http://fsaintranet.sc.egov.usda.gov/dafp/ .
2	<p>On the FSA Intranet DAFP Screen, scroll down and CLICK “ELAP Payment Calculation Worksheets (Share Point)”.</p> <p>The ELAP Payment Calculation Worksheets Main Menu will be displayed. The following is an example of the ELAP Payment Calculation Worksheets Main Menu.</p> 

Notes: See subparagraph B for accessing the Approved ELAP Gross Payments Report – (HBFR).

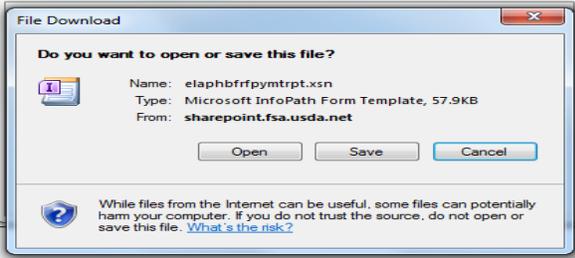
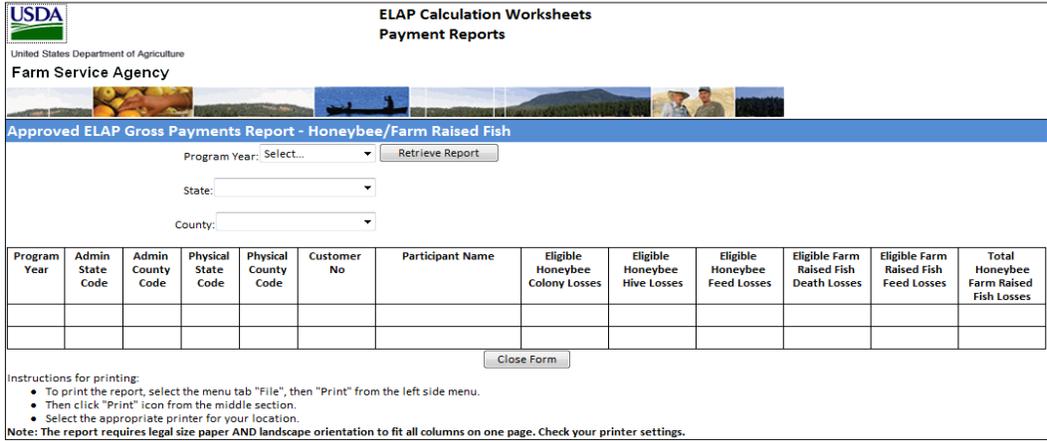
See subparagraph C for accessing the Approved ELAP Gross Payments Report Livestock.

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3 Approved ELAP Gross Payments Reports (Continued)

B Approved Gross Payments Report – Honeybees and Farm-Raised Fish

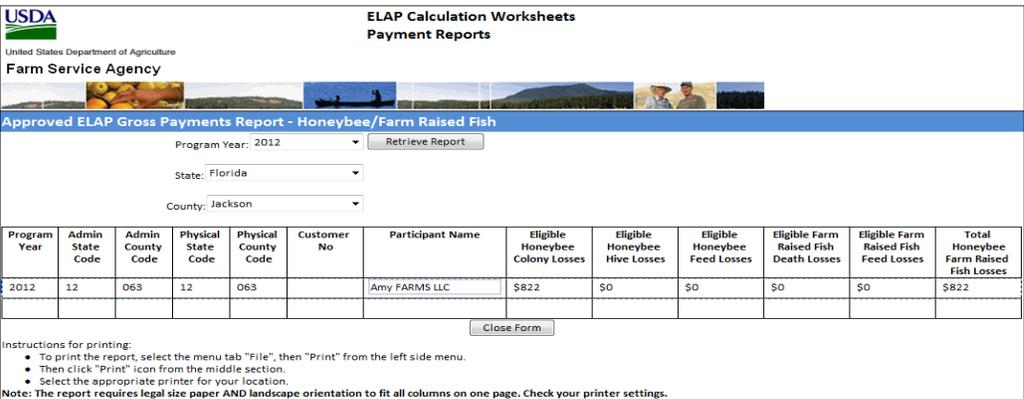
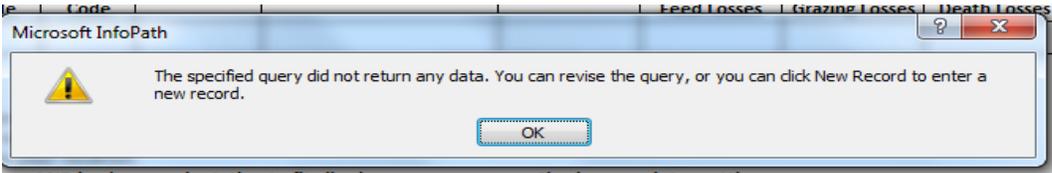
The following table provides instructions for accessing the Approved Gross Payments Report – Honeybees and Farm-Raised Fish.

Step	Action
1	On the ELAP Payment Calculations Worksheet Main Menu, CLICK “Approved ELAP Gross Payments Report - (HBFRF)”.
2	<p>The following dialog box will be displayed.</p> <div style="text-align: center;">  </div> <p>CLICK “Open”.</p>
3	<p>The Approved ELAP Gross Payments – Honeybee/Farm Raised Fish Screen will be displayed. The following is an example of the Approved ELAP Gross Payments – Honeybee/Farm Raised Fish Screen.</p> <div style="text-align: center;">  </div> <p>From the dropdown menus, SELECT the applicable program year, administrative State Office, administrative County Office, and CLICK “Retrieve Report”.</p>

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3 Approved ELAP Gross Payments Reports (Continued)

B Approved Gross Payments Report – Honeybees and Farm-Raised Fish (Continued)

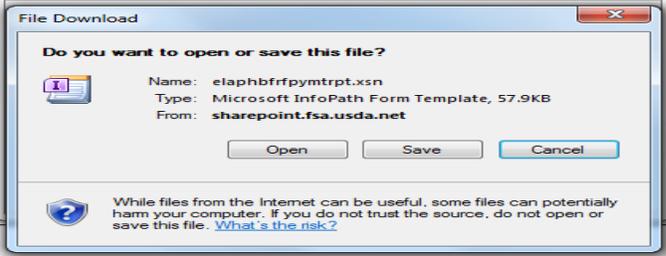
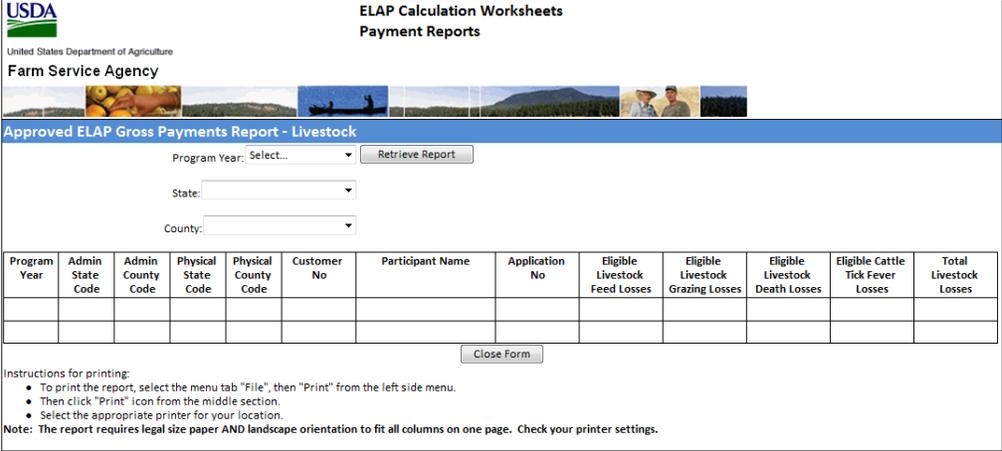
Step	Action
4	<p>The Approved ELAP Gross Payments Report for Honeybees and Farm Raised Fish for the applicable administrative State and County will be displayed. Following is an example of the Approved ELAP Gross Payments Report for Honeybees and Farm Raised Fish.</p>  <p>If the administrative State and County Office selected does not have any honeybees or farm-raised fish payments for the program year selected, the following dialog box will be displayed.</p>  <p>CLICK “OK”.</p> <p>Note: See subparagraph D for instructions on saving and printing the report.</p>

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3 Approved ELAP Gross Payments Reports (Continued)

C Approved Gross Payments Report – Livestock

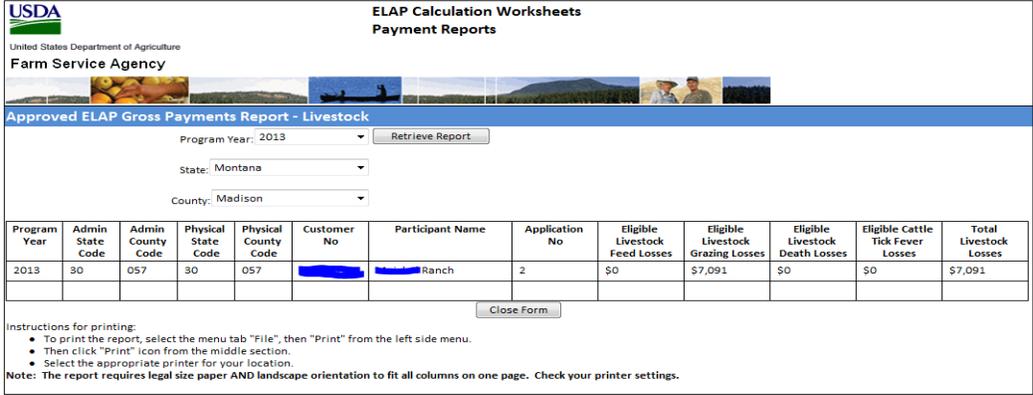
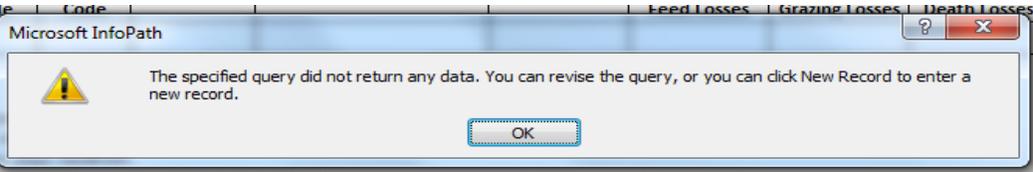
The following table provides instructions for accessing the Approved Gross Payments Report – Livestock.

Step	Action
1	On the ELAP Payment Calculations Worksheet Main Menu, CLICK “Approved ELAP Gross Payments Report - Livestock”.
2	<p>The following dialog box will be displayed.</p>  <p>CLICK “Open”.</p>
3	<p>The Approved ELAP Gross Payments – Livestock Screen will be displayed. The following is an example of the Approved ELAP Gross Payments – Livestock Screen.</p>  <p>From the dropdown menus, SELECT the applicable program year, administrative State Office, administrative County Office, and CLICK “Retrieve Report”.</p>

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3 Approved ELAP Gross Payments Reports (Continued)

C Approved Gross Payments Report – Livestock (Continued)

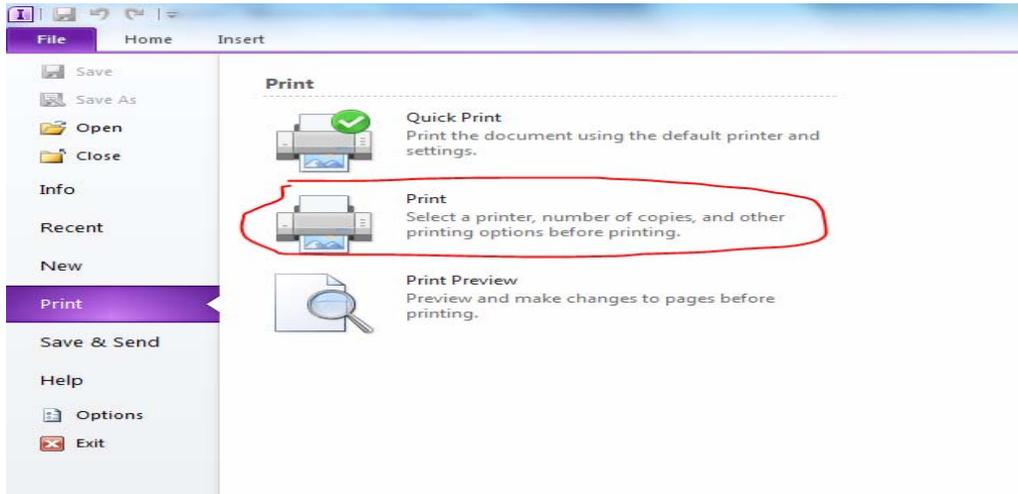
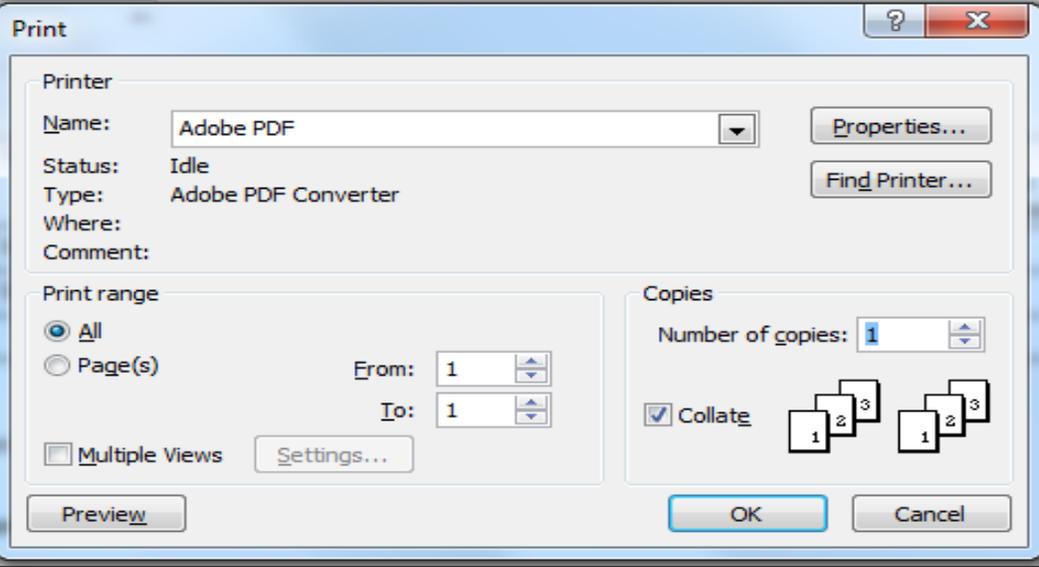
Step	Action
4	<p>The Approved ELAP Gross Payments Report for Livestock will be displayed for the applicable administrative State and County Office. Following is an example of the Approved ELAP Gross Payments Report for Livestock.</p>  <p>If the administrative State and County Office selected does not have any livestock payments for the program year selected, the following dialog box will be displayed.</p>  <p>CLICK “OK”.</p> <p>Note: See subparagraph D for instructions on saving and printing the report.</p>

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3 Approved ELAP Gross Payments Reports (Continued)

D Saving and Printing Approved Gross Payments Reports

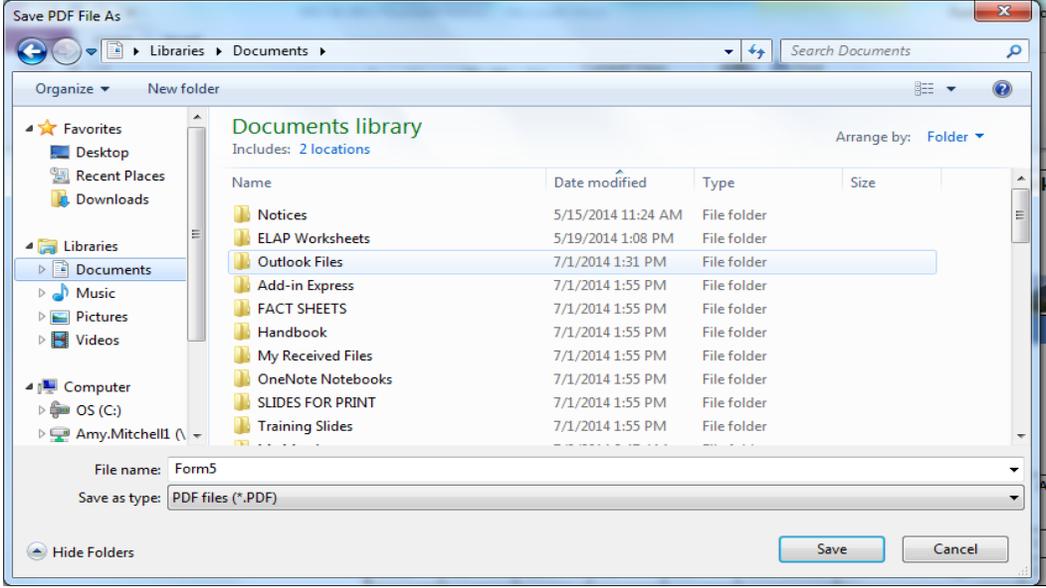
The Administrative County Office must save and print **both** the Approved ELAP Gross Payments Report for Honeybees/Farm Raised Fish and the Approved ELAP Gross Payments Report for Livestock. The following table provides instructions for printing the Approved ELAP Gross Payments Reports.

Step	Action
1	<p>After the report is generated, from the “File” menu, CLICK “Print” and “Print” again.</p>  <p>The screenshot shows the Microsoft Word application window with the File menu open. The 'Print' option is highlighted with a red oval. The 'Print' option is described as: 'Print: Select a printer, number of copies, and other printing options before printing.'</p>
2	<p>The “Print” dialog box will be displayed. Ensure that “Adobe PDF” is displayed in the “Printer Name” drop-down menu, and CLICK “OK”.</p>  <p>The screenshot shows the 'Print' dialog box. The 'Printer' section has 'Name: Adobe PDF' selected in the drop-down menu. The 'Print range' section has 'All' selected. The 'Copies' section has 'Number of copies: 1' and 'Collate' checked. The 'OK' button is highlighted.</p>

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3 Approved ELAP Gross Payments Reports (Continued)

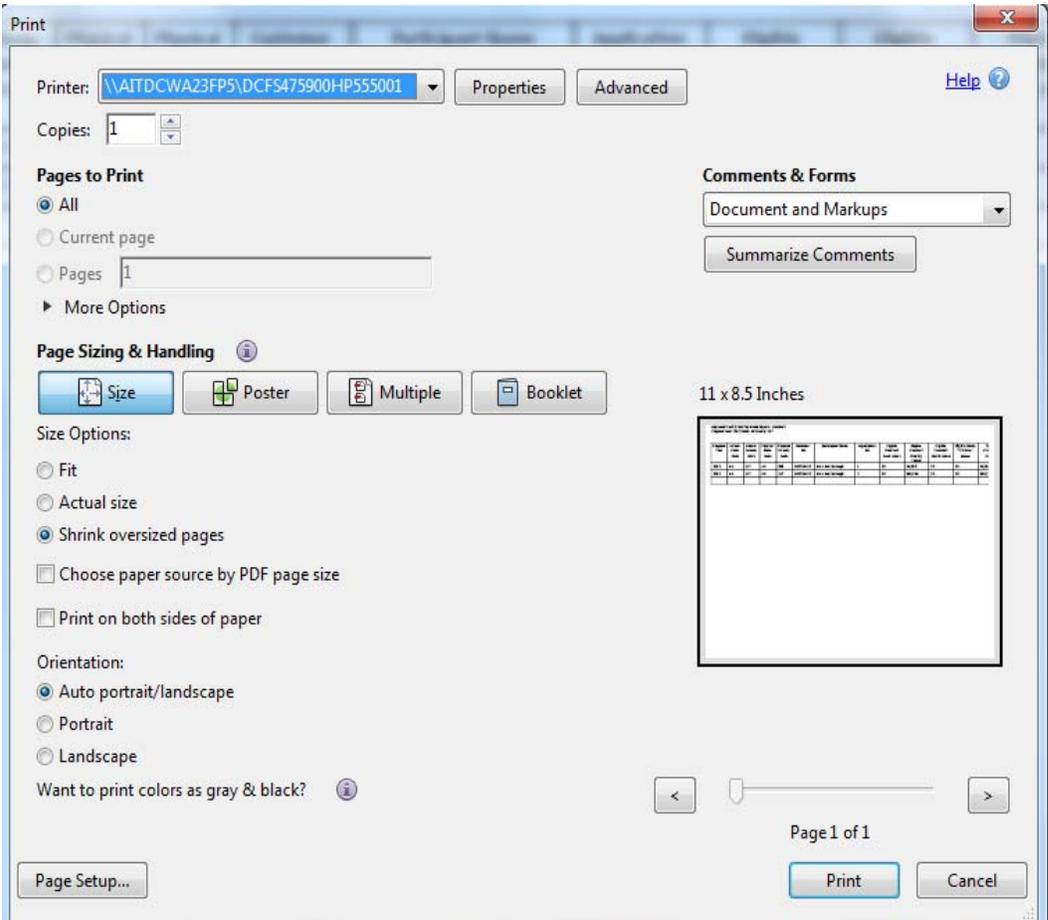
D Saving and Printing Approved Gross Payments Reports (Continued)

Step	Action
3	<p data-bbox="386 359 1079 394">The “Save PDF File As” dialog box will be displayed.</p>  <p data-bbox="386 1056 755 1087">Users shall do the following:</p> <ul data-bbox="386 1129 1453 1690" style="list-style-type: none">• navigate to S:\Service Center\FSA\• within S:\Service Center\FSA\, create the following subfolders:<ul data-bbox="435 1281 1079 1354" style="list-style-type: none">• 2012 ELAP Approved Gross Payments Report• 2013 ELAP Approved Gross Payments Report• enter file name as:<ul data-bbox="435 1470 1453 1690" style="list-style-type: none">• “ELAP_<i>[Program year]</i>_<i>[State abbr]</i>_<i>[County code]</i>_Livestock Payments”, for the Approved Gross Payments Report – Livestock• “ELAP_<i>[Program year]</i>_<i>[State abbr]</i>_<i>[County code]</i>_Honeybee Farm Raised Fish Payments”, for the Approved Gross Payments Report – Honeybees/Farm-Raised Fish. <p data-bbox="435 1732 1421 1764">Notes: “[<i>State abbr</i>]” is 2-alpha State abbreviation, such as VA for Virginia.</p> <p data-bbox="584 1795 1307 1837">“[<i>County code</i>]” is 2-numeric administrative count code.</p> <ul data-bbox="386 1879 641 1911" style="list-style-type: none">• CLICK “Save”.

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3 Approved ELAP Gross Payments Reports (Continued)

D Saving and Printing Approved Gross Payments Reports (Continued)

Step	Action
4 (Cntd)	<p>The report will open in Adobe Acrobat. From the File Menu, CLICK “Print”. The “Print” dialog box will be displayed. CLICK “Print” and the PDF version of the report will print.</p> 

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4 Recording 2012 and 2013 ELAP Payment Data in the Web-Based Payment System

A Approved Gross Payment Data

After saving and printing the Approved ELAP Gross Payments Reports, according to paragraph 4, County Offices will enter the gross payment amounts, by type of loss, in the web-based payment system; however, only 1 total payment amount, after applying the national payment factor and other reductions, if applicable, will be provided to NPS, per producer.

The County Office designated as the producer's administrative county must enter 2012 and 2013 ELAP gross payment data in the web-based payment system, according to 1-LDAP, Part 11, Section 2, to initiate the 2012 and 2013 ELAP payment process.

Gross payment data from the Approved ELAP Gross Payments Report – Honeybees/Farm-Raised Fish and the Approved ELAP Gross Payments Report – Livestock will be recorded in the web-based payment system.

Notes: See subparagraph B for specific payment data from the Approved ELAP Gross Payments Report – Honeybees/Farm-Raised Fish that will be entered in the web-based payment system.

See subparagraph C for specific payment data from the Approved ELAP Gross Payments Report – Livestock that will be entered in the web-based payment system.

B Payment Data – Honeybees/Farm-Raised Fish

The following payment data from the Approved ELAP Gross Payments Report – Honeybees/Farm-Raised Fish will be recorded in the web-based payment system:

- Eligible Honeybee Colony Losses
- Eligible Honeybee Hive Losses
- Eligible Honeybee Feed Losses
- Eligible Farm Raised Fish Death Losses
- Eligible Farm Raised Fish Feed Losses.

C Payment Data – Livestock

The following payment data from the Approved ELAP Gross Payments Report – Livestock will be recorded in the web-based payment system:

- Eligible Livestock Feed Losses
- Eligible Livestock Grazing Losses
- Eligible Livestock Death Losses
- Eligible Cattle Tick Fever Losses.

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4 Recording 2012 and 2013 ELAP Payment Data in the Web-Based Payment System (Continued)

D Funds Control

Because of the specific funding allocation for ELAP, payments will be controlled through the funds control process. 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 2012 and 2013 ELAP payment amounts, by the administrative county, after applying the National payment factors. Funds for 2012 and 2013 ELAP will be allocated to program code “**Emergency Assistance for Livestock**” (2833), 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. The request shall include producer, county, and payment amount, and be sent to the National Office by e-mail to **all** of the following National Office contacts:

- tina.nemec@wdc.usda.gov
- amy.mitchell1@wdc.usda.gov
- lenior.simmons@wdc.usda.gov.

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5 Action

A County Office Action

County Offices shall ensure that:

- the 2012 and 2013 ELAP Approved Gross Payments Reports for Livestock and Honeybees/Farm-Raised Fish are accessed, saved, and printed, according to paragraph 3
- the administrative county is the County Office that records the ELAP payment data
- 2012 and 2013 ELAP payment data is recorded in the web-based payment system according to 1-LDAP, Part 11, Section 2
- the State Office is contacted if additional 2012 or 2013 ELAP funds are needed.

B State Office Action

State Offices shall:

- immediately inform County Offices of the contents of this notice
- contact the National Office if additional 2012 or 2013 ELAP funds are needed according to subparagraph 4 D.