

**FSA**  
**HANDBOOK**

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**Livestock Forage Disaster Program Automation  
for 2025 and Subsequent Years**

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**For State and County Offices**

SHORT REFERENCE

**3-LFP**

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



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**Livestock Forage Disaster Program  
Automation for 2025 and Subsequent Years  
3-LFP**

**Amendment 1**

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



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**Amendment Transmittal**

**A Reason for Issuance**

This handbook has been issued to provide automation instructions and procedures for administering the 2025 and subsequent year LFP.



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#### Exhibits

- 1 Reports, Forms, Abbreviations, and Redelegations of Authority
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- 3 Menu and Screen Index

## Part 1 General Information

### 1 Basic Provisions

#### A Purpose

This handbook provides automation procedure for administering LFP for 2025 and subsequent years.

#### B Authority and Responsibility

PDD has the authority and responsibility for the instructions in this handbook. SND has the authority and responsibility for policy in related handbooks.

#### C Related FSA Handbooks

The following handbooks are related to LFP.

IF the area of concern is about...	THEN see...
audits and investigations	9-AO.
program appeals	1-APP.
document retention period	32-AS.
approved abbreviations, signatures, and authorizations	1-CM.
acreage compliance	2-CP.
conservation compliance	6-CP.
interest rates	50-FI.
establishing claims	58-FI.
prompt payment provisions	61-FI.
reporting to IRS	62-FI.
receipts, payments, and deposits	64-FI.
policy provisions	1-LFP.
web-based eligibility records	3-PL.
actively engaged determinations	6-PL.
foreign persons provisions	6-PL.
payment eligibility determinations	6-PL.
receipt for service	1-RFS.

## 2 Responsibilities

### A Background

The responsibilities for LFP functions in this paragraph are in addition to the responsibilities in 1-LFP.

### B Office Responsibilities

The following table describes the responsibilities of each office for LFP.

Office	Responsibilities
PDD	Implements automated processes to support LFP functions in State and County Offices.  Provides procedural assistance to State Offices on data entry requirements and software operations.
SND	Provides policies for administering and delivering LFP.
State Offices	Provides application training to County Offices.  Provides procedural assistance to County Offices on data entry requirements and software operations.
FPAC Business Center, ISD	Develops software and provides technical assistance to PDD.

## 3 Submitting Software Issues

### A Overview

County Offices will report issues to their State Office specialist. If the specialist is unable to resolve the issue, submit the issue to the FSA Farm Programs Software Issues SharePoint site at [https://usdagcc.sharepoint.com/sites/fsa-dafp-disaster/Payment\\_Issues/SitePages/Home.aspx](https://usdagcc.sharepoint.com/sites/fsa-dafp-disaster/Payment_Issues/SitePages/Home.aspx).

**Note:** The FSA Farm Programs Software Issues SharePoint site is only for State Office specialists and the National Office. County Office must not request access.

### B Providing State Office Access to the PDD Software Issue Site:

State Offices specialists who do not have access to the PDD SharePoint website can request access via the SharePoint site.

## 4-10 (Reserved)



## Part 2 LFP System

### 11 LFP Application Selection Screen

#### A Overview

The LFP Application Selection Screen allows users to:

- create applications for any producer nationwide
- edit applications for applications not yet approved for any county nationwide
- approve/disapprove applications created in the user's associated counties
- view and print ECRP for applications for any producer nationwide
- cancel applications for the counties with which the user is associated.

#### B Example of LFP Application Selection Screen

The following is an example of the LFP Application Selection Screen.

Home
Tools
▼

Program Year: 2025
State: Texas (48)
County: Red River (387)

## Application Selection

Customer Search
Edit
View Form
ECPR
Delete

Navigate to Producer Name Starting With:

P

App ID	Producer	Physical State-County	Application Status	COC Determination	COC Obligation Status
<input type="radio"/> 2214	PRODUCER, ANY	Texas-Red River	Initiated		

[Return to top](#)

## 11 LFP Application Selection Screen (Continued)

## C Field Descriptions and Actions

The following table provides the field, description, and action for the Application Selection Screen.

Field/Button	Description/Action
Program Year	Displays the program year.
State	Displays the user's State.
County	Displays the user's county.
Customer Search	<p>Allows users to select a specific producer.</p> <p>If an application already exists, the user will be directed to the application; otherwise, a new application cannot be created.</p> <p><b>Note:</b> A producer is allowed 1 application for each combination of administrative State and county and physical State and county.</p>
Edit	After selecting the application, CLICK "Edit" to access the application.
View	After selecting the application, CLICK "View" to view the application.
ECPR	After selecting the application, CLICK "ECPR" to view the Estimated Calculated Payment Report. See paragraph 64 for more details.
Delete	<p>Allows users to cancel an application recorded in error. After selecting the application, CLICK "Delete".</p> <p>A pop-up box will be displayed asking the user if they are sure they want to cancel the application.</p> <ul style="list-style-type: none"> <li>CLICK "Yes" to cancel the application</li> </ul> <p><b>Note:</b> The status will be updated to "Cancelled".</p> <ul style="list-style-type: none"> <li>CLICK "No" to return to the Application Selection Screen.</li> </ul> <p><b>Note:</b> The status will not be updated.</p> <p><b>Warning:</b> Applications cancelled after COC approval will result in the payments being cancelled, and an overpayment transferred to NRRS. Users who accidentally cancel an approved application will notify their State Office specialist. The State Office specialist will record the issue on the PDD SharePoint Issue site according to paragraph 3.</p>

## 11 LFP Application Selection Screen (Continued)

## C Field Descriptions and Actions (Continued)

Field/Button	Description/Action	
Navigate to Producer Name Starting With:	Displays a list of the first letter of all producer's last names.  Clicking a letter will navigate to the last names starting with that letter.	
App ID	Displays the system generated application number for the producer.	
Producer	Displays the name of the producer.	
Physical State-County	Displays the physical State and county for the application.	
Application Status	Status	Description
	Initiated	An application has been created, and the "Producer Signature Date" field is blank.
	Enrolled	An application has been created, and the "Producer Signature Date" field has been recorded.
	Approved	The COC determination date has been recorded, the COC determination has been "Approved", and the obligation was successful.
	Disapproved	The COC determination date has been recorded, and the COC determination is "Disapproved".
	Pending Obligation	The COC determination has been recorded, and the COC determination is "Approved", however the obligation is pending.  <b>Note:</b> This status is a rare occurrence.
	Suspended	A revision to the producer's acreage report or Business Partner merge has taken place for this producer after the application was created. The application must be reviewed for actions that need to be completed.
	Cancelled	An application has been deleted.
	De-obligated	An application is de-obligated when the National Office determines it should no longer be obligated.

## 11 LFP Application Selection Screen (Continued)

## C Field Descriptions and Actions (Continued)

Field/Button	Description/Action	
COC Determination	Status	Description
	Approved	The COC date has been recorded, and the COC determination is “Approved”.
	Disapproved	The COC date has been recorded, and the COC determination is “Disapproved”.
COC Obligation Status	Approved	The payment obligation was successful, and the payment amount has been sent to the payment system.
	Failed	The payment obligation failed because of a lack of funding or system failure.  <b>Note:</b> No further action is needed by the user. The system will retry the obligation each night.
	Rejected	Obligation has failed because of a business-related reason.  CLICK “Rejected” for a detailed explanation.
	Not Required	Obligation was not determined to be needed. This occurs when the obligation amount is calculated to zero.

## 12 Headers and Footers

### A Overview

The LFP system displays the same headers and footers on each screen.

### B Example of Headers

The following is an example of the headers for each screen.

Producer	Livestock	Livestock Cert	Forage Drought (Owned or Cash)	Forage Drought (AUM/AU)	Forage Fire	Forage Fire Continuation	Summary
Program Year: 2025 Producer: PRODUCER, ANY			Admin State: Texas (48) Physical State: Texas (48)	Admin County: Red River (387) Physical County: Red River (387)		Application Status: Initiated Application ID: 2214	

### C Field Descriptions for Headers

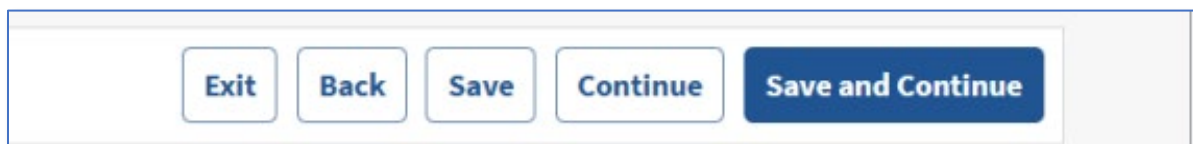
The following table provides the field and descriptions for the headers.

Field/Button	Descriptions
Program Year	Displays the year that was selected on the previous screen.
Admin State	Displays the administrative State name that the application was created for with the corresponding State code.
Admin County	Displays the administrative county name that the application was created for with the corresponding county code.
Application Status	Displays the status of the application.
Producer	Displays the producer's name associated to the application that was selected or the producer that was searched for when creating a new application.
Physical State	Displays the physical State of the application.
Physical County	Displays the physical county of the application.
Application ID	Displays the system generated application ID.

## 12 Headers and Footers (Continued)

### D Example of Footers

The following is an example of the footers for each screen.



### E Field Descriptions and Actions for Footers

The following table provides field, descriptions, and actions for the footers

Field/Button	Description/Actions
Exit	CLICK “Exit” to exit and return to the Application Selection Screen.
Back	CLICK “Back” to navigate to the previous screen.
Save	CLICK “Save” to save the entered information and remain on the same screen.
Continue	CLICK “Continue” to proceed to the next screen.  <b>Note:</b> If the user enters data on the screen and clicks “Continue” before clicking “Save”, the data is not saved.
Save and Continue	CLICK “Save and Continue” to save information entered proceed to the next screen.

## 13 Administrative Location Screen

### A Overview

When a producer is administered in more than one county, the Administrative Location Screen will be displayed.

### B Example of Administrative Location Screen

The following is an example of the Administrative Location Screen

**LFP | Livestock Forage Program** ? | LAURA SCHLOTE

Home Tools Admin

Program Year: 2025 State: Texas (48) County: Red River (387)  
 Producer: PRODUCER, ANY

### Administrative Location

Admin State-County

☐ Texas-Bowie

☐ Texas-Red River

Back Application Selection Continue

### C Action

On the Administrative Location Screen,

- click the applicable administrative location for the application
- CLICK “Continue”. The Producer Screen will be displayed.

## 14 Physical Location State and County Selection Screen

### A Overview

When performing a customer search either creating a new application or searching for an existing one, the Physical Location State and County Selection Screen will be displayed.

The Physical Location State and County Selection Screen displays all physical State and counties based on the farm records for the producer.

### B Example of Physical Location State and County Selection Screen

The following is an example of the Physical Location State and County Selection Screen.

Physical State-County	Application Status
<input type="radio"/> Alabama-Autauga	Cancelled
<input type="radio"/> Alabama-Baldwin	Not created
<input type="radio"/> Alaska-Test County EAP72	Not created

Back Application Selection Continue

### C Action

On the Physical Location State and County Selection Screen:

- click the applicable physical State and location for the application
- CLICK “Continue”. The Producer Screen will be displayed.



## 15 Producer Screen

### A Overview

1-LFP requires associated producers or producers who have a share in the ownership of the application to be recorded on the Producer Screen. Associated producers are not included in any payment eligibility calculation

**Note:** Associated producers need to be entered in Business Partner.

### B Example of Producer Screen Before Associated Producer Is Added

The following is an example of the Producer Screen before associated producers have been added.

### C Field Descriptions and Actions

The following table provides the field, description, and action for the Producer Screen.

Field/Button	Description/Actions
Add Associate Producer	<p>An optional button to add associated producers who are recorded in Business Partner.</p> <p>CLICK “Add Associate Producer” to add associated producer(s). The SCIMS Search Page will be displayed.</p>

## 16 Livestock Screen

### A Overview

The Livestock Screen allows users to enter the livestock information and corresponding details.

### B Example of Livestock Screen

The following is an example of the Livestock Screen.

Producer	Livestock	Livestock Cert	Forage Drought (Owned or Cash)	Forage Drought (AUM/AU)	Forage Fire	Forage Fire Continuation	Summary
Program Year: 2025		Admin State: Texas (48)		Admin County: Red River (387)		Application Status: Initiated	
Producer: PRODUCER, ANY		Physical State: Texas (48)		Physical County: Red River (387)		Application ID: 2214	
Livestock Number	Livestock Kind-Type-Weight Range	Current Year Inventory	Current Year Mitigated	Prior Year Mitigated	Share %	Actions	
1	Beef-Cows and Bulls-Adult	100			100.00	Remove	
	COC USE ONLY						
2	Beef-Non-Adult-500 pounds or more	35	5	10	100.00	Remove	
	COC USE ONLY						
Add Livestock							
2 of 8 Steps				Exit	Back	Save	Continue
Save and Continue							

## 16 Livestock Screen (Continued)

**C Field Descriptions and Actions**

The following table provides the field, descriptions, and actions for the Livestock Screen.

<b>Field/Button</b>	<b>Description/Actions</b>
Livestock Number	Displays the system generated livestock number.  The livestock number will be display only after data is saved.
Livestock Kind- Type-weight Range	Select the applicable livestock kind, type, and weight range from the drop-down menu.
Current Year Inventory	Enter the current year inventory.
Current Year Mitigated	Optional field to enter the current year livestock that were sold or disposed during the current program year.
Prior Year Mitigated	Optional field to enter the prior year mitigated livestock that were sold or disposed during the previous program year.
Share %	Enter the share percentage of the livestock.
Actions	Allows users to delete a row.  CLICK "Remove" to delete an erroneous entry.  A pop-up box will be displayed asking user to confirm deletion.
COC Use Only	Allows COC to override the associated livestock inventory number.  <b>Warning:</b> A value of zero will reduce applicable fields to zero and should only be used when COC has reduced accordingly

## 17 Livestock Certification Screen

### A Overview

The Livestock Certification Screen allows users to capture the livestock certification question.

### B Example Livestock Cert Screen

The following is an example of the Livestock Cert Screen.

The screenshot displays the 'Livestock Cert' step in a multi-step process. The progress bar at the top shows steps: Producer, Livestock, Livestock Cert (current), Forage Drought (Owned or Cash), Forage Drought (AUM/AU), Forage Fire, Forage Fire Continuation, and Summary.

Application details are shown below the progress bar:

Program Year: <b>2025</b>	Admin State: <b>Texas (48)</b>	Admin County: <b>Red River (387)</b>	Application Status: <b>Initiated</b>
Producer: <b>PRODUCER, ANY</b>	Physical State: <b>Texas (48)</b>	Physical County: <b>Red River (387)</b>	Application ID: <b>2214</b>

The main content area contains two certification questions:

Do you certify that during the 60 days prior to the beginning date of the qualifying drought condition, you owned, leased, purchased, entered into a contract to purchase, or was a contract grower of the livestock entered in Part C on this application, and/or sold livestock entered in Items 13 and/or Item 14 due to a qualifying drought condition(s), and that these livestock were either grazing or would be grazing the land identified in Part D during the grazing period? *(Include only the animals that were owned, leased, or contracted that were grazing or were intended for grazing during the grazing period for the year identified in Item 2.)*

☐ YES ☐ NO

Has the producer in Part A, Item 6, applied for LFP benefits in any other FSA county office location for any of the same kind, type, and weight range of livestock shown in Items 10 through 14?

☐ YES ☐ NO

At the bottom, a status bar indicates '3 of 8 Steps' and provides navigation buttons: Exit, Back, Save, Continue, and Save and Continue.

### C Action

On the Livestock Cert Screen:

- click the applicable Yes/No checkbox
- CLICK “Save and Continue”. The Forage Drought (Owned or Cash) Screen will be displayed.

## 18 Forage Drought (Owned or Cash) Screen

### A Overview

The Forage Drought (Owned or Cash) Screen allows users to enter the owned or cash leased acres associated with the livestock entered on the Livestock Screen.

### B Example of Forage Drought (Owned or Cash) Screen Before Acres Selected

The following is an example of the Forage Drought (Owned or Cash) Screen before acres are selected.

Producer	Livestock	Livestock Cert	Forage Drought (Owned or Cash)	Forage Drought (AUM/AU)	Forage Fire	Forage Fire Continuation	Summary
Program Year: 2025 Producer: PRODUCER, ANY		Admin State: Texas (48) Physical State: Texas (48)		Admin County: Red River (387) Physical County: Red River (387)		Application Status: Initiated Application ID: 2214	
Livestock Number	Livestock Kind-Type-Weight Range	Current Inventory	Share %				
1	Beef-Cows and Bulls-Adult	100	100.00				
2	Beef-Non-Adult-500 pounds or more	35	100.00				
Livestock Number	Date of Qualifying Drought	Pasture Type	Acres	Carrying Capacity	Carrying Capacity Override	Actions	
		Select Pasture Type		Calculate Acres		Remove	
		COC USE ONLY					
Add Owned or Cash Lease Land							

### C Field Descriptions and Actions

The following table provides the field, descriptions, and actions for the Forage Drought (Owned or Cash) Screen.

Field/Button	Description/Actions
Livestock Number	Displays the system generated livestock number.
Livestock Kind-Type-weight Range	Displays the livestock kind type-weight range entered on the Livestock Screen.
Current Year Inventory	Displays the current inventory entered on the Livestock Screen.

## 18 Forage Drought (Owned or Cash) Screen (Continued)

## C Field Descriptions and Actions (Continued)

Field/Button	Description/Action
Share %	Displays the share percentage entered on the Livestock Screen.
Add Owned or Cash Lease Land	Allows users to add the pastureland owned or cash lease acres.  CLICK “Add Owned or Cash Lease”. The screen will be redisplayed allowing users to add applicable pasture types.
Calculate Acres	Allows users to associate pastureland acres with the pasture types.  <b>Note:</b> Field becomes visible and enabled only after a pasture type has been added.  CLICK “Calculate Acres”. The Forage Information Drought (Owned or Cash Leased Land) Acres Selection Screen will be displayed.
Actions	Allows users to delete a row.  CLICK “Remove” to delete an erroneous entry.  A pop-up box will be displayed asking user to confirm deletion.
COC Use Only	Allows the COC to override acres.  <b>Warning:</b> A value of zero will reduce applicable fields to zero and should only be used when COC has reduced accordingly.
Carrying Capacity	Displays the carrying capacity for the crop/crop type recorded in the National Crop Table database.
Carrying Capacity Override	CLICK “Carrying Capacity Override” to enter a value in the Carrying Capacity field if data in the NCT is missing or incorrect for the physical location of the field. The carrying capacity must be greater than zero.

## 18 Forage Drought (Owned or Cash) Screen (Continued)

### D Selecting Pasture Types

After clicking the Add Owned or Cash Lease Land button, the Forage Drought (Owned or Cash) Screen will be redisplayed allowing the user to select applicable pasture type(s).

To select pasture type(s),

- select the applicable pasture type from the drop-down menu
- select additional pasture types as applicable by clicking “Add Owned or Cash Lease Land”
- CLICK “Calculate Acres”. The Forage Information Drought (Owned or Cash Leased Land) Acres Selection Screen will be displayed.

### E Example of Forage Information Drought (Owned or Cash Leased Land) Acres Selection Screen

The following is an example of the Forage Information Drought (Owned or Cash Leased Land) Acres Selection Screen.

Forage Information Drought (Owned or Cash Leased Land) Acres Selection

Select Livestock


*	Livestock Number	Livestock Kind-Type-Weight Range	Current Inventory	Share %
<input type="checkbox"/>	1	Beef-Cows and Bulls-Adult	100	100.00
<input type="checkbox"/>	2	Beef-Non-Adult-500 pounds or more	35	100.00

Select Acres

*	Physical State	Physical County	Farm Num	Tract Num	Field Num	Crop Name	Crop Type	Int Use	Act Use	Org Stat	Crop Stat	Plnt Prd	Plnt Date	Det/Rpt Acres	Prod Shr %	Prod Acres
<input type="checkbox"/>	Texas(48)	Red River(387)	0001275	3164	4	GRASS	NAG	GZ		C	I	01		399.0000	100.00	399.0000
Total Selected Producer Acres:															0.0000	

**NOTE:** The disabled entry has been allocated to a different acreage or AU record.

Select "+" to display historical LFP data. This data is no longer active.

 - This State and County does not match the Physical State and County selected for this application.

Save Acres
Back
Select All
Clear All

## 18 Forage Drought (Owned or Cash) Screen (Continued)

### F Action

On the Forage Information Drought (Owned or Cash Leased Land) Acres Selection Screen,

- select the applicable pasture type and acres
- CLICK “Save Acres” and the user will return to the Forage Drought (Owned or Cash) Screen
- CLICK “Save” or “Save and Continue”.

## 19 Forage Drought (AUM/AU) Screen

### A Overview

The Forage Drought (AUM/AU) Screen allows users to enter the animal units associated with the livestock entered on the Livestock Screen.

**Note:** AUM/AU must be for non-irrigated fields with a crop status code of E, G, H, O, I, or D and a percent public land value greater than zero.

### B Example of Forage Drought (AUM/AU) Screen Before Animal Units Selected.

The following is an example of the Forage Drought (AUM/AU) Screen before animal units are selected.

Producer	Livestock	Livestock Cert	Forage Drought (Owned or Cash)	Forage Drought (AUM/AU)	Forage Fire	Forage Fire Continuation	Summary
Program Year: 2025	Admin State: Texas (48)	Admin County: Red River (387)	Application Status: Initiated				
Producer: PRODUCER, ANY	Physical State: Texas (48)	Physical County: Red River (387)	Application ID: 2214				

Livestock Number	Livestock Kind-Type-Weight Range	Current Inventory	Share %
1	Beef-Cows and Bulls-Adult	100	100.00
2	Beef-Non-Adult-500 pounds or more	35	100.00

Livestock Number	Date of Qualifying Drought	Pasture Type	Animal Units	Actions
<input type="button" value="Add AUM/AU Leased Land"/>				

5 of 8 Steps



## 19 Forage Drought (AUM/AU) Screen (Continued)

## C Field Descriptions and Actions

The following table provides the field, descriptions, and actions for the Forage Drought (AUM/AU) Screen.

Field/Button	Description/Actions
Livestock Number	Displays the system generated livestock number.
Livestock Kind-Type-Weight Range	Displays the livestock kind type-weight range entered on the Livestock Screen.
Current Year Inventory	Displays the current inventory entered on the Livestock Screen.
Share %	Displays the share percentage entered on the Livestock Screen.
Add AUM/AU Leased Land	Allows users to select the pastureland on public leased land.  CLICK “Add AUM/AU Leased Land:”. The Screen will be redisplayed allowing users to add applicable pasture types.
Calculate AU	Allows users to associate animal units with the pasture types.  <b>Note:</b> Field becomes visible and enabled only after a pasture type has been added.  CLICK “Calculate AU”. The Forage Information Drought (Owned or Cash Leased Land) Acres Selection Screen will be displayed.
Actions	Allows users to delete a row.  CLICK “Remove” to delete an erroneous entry.  A pop-up box will be displayed asking user to confirm deletion.
COC Use Only	Allows COC to override applicable fields.  <b>Warning:</b> A value of zero will reduce applicable fields to zero and should only be used when COC has reduced accordingly.

## 19 Forage Drought (AUM/AU) Screen (Continued)

### D Selecting Pasture Types

After clicking the “Add AUM/AU Lease Land” button, the Forage Information Drought (AUM/AU Leased Land) Animal Unit Selection Screen will be redisplayed allowing the user to select applicable pasture type(s).

To select pasture type(s),

- select the applicable pasture type from the drop-down menu
- add additional pasture types as applicable by clicking “Add AUM/AU Leased Land”
- CLICK “Calculate AU”. The Forage Information Drought (AUM/AU) Leased Land Animal Unit Selection Screen will be displayed

### E Example of Forage Information Drought (AUM/AU Leased Land) Animal Unit Selection Screen

The following is an example of the Forage Information Drought (AUM/AU Leased Land) Animal Unit Selection Screen.

Forage Information Drought (AUM/AU Leased Land) Animal Unit Selection

Select Livestock

*	Livestock Number	Livestock Kind-Type-Weight Range	Current Inventory	Share %
<input checked="" type="checkbox"/>	1	Beef-Cows and Bulls-Adult	100	100.00
<input type="checkbox"/>	2	Beef-Non-Adult-500 pounds or more	35	100.00

Select Animal Units

*	Physical State	Physical County	Farm Num	Tract Num	Field Num	Crop Name	Crop Type	Int Use	Act Use	Org Stat	Crop Stat	Plnt Prd	Plnt Date	AU	Prod Shr %	Prod AU
<input checked="" type="checkbox"/>	Texas(48)	Red River(387)	0001997	3400	2	GRASS	NAG	GZ		C	I	01		90	100.00	90

Total Selected Producer Animal Units: 90

**NOTE:** The disabled entry has been allocated to a different acreage or AU record.

Select "+" to display historical LFP data. This data is no longer active.

⚠ - This State and County does not match the Physical State and County selected for this application.

Save Animal Units
Back
Select All
Clear All

## 19 Forage Drought (AUM/AU) Screen (Continued)

### F Action

On the Forage Information Drought (AUM/AU Leased Land) Animal Unit Selection Screen,

- select the applicable pasture type and animal unit(s)
- CLICK “Save Animal Units” and the user will return to the Forage Drought (AUM/AU) Screen
- CLICK “Save” or “Save and Continue” to save details.


## 20 Forage Fire Screen

### A Overview

The Forage Fire Screen allows users to enter users to add details related to a forage fire.

### B Example of Forage Fire Screen

The following is an example of the Forage Fire Screen.

Producer	Livestock	Livestock Cert	Forage Drought (Owned or Cash)	Forage Drought (AUM/AU)	Forage Fire	Forage Fire Continuation	Summary
Program Year: 2025	Admin State: Texas (48)	Admin County: Red River (387)	Application Status: Initiated				
Producer: PRODUCER, ANY	Physical State: Texas (48)	Physical County: Red River (387)	Application ID: 2214				
<b>Recorded Fires</b>							
Fire Event Number	Begin Date	Location	Actions				
	mm/dd/yyyy 	<input type="text"/>	<a href="#">Remove</a>				
<a href="#">Add Forage Fire</a>							
6 of 8 Steps				<a href="#">Exit</a>	<a href="#">Back</a>	<a href="#">Save</a>	<a href="#">Continue</a>
<a href="#">Save and Continue</a>							

## 20 Forage Fire Screen (Continued)

**C Field Descriptions and Actions**

The following table provides the field, descriptions, and actions for the Forage Fire Screen.

<b>Field/Button</b>	<b>Description/Actions</b>
Fire Event Number	Displays the system generated fire event number.  <b>Note:</b> The fire event number will be displayed after data is saved.
Begin Date	Enter the beginning date of the fire by either entering the date or use 1 of the available calendar widgets to populate the date.  <b>Note:</b> The “Today” widget to the right of the calendar widget populates the current system date.
Location	Enter the location of the fire.
Actions	Allows users to delete a row.  CLICK “Remove” to delete an erroneous entry.  A pop-up box will be displayed asking user to confirm deletion.
Add Forage Fire	Allows users to add the animal units on public leased land.  CLICK “Add AUM/AU Leased Land:”. The screen will be redisplayed allowing users to add applicable pasture types.

## 21 Forage Fire Continuation Screen

### A Overview

The Forage Fire Continuation Screen allows the user to enter federal managed land and corresponding details.

### B Example of the Forage Fire Continuation Screen Before Animal Units Selected

The following is an example of the Forage Fire Continuation Screen before selecting animal units.

Producer	Livestock	Livestock Cert	Forage Drought (Owned or Cash)	Forage Drought (AUM/AU)	Forage Fire	Forage Fire Continuation	Summary
Program Year: 2025 Producer: PRODUCER, ANY	Admin State: Texas (48) Physical State: Texas (48)	Admin County: Red River (387) Physical County: Red River (387)	Application Status: Initiated Application ID: 2214				
Fire Event Number	Begin Date	Location					
1	01/15/2025	Permit Name					
Fire Event Number	Pasture Number	Pasture Type	Permitted Animal Units	Permit Days	Reduced Animal Units	Reduced Grazing Days	Actions
						NTE 180	
<a href="#">Add Federal Managed Lands</a>							
7 of 8 Steps				Exit	Back	Save	Continue
Save and Continue							

### C Field Descriptions and Actions

The following table provides the field, descriptions, and actions for the Forage Fire Continuation Screen.

Field/Button	Description/Actions
Fire Event Number	Displays the system generated fire event number.
Begin Date	Displays the beginning date of the fire entered on the Forage Fire Screen.
Location	Displays the location details entered on the Forage Fire Screen.
Add Federal Managed Lands	Allows users to select the pastureland on Federal managed land.  CLICK “Add Federal Managed Land:”. The screen will be redisplayed allowing users to add applicable pasture types.

## 21 Forage Fire Continuation Screen (Continued)

## C Field Descriptions and Actions (Continued)

Field/Button	Description/Actions
Calculate Acres	<p>Allows users to associate pastureland acres with the pasture types.</p> <p><b>Note:</b> Field becomes visible and enabled only after a pasture type has been added.</p> <p>CLICK “Calculate Acres”. The Forage Information Drought (Owned or Cash Leased Land) Acres Selection Screen will be displayed.</p>
Permit Days	Allows users to enter the permit days. Days should be entered only after pasture type and associated animal units are selected.
Reduced AU’s	Enter the animal units that were removed from the grazed pastureland because of the fire.
Reduced Grazing Day	Enter the number of grazing days which the livestock were removed from the pastureland.
Actions	<p>Allows users to delete a row.</p> <p>CLICK “Remove” to delete an erroneous entry.</p> <p>A pop-up box will be displayed asking user to confirm deletion.</p>
COC Use Only	<p>Allows COC to override applicable fields.</p> <p><b>Warning:</b> A value of zero will reduce applicable fields to zero and should only be used when COC has reduced accordingly.</p>

## 21 Forage Fire Continuation Screen (Continued)

**D Selecting Pasture Types**

After clicking the Add AUM/AU Lease Land button, the Forage Information Drought (AUM/AU) Animal Unit Selection Screen will be redisplayed allowing the user to select applicable pasture type(s).

To select pasture type(s),

- select the applicable pasture type from the drop-down menu
- add additional pasture types applicable by clicking “Add AUM/AU Leased Land”
- enter permit days
- enter the reduced AU’s
- enter the reduced grazing days
- on the Forage Fire Continuation Screen, CLICK “Save” or “Save and Continue” to save details.

**E Example of Forage Information Fire (Federal Manage Lands) Animal Unit Selection Screen**

The following is an example of the Forage Information Fire (Federal Managed Lands) Animal Unit Selection Screen.

Forage Information Fire (Federal Managed Lands) Animal Unit Selection

Select Fire Event

*	Fire Event Number	Begin Date	Location
<input checked="" type="checkbox"/>	1	01/15/2025	Permit Name


Select Animal Units

*	Physical State	Physical County	Farm Num	Tract Num	Field Num	Crop Name	Crop Type	Int Use	Act Use	Org Stat	Crop Stat	Plnt Prd	Plnt Date	AU	Prod Shr %	Prod AU
<input checked="" type="checkbox"/>	Texas(48)	Red River(387)	0001997	3400	2	GRASS	NAG	GZ		C	I	01		90	100.00	90

Total Selected Producer Animal Units: 90

**NOTE:** The disabled entry has been allocated to a different acreage or AU record.

Select "+" to display historical LFP data. This data is no longer active.

 - This State and County does not match the Physical State and County selected for this application.

Save Animal Units
Back
Select All
Clear All

## 21 Forage Fire Continuation Screen (Continued)

### F Action

On the Forage Information Fire (Federal Managed Lands) Animal Unit Selection Screen,

- select the applicable pasture type and animal unit(s)
- CLICK “Save Animal Units” and the user will return to the Forage Fire Continuation Screen
- CLICK “Save” or “Save and Continue” to save details.

## 22 Summary Screen

### A Overview





The LFP Summary Screen displays all information recorded from the previous screens.

User will record the following on the Summary Screen:

- other payments received for loss
- producer signature date
- producer signature type
- COC determination date
- COC determination.

### B Example of Summary Screen

The following is an example of the bottom half of the Summary Screen.

Other payments received for loss \$:		<input type="text"/>
<b>PRODUCER CERTIFICATION</b>		
Producer Signature Date(MM/DD/YYYY)	Type of Signature	
<input type="text" value="MM/DD/YYYY"/>  	<input type="text" value="Select Type of Signature"/> ▼	
<b>COC DETERMINATION</b>		
Date(MM/DD/YYYY)	Determination	
<input type="text" value="MM/DD/YYYY"/>  	COC Determination Status	
	<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove	
8 of 8 Steps		
		<input type="button" value="Exit"/> <input type="button" value="Back"/> <input type="button" value="Save and Continue"/>



## 22 Summary Screen (Continued)

## C Field Descriptions and Actions

The following table provides the field, descriptions, and actions for the Summary Screen.

Field/Button	Description/Actions
Other Payment Received for Loss	Enter the value (dollar and cents) which the producer received for similar losses.  <b>Note:</b> User will use the multi county worksheet according to 1-LFP.
Producer Signature Date	Enter the date the producer signed CCC-853 or use 1 of the available calendar widgets to populate the date.  <b>Note:</b> The “Today” widget to the right of the calendar widget populates the current system date.
Producer Signature Type	Select the method from the drop-down menu that the producer used to submit the application.
COC Determination Date	Enter the COC determination date or use 1 of the available calendar widgets to populate the date.  <b>Note:</b> The “Today” widget to the right of the calendar widget populates the current system date.
Determination	CLICK either:  <ul style="list-style-type: none"> <li>• Approved</li> <li>• Disapproved.</li> </ul>

23-39 (Reserved)



## Part 2 Common Functions

### 40 General Information

#### A Overview

LFP functions:

- are within the web-based software
- can only be updated by FSA employees with eAuthentication Level II certification.

**Note:** See 1-LFP for LFP policy and provisions.

#### B Security Roles

The following are security roles.

- County FSA employees with authorized access in LFP applications will be able to fully administer LFP within their assigned counties.
- State FSA employees with authorized access in LFP will have full access to all LFP applications within their State. Although designated State Office users have the capability to edit applications, this access does not constitute authority to create, edit, or inactivate LFP applications. State Office users must use discretion within LFP software as State Office users have full County Office functionality.
- National FSA employees with authorized access will have full access to all LFP applications nationwide.

#### C Accessing System

Access the LFP system as follows.

Step	Actions
1	Access the FSA Applications Intranet page at <b><a href="https://intranet.fsa.usda.gov/fsa/applications.asp">https://intranet.fsa.usda.gov/fsa/applications.asp</a></b> .
2	Under “FSA Applications”, “Applications Directory”, CLICK “G-O”.
3	CLICK “LFP – 2025 and Subsequent Years” for LFP.
4	The LFP Home Screen will be displayed.

## 40 General Information (Continued)

### D Top Navigation Bar

The top navigation bar displays on all screens within the LFP systems. The following table provides an explanation of the links in the top navigation bar.

Option	Explanation
Home	Allows users to navigate to the LFP Home Screen.
Tools	Allows users to select a variety of functions. See paragraph 41.

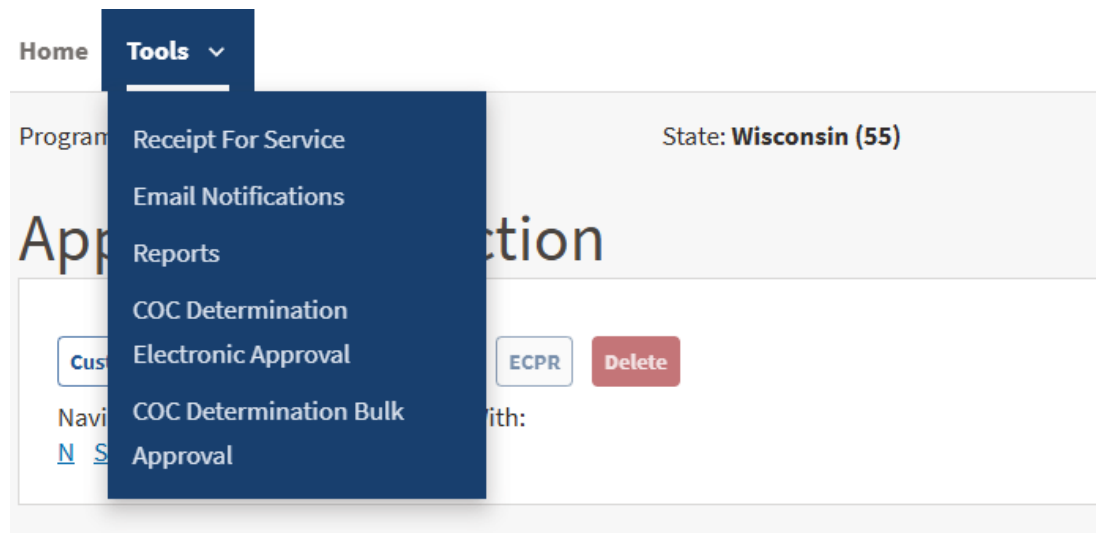
## 41 Tools Header

### A Overview

The Tools option from the top navigation bar allows users to perform a variety of functions.

### B Example of Options From Tools Header

The following is an example of the options from the Tools header bar for LFP.



## 41 Tools Header (Continued)

### C Field Descriptions and Actions

The following table provides the available links from the Tools header bar.

Link	Description
Receipt for Service	Clicking this link will navigate to the Receipt for Service website for a user to create a receipt for service. Follow 1-RFS for further instructions.
Email Notifications	Clicking this link will navigate to the Business Notification Admin website. See paragraph 42.
Reports	Clicking this link will navigate to the reports. See paragraph 43.
COC Determination Bulk Approval	Clicking this link will navigate to the COC Determination Bulk Approval Screen. See paragraph 44.
COC Determination Electronic Approval	Clicking this link will navigate to the COC Determination Electronic Approval Screen. See paragraph 45.

## 42 Email Notifications

### A Overview

County Offices will receive automated email notifications.

When County Office users receive an automated e-mail notification, they will need to take the appropriate action on the applicable application.

Automated e-mail notifications will be generated by the system when an application is created or modified by a nonrecording county.

### B Managing E-mail Notifications

Users can choose which e-mail notification they want to receive by selecting “Email Notifications” from the Tools header bar. The Business Notification Admin Screen will be displayed.

More information on managing e-mail notifications can be found at <https://intranetapps.fsa.usda.gov/intranet-apps/notification-admin/app/about.html>.

## 43 Reports

### A Overview

Several application reports are available within the application software to assist State and County Offices to monitor the program.

### B Example of Report Selection Screen

The following is an example of the LFP Report Selection Screen.

### LFP Report Selection

Program Year: 2025

Admin State: Texas(48)

Admin County: Red River(387)

ANSI State/County Selection:

ANSI State: All States(00)

ANSI County: All Counties(000)

Start Date: mm/dd/yyyy

End Date: mm/dd/yyyy

**Note: Start and End dates, if entered, are based on the date the application was created in the system.**

**Report Format:** ☐ CSV ☒ HTML

☐ Application Status Report

**Note: Select at least one or more statuses to run the Application Status Report.**

**Application Status:** All ☐ Initiated ☐ Enrolled ☐ Approved ☐ Disapproved ☐ Pending Obligation ☐ Suspended ☐ De-Obligated ☐

☐ Approved Obligation Report
☐ Failed or Rejected Obligation Report
☐ CARS Crosswalk Report

**Note: Select pasture type to run the CARS Crosswalk Report.**

**Pasture Type:** Select Pasture Type

☐ County Eligibility Report
☐ Normal Grazing Period Report

**Note: County Eligibility and Normal Grazing Period Reports are Eligible for ANSI State and County Selection.**

**If you want to proceed, Please select the ANSI State/County Selection Checkbox at the top.**

Application Selection

Create Report

## 43 Reports (Continued)

**C Field Descriptions and Actions**

The following table provides the field, descriptions, and actions for the Report Selection Screen.

<b>Field/Button</b>	<b>Description/Action</b>
Program Year	Displays the program year.
Admin State	Displays the State selected on the Home Screen. Users can change the selected State from the drop-down menu.
Admin County	Displays the county selected on the Home Screen. Users can change the selected county from the drop-down menu.
ANSI State/County Selection	Clicking this button enables the user to select ANSI State and ANSI County for reports.
ANSI State	Displays the ANSI code for the State selected. Users can change the selected State from the drop-down menu.
ANSI County	Displays the ANIS code for the county selected. Users can change the selected county from the drop-down menu.
Start Date	Enter the start date for the report. Leave blank for all date ranges.
End Date	Enter the end date for the report. Leave blank for all date ranges.
Application Status Report	This report captures general information for the application.  <b>Note:</b> One or more statuses must be selected before clicking “Create Report”.
Complete Data Report	This report captures all data entered for the application.
Approved Obligation Report	This report captures the obligation information for approved applications.
Failed or Rejected Obligation Report	This report captures failed and or rejected obligations for approved applications.
CARS Crosswalk Report	This report captures the crop and crop type included in the selected pasture type.  <b>Note:</b> One pasture type must be selected before clicking “Create Report”.
County Eligibility Report	This report displays which pasture types have triggered for the selected State and county.
Normal Grazing Period Report	This report displays the grazing periods for the selected State and county.
Application Selection	Clicking this button navigates to the Application Selection Screen.
Create Report	Clicking this button generates the selected report for the selected State and county and filter dates, if applicable.  <b>Note:</b> CSV formatted reports must be saved before viewing.

## 44 COC Determination Bulk Approval Screen

### A Overview

COC Determination Bulk Approval Screen:

- allows users to approve/disapprove multiple LFP applications at once
- must only be used when a COC determination has been physically signed on the form.

**Note:** Only applications in an “Enrolled” status are displayed.



### B Example COC Determination Bulk Approval Screen

The following is an example of the COC Determination Bulk Approval Screen.

Program Year: 2025
State: Texas (48)
County: Red River (387)

## Bulk COC Approval/Disapproval

COC Determination Date (MM/DD/YYYY)

MM/DD/YYYY



Application ID ^	Producer ^	Livestock Certification	<a href="#">Approve All</a> <a href="#">Disapprove All</a>
2214	PRODUCER, ANY	YES	<a href="#">View Form</a> <input type="checkbox"/> Approve <input type="checkbox"/> Disapprove

< Previous
1
Next >

Exit
Save and Continue



## 44 COC Determination Bulk Approval Screen (Continued)

**C Field Descriptions and Actions**

The following table provides the field, descriptions, and actions for the Bulk COC Approval/Disapproval Screen.

<b>Field/Button</b>	<b>Description/Action</b>
Program Year	Displays the program year.
State	Displays the State selected on the Home Screen.
County	Displays the county selected on the Home Screen.
COC Determination Date (MM/DD/YY)	Enter the date the application was <b>physically</b> signed by COC or delegate or use 1 of the available calendar widgets to populate the date.  <b>Note:</b> The “Today” widget to the right of the calendar widget populates the current system date.
Application ID	Displays the system generated application number.
Producer	Displays the producer’s name.
Livestock Certification	Displays the livestock certification.
View Form	Clicking the hyperlink allows the user to view the form.
Approve All	Clicking this link automatically selects the “Approve” checkbox next to all applications on the screen.
Disapprove All	Clicking this link automatically selects the “Disapprove” checkbox next to all applications on the screen.
Approve	Checking this box designates the applicable application to be approved upon clicking “Save and Continue”.
Disapprove	Checking this box designates the applicable application to be disapproved upon clicking “Save and Continue”.
Exit	Allows the user to exit this screen and return to the Application Selection Screen without saving any updates.
Save and Continue	Allows the user to save the approvals/disapprovals and return to the Application Selection Screen.

## 45 Bulk Electronic Approval/Disapproval Screen

### A Overview

Electronic approval allows authorized users who have been delegated authority by COC to electronically approve LFP applications instead of physically signing the application.

**Warning:** All County Office employees have access to the electronic approval process, however only employees with the appropriate approval authority are authorized approve applications.

The approving official's name will print in the "COC or Designee Signature" block on the applicable form and the system date will be entered for the approval date.

### B Example Bulk Electronic Approval/Disapproval Screen

The following is an example of the Bulk Electronic Approval/Disapproval Screen.

Program Year: 2025
State: Texas (48)
County: Red River (387)

## Bulk Electronic Approval/Disapproval

COC Determination Date (MM/DD/YYYY)

02/18/2025

Application ID ^	Producer ^	Livestock Certification	<a href="#">Approve All</a> <a href="#">Disapprove All</a>
2214	PRODUCER, ANY	YES	<a href="#">View Form</a> <input type="checkbox"/> Approve <input type="checkbox"/> Disapprove

< Previous
1
Next >

Exit
Save and Continue

**45 Bulk Electronic Approval/Disapproval Screen (Continued)****C Field Descriptions and Actions**

The following table provides the field, descriptions, and actions for the Bulk Electronic Approval/Disapproval Screen.

<b>Field/Button</b>	<b>Description/Action</b>
Program Year	Displays the program year.
State	Displays the State selected on the Home Screen.
County	Displays the county selected on the Home Screen.
COC Determination Date (MM/DD/YY)	Displays the current date and cannot be changed.
Application ID	Displays the system generated application number.
Producer	Displays the producer's name.
Livestock Certification	Displays the livestock certification.
View Form	Clicking the hyperlink allows the user to view the form.
Approve All	Clicking this link automatically selects the "Approve" checkbox next to all applications on the screen.
Disapprove All	Clicking this link automatically selects the "Disapprove" checkbox next to all applications on the screen.
Approve	Checking this box designates the applicable application to be approved upon clicking "Save and Continue".
Disapprove	Checking this box designates the applicable application to be disapproved upon clicking "Save and Continue".
Exit	Allows the user to exit this screen and return to the Application Selection Screen without saving any updates.
Save and Continue	Allows the user to save the approvals/disapprovals and return to the Application Selection Screen.

**46-59 (Reserved)**



## Part 4 Payment Provisions

### 60 General Payment Provisions

#### A Overview

The payment process is an automated process that determines:

- whether the producer is eligible to receive payment
- the payment amount that can be sent to NPS for disbursement
- the overpayment amount that will be updated to the Pending Overpayment Report.

#### B Frequency of Payment Processing

Payments are processed nightly for the following:

- gross payment amounts sent through the automated payment process
- payments on the Nonpayment Report if changes have been made in the LFP software during the day for the producer or supporting software information.

All payments on the Nonpayment Report are processed once a week to ensure that all payment eligibility updates have been applied to the reduced payment amount.

#### C Obtaining FSA-325

FSA-325 must be completed according to 1-CM by individuals or entities requesting payment **earned** by a producer who has died, disappeared, or been declared incompetent after applying for benefits. Payment must be issued to the individuals or entities requesting payment using the deceased, incompetent, or disappeared producer's ID number.

**Note:** If CCC-853 has been filed by the producer, a revised CCC-853 is **not** required when payments are issued under the deceased, incompetent, or disappeared producer's ID number.

#### D Administrative Offset

Payments are subject to administrative offset provisions, including TOP services.

**60 General Payment Provisions (Continued)****E Funds Control Process**

The funds for payments will be controlled at the national level. If adequate funds are not available or there is an issue with the payment obligation, those producers meeting either condition will be listed on the Failed Obligations/Insufficient Funds Report in the Common Payments software.

Funding for payments is established as follows:

<b>Program</b>	<b>Program Code</b>	<b>Accounting Code</b>
LFP	XXLFPCOF	2940

**F Sequestering Payments**

Program year 2025 and subsequent year LFP payments are sequestered at 5.7 percent.

**G Assignments**

A producer entitled to a payment may assign payments according to 63-FI.

**H Bankruptcy**

Bankruptcy status does **not** exclude a producer from requesting LFP benefits.

**Note:** Contact the OGC Regional Attorney for guidance on issuing payments on all bankruptcy cases.

**I Payments Less Than \$1**

Payments will be issued in dollars and cents so all payment amounts will be sent to NPS.

**60 General Payment Provisions (Continued)****J Payment Due Date**

61-FI provides general guidance for determining payment due dates for various programs. The payment software sends the current software date to NPS as the payment due date. The software **cannot** determine the payment due date because of numerous factors. County Offices shall manually determine the payment due date by determining the later of the following:

- date producer signed application
- date producer filed payment eligibility documentation, including the following:
  - AD-1026
  - CCC-902
  - CCC-941
  - CCC-853
- if the producer is an entity or joint operation, date members filed the requisite payment eligibility documentation
- availability of software to process the payment.

**K Prompt Payment Interest**

Prompt Payment Act provisions apply according to 61-FI. Interest will apply to payments issued more than 30 calendar days after the payment is considered due.

If the payment is **not** issued within 30 calendar days, then prompt payment interest is payable to the producer. County Offices must:

- manually determine the payment due date based on the factors identified in subparagraph K
- follow the provisions of 61-FI for issuing the interest payment.

## 61 Payment Limitation and Eligibility

### A Payment Limitation

The payment limitation for LFP is \$125,000 per program year.

### B Eligibility Values

The following table identifies web-based eligibility determinations applicable to LFP and how the software will use the web-based subsidiary eligibility data for payment processing.

Eligibility Determination	Value	Eligible for Payment
AD-1026	Certified	Yes
	Not Filed	No
	Good Faith Determination	Yes
	COC Exemption	Yes
	Awaiting Affiliate Certification	No
	Affiliate Violation	No
AGI - 2014 Farm Bill  <b>Note:</b> See 6-PL and 3-PL (Rev. 2) for additional information about AGI determinations.	Not Filed	No
	Filed CCC-941	Yes
	Exempt	Yes
	Not Met - Producer	No
	Not Processed	No
	Compliant - Producer	Yes
	Compliant - Less Than 3 years	Yes
	Not Compliant	No
	Compliant - FSA Determined	Yes
FSA-510 Pay Limit Exception Request	Producer certifies at least 75 percent of their average AGI was derived from farming, ranching, or forestry.	Not Applicable
Conservation Compliance - Farm/Tract Eligibility	In Compliance	Yes
	Partial Compliance	Yes
	In Violation	No
	No Association	No
	Past Violation	No
	Reinstated	Yes
Controlled Substance	No Violation	Yes
	Growing	No
	Trafficking	No
	Possession	No



**61 Payment Limitation and Eligibility (Continued)**

**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 Report. The following is the priority of conditions.

Priority	Condition
1	Conservation Compliance
2	Controlled Substance
3	AD-1026

## 62 Payment Processing

### A Supporting Files for Integrated Payment Processing

The payment process is an integrated process that uses a wide range of information and other program determinations and values to determine the following:

- whether a payment should be issued
- the amount of gross payment
- reductions
- the net payment amount.

For payments to be calculated correctly, all supporting files listed in the following table must be updated.

<b>Type of Information</b>	<b>How Information Is Used for Payment Processing</b>	<b>Source</b>
Application Data	The information is used to compute the LFP payment amount for the producer.	Application Software
Payment Eligibility Information	Used to determine whether the producer and/or member of a joint operation is eligible for payment for the year for which the application was filed.	Subsidiary Eligibility Software
General Name and Address Information	Used to determine the producer's business type and general name and address information.	Business Partner/ SCIMS
Entity and Joint Operation Information	Used to determine the following for the year the application was filed: <ul style="list-style-type: none"> <li>• members</li> <li>• member's share of the following: <ul style="list-style-type: none"> <li>• general partnerships</li> <li>• joint ventures</li> <li>• entities.</li> </ul> </li> </ul>	Business File
Financial Related Information	Calculated payment information is provided to NPS.  Determined overpayment amount may be provided to NRRS.	NPS or NRRS

**62 Payment Processing (Continued)****B Prerequisites for Payments**

The following table details the actions that must be performed or verified as having been completed to properly issue payments. COC, CED, or designee will ensure that the actions are completed.

<b>Step</b>	<b>Action</b>
1	Application has been approved, and the approval date has been recorded in the software.
2	Application is on file for the applicable year for those seeking payment and the eligibility information is recorded in the web-based eligibility software.
3	All other eligibility determinations have been updated according to the determinations made by COC for producers and members of joint operations. See 6-PL.
4	Joint operation and entity ownership structure information is updated in Business File for the applicable year. See 3-PL (Rev. 2).
5	Assignments and joint payees have been updated in NPS if CCC-36, CCC-37, or both were filed.

## **63 Overpayments**

### **A Overview**

Overpayments will be determined during the LFP payment calculation process. Overpayment information will be updated to the Pending Overpayment Report according to 9-CM, paragraph 65. The overpayment will remain on the Pending Overpayment Report for 60 workdays to allow time for correcting the condition that caused the overpayment. If the overpayment is a legitimate debt, then the overpayment should be transferred to NRRS immediately.

### **B Determined Overpayments**

The software will update applicable information to the Pending Overpayment Report. See 9-CM, paragraph 65 for information on the Pending Overpayment Report.

### **C Handling Debts Less than \$100**

County Offices must follow 58-FI for handling receivables less than \$100.

## 64 Estimated Calculated Payment Report

## A Overview

The ECPR provides an estimate of the gross payment that can potentially be earned for the LFP program.

## B Example of ECPR

The following is an example of the ECPR.

CCC-853E State: Iowa County: Cerro Gordo		United States Department of Agriculture Farm Service Agency 2025 Livestock Forage Program Estimated Calculated Payment Report				Date: 11/06/2024			
Physical Location State: Iowa Physical Location County: Cerro Gordo		Producer Name: Producer, IMA				Application Number: 15 Application Approved: No			
<b>Livestock Information - Drought - Current Year Inventory and Current Year Mitigated</b>									
Livestock Number	Livestock Kind/Type/Weight Range	Current Year Inventory	Current Year Mitigated	Number of Livestock	Share	Payment Rate	Livestock Monthly Feed Cost		
1	Beef-Cows and Bulls-Adult	120	11	131	100.00 %	\$52.56	\$6,885.36		
2	Beef-Non-Adult-500 pounds or more	60	0	60	100.00 %	\$39.42	\$2,355.20		
							<b>Total 5-Month Max Payment Amount \$27,751.68</b>		
<b>Livestock Information - Drought - Prior Year Mitigated</b>									
Livestock Number	Livestock Kind/Type/Weight Range	Prior Year Mitigated Inventory	Share	Payment Rate	Mitigated Factor	Livestock Monthly Feed Cost	5-Month Max Payment Amount		
1	Beef-Cows and Bulls-Adult	0	100.00 %	\$52.56	0.8000	\$0.00	\$0.00		
2	Beef-Non-Adult-500 pounds or more	0	100.00 %	\$39.42	0.8000	\$0.00	\$0.00		
							<b>Total 5-Month Max Payment Amount \$0.00</b>		
<b>Forage Information - Drought - Owned or Cash Leased Land</b>									
Livestock Number	Pasture Type	Acres	Carrying Capacity	Maximum AU	Monthly Value of Forage	Carrying Capacity Monthly Feed Cost			
1	Full Season Improved Mixed Pasture	13.6850	2.0	6.8425	\$58.12	\$397.69			
1	Full Season Improved Mixed Pasture	16.7000	2.0	8.3500	\$58.12	\$485.30			
<b>Forage Information - Drought - AUM/AU Leased Land</b>									
Livestock Number	Pasture Type	AUs	Monthly Value of Forage	Carrying Capacity Monthly Feed Cost					
1	Native Pasture	2	\$58.12	\$116.24					
<b>Forage Information - Drought</b>									
Pasture Type	Total Livestock Monthly Feed Cost	Total Carrying Capacity Monthly Feed Cost	Monthly Feed Cost	Payment Factor	Monthly Payment Rate	Drought Intensity Factor	Max Calc Payment	Weighted Average 5-Month Max Payment Amount	Calculated Payment Prior to Reductions
Full Season Improved Mixed Pasture	\$6,885.36	\$882.99	\$882.99	0.6000	\$529.79	3	\$1,589.37	\$24,524.16	\$1,589.37
Native Pasture	\$6,885.36	\$116.24	\$116.24	0.6000	\$69.74	3	\$209.22	\$3,227.52	\$209.22
<b>Forage Information - Fire</b>									
Fire Event Number	Permitted AUs	Permit Days	Payment Rate	Payment Factor	Calc Max Payment Amount	Reduced AUs	Reduced Grazing Days (NTE 180)	Calc Value of Reduced AUs	
1	26	300	\$1,9374	0.5000	\$7,555.86	100	100	\$9,687.00	
							<b>Total Calc Max Payment Amount \$7,555.86</b>		
							<b>Total Calc Value of Reduced AUs \$9,687.00</b>		
							<b>Calculated Payment Prior to Reductions - Fire \$7,555.86</b>		
<b>Summary</b>									
Pasture Type	Calculated Payment Prior to Reductions	Weighted Average Other Compensation	Gross Calculated Payment						
Full Season Improved Mixed Pasture	\$1,589.37	\$0.00	\$1,589.37						
Native Pasture	\$209.22	\$0.00	\$209.22						
Fire - Federally Managed Lands	\$7,555.86	\$0.00	\$7,555.86						
			<b>Total Gross Calculated Payment \$9,354.45</b>						
			<b>Sequestration Reduction Amount \$533.20</b>						
			<b>Estimated Sequestered Gross Payment \$8,821.25</b>						

## 64 Estimated Calculated Payment Report (Continued)

**C Field Descriptions for ECPR**

The following table provides the field and descriptions displayed on the ECPR - Livestock Grazing Loss - Non-Fire for livestock grazing owned or cash leased land.

<b>Field</b>	<b>Description</b>
Producer Name	Displays the name of the producer.
State	Displays the administrative State.
County	Displays the administrative county.
Physical Location State	Displays the physical State location.
Physical Location County	Displays the physical county location.
Application Number	Displays the system generated application number.
Application Approved	Indicates if an application has been approved.
<b>Livestock Information – Drought – Current Year Inventory and Current Year Mitigated</b>	
Livestock Number	Displays the livestock number from CCC-853, Part C.
Kind/Type/Weight Range	Displays the kind, type, and weight range from CCC-853, Part C.
Current Year Inventory	Displays the current year inventory.
Current Year Mitigated	Displays the current year mitigated.
Number of Livestock	Current year inventory plus current year mitigated.
Share	Displays the producer's share of the livestock.
Payment Rate	Displays the payment rate for the livestock kind, type, and weight range according to 1-LFP.
Livestock Monthly Feed Cost	Calculation is determined by multiplying the following: <ul style="list-style-type: none"> <li>• Number of Livestock, times</li> <li>• Payment Rate, times</li> <li>• Share.</li> </ul>
Payment Factor	Displays the payment factor according to 1-LFP.
5- Month Max Payment Amount	Calculation is determined by multiplying the following: <ul style="list-style-type: none"> <li>• Livestock Monthly Feed Cost, times</li> <li>• Payment Factor, times</li> <li>• 5.</li> </ul>

## 64 Estimated Calculated Payment Report (Continued)

## C Field Descriptions for ECPR (Continued)

Field	Description
<b>Livestock Information – Drought – Prior Year Mitigated</b>	
Livestock Number	Displays the livestock number from CCC-853, Part C.
Kind/Type/Weight Range	Displays the kind, type, and weight range from CCC-853, Part C.
Prior Year Mitigated	Displays the prior year mitigated.
Share	Displays the producer's share of the livestock.
Payment Rate	Displays the payment rate for the livestock kind, type, and weight range according to 1-LFP.
Mitigated Factor	Displays the factor for mitigated livestock according to 1-LFP.
Livestock Monthly Feed Cost	Calculation is determined by multiplying the following: <ul style="list-style-type: none"> <li>• Prior Year Mitigated, times</li> <li>• Payment Rate, times</li> <li>• Mitigated Factor.</li> </ul>
Payment Factor	Displays the payment factor according to 1-LFP.
5-Month Max Payment Amount	Calculation is determined by multiplying the following: <ul style="list-style-type: none"> <li>• Livestock Monthly Feed Cost, times</li> <li>• Payment Factor, times</li> <li>• 5.</li> </ul>
<b>Forage Information – Drought – Owned or Cash Leased Land</b>	
Livestock Number	Displays the livestock number from CCC-853, Part D.
Pasture Type	Displays the pasture type.
Acres	Displays the producers share of affected acres.
Carrying Capacity	Displays the carrying capacity established according to 1-LFP.
Maximum AU	Calculation is determined by the following: <ul style="list-style-type: none"> <li>• Acres, divided by</li> <li>• Carrying Capacity.</li> </ul>
Monthly Value of Forage	Displays the monthly value of forage according to 1-LFP.
Carrying Capacity Monthly Feed Cost	Calculation is determined by the following: <ul style="list-style-type: none"> <li>• Maximum AU, multiplied by</li> <li>• Monthly Value of Forage.</li> </ul>

## 64 Estimated Calculated Payment Report (Continued)

## C Field Descriptions for ECPR (Continued)

Field	Description
<b>Grazing Losses – Drought - AUM/AU Leased Land</b>	
Livestock Number	Displays the livestock number from CCC-853, Part D.
Pasture Type	Displays the pasture type.
AUs	Displays the animal units.
Monthly Value of Forage	Displays the monthly value of forage according to 1-LFP.
Carrying Capacity Monthly Feed Cost	Calculation is determined by the following: <ul style="list-style-type: none"> <li>• AUs, multiplied by</li> <li>• Monthly Value of Forage.</li> </ul>
<b>Forage Information Drought</b>	
Pasture Type	Displays the pasture type.
Total Livestock Monthly Feed Cost	Total of the livestock monthly feed cost from the Livestock Information sections for the livestock numbers associated with the pasture type.
Total Carrying Capacity Monthly Feed	Total of the carrying capacity monthly feed cost for owned or cash leased land and AUM/AU leased land for the pasture type.
Monthly Feed Cost	Lesser of: <ul style="list-style-type: none"> <li>• Total Livestock Monthly Feed Cost</li> <li>• Total Carrying Capacity Monthly Feed Cost</li> </ul>
Payment Factor	Displays the payment factor according to 1-LFP.
Monthly Payment Rate	Calculation is determined by the following: <ul style="list-style-type: none"> <li>• Monthly Feed Cost, times</li> <li>• Payment Factor.</li> </ul>
Drought Intensity Factor	Drought Intensity Factor determined according to 1-LFP.
Max Calc Payment	Calculation is determined by the following: <ul style="list-style-type: none"> <li>• Monthly Payment Rate, times</li> <li>• Drought Intensity Factor.</li> </ul>
Weighted Average 5-Month Max Payment Amount	Total of 5-Month Max Payment Amount from the Livestock Information weighted to the pasture type by Max Calculated Payment.
Calculated Payment Prior to Reductions	If Total of Max Calc Payment is greater than Total 5 Month Max Payment Amount, Weighted Average 5-Month Max Payment Amount; otherwise, Max Calc Payment amount.



## 64 Estimated Calculated Payment Report (Continued)

## C Field Descriptions for ECPR (Continued)

Field	Description
<b>Forage Information – Fire</b>	
Fire Event Number	Displays the fire event number from CCC-853, Part E.
Permit Days	Displays the permit days associated to the pasture number.
Payment Rate	Displays the AUD payment rate for the Permitted Animal Unit.
Payment Factor	Fire National Payment Factor of 50%.
Calc Max Payment Amount	Calculation is determined by multiplying the following: <ul style="list-style-type: none"> <li>• Permitted AUs</li> <li>• Permit Days</li> <li>• Payment Rate</li> <li>• Payment Factor.</li> </ul>
Reduced AUs	Number of reduced AUs from permit associated to the pasture number.
Reduced Grazing Days (NTE 180)	Number of reduced grazing days from permit associated with the pasture number.
Calc Value of Reduced AUDs	Calculation is determined by multiplying the following: <ul style="list-style-type: none"> <li>• Reduced AUs</li> <li>• Reduced Grazing Days</li> <li>• Payment Rate</li> <li>• Payment Factor.</li> </ul>
Total Calc Max Payment Amount	Total of calculated payment amount for all fire event numbers.
Total Calc Value of Reduced AUDs	Total of calculated value of reduced AUDs for all fire event numbers.
Calculated Payment Prior to Reductions – Fire	Smaller of: <ul style="list-style-type: none"> <li>• Total Calc Value</li> <li>• Total Calc Value of Reduced AUDs</li> </ul>

## 64 Estimated Calculated Payment Report (Continued)

## C Field Descriptions for ECPR (Continued)

Field	Description
<b>Summary</b>	
Pasture Type	Displays the pasture type.
Calculated Payment Prior to Reductions	Total calculated payment prior to reductions for drought and fire for the applicable pasture type.
Weighted Average Other Compensation	Other payments received from the CCC-853 weighted by the calculated payment prior to reductions.
Gross Calculated Payment	Calculated payment prior to reductions minus weighted average other compensation.
Total Gross Calculated Payment	Total of gross calculated payment for all pasture types.
Sequestration Reduction Amount	Total gross calculated payment multiplied by 5.7% sequestration rate.  <b>Note:</b> The sequestered reduction amount may be less if additional reductions apply.
Estimated Sequestered Gross Payment	Total gross calculated payment minus sequestration reduction amount.  <b>Note:</b> The estimated sequestered gross payment is an estimate prior to any reductions.

## 65 Payment Reports

### A Displaying or Printing Payment Reports

LFP payment reports are available to provide information about each payment or nonpayment. Most of the payment reports contain information that is common between program areas and information about these reports can be found in 9-CM. The Payment History Report - Detail contains program-specific data and information for this report is in this notice.

LFP payment report information is available according to the following table:

Report Name	Type of Data	Reference
Estimated Calculated Payment Report	Live	9-CM, paragraph 62
Submitted Payments Report	Live	9-CM, paragraph 63
Submitted Overpayments Report	Live	9-CM, paragraph 64
Pending Overpayment Report	Live	9-CM, paragraph 65
<b>Note:</b> The Pending Overpayment Report is accessed through the Pending Overpayment Summary Report according to 9-CM, paragraph 64.5.		
Nonpayment/Reduction Report	Live	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	9-CM, paragraph 70

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



## 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 (HELC) and Wetland Conservation (WC) Certification (Includes Form AD-1026 Appendix)		60, 61
CCC-36	Assignment of Payment		62
CCC-37	Joint Payment Authorization		62
CCC-853	Livestock Forage Disaster Program Application		22, 60, 64
CCC-902	Farm Operating Plan for Payment Eligibility 2009 and Subsequent Program Years		60
CCC-941	Average Adjusted Gross Income (AGI) Certification and Consent to Disclosure of Tax Information – Agricultural Act of 2014		60, 61
FSA-325	Application for Payment of Amounts Due Persons Who Have Died, Disappeared, or Have Been Declared Incompetent		60
FSA-510	Request for Exception to the \$125,000 Payment Limitation for Certain Programs		61

### Abbreviations not listed in 1-CM

The following abbreviations are not listed in 1-CM.

Approved Abbreviation	Term	Reference
AU	animal units	19-21, 64
AUM	animal units month	19-21, 64
CSV	Comma Separated Value	43
ECPR	Estimated Calculated Payment Report	11, 64,
ISD	Information Solutions Division	2
PDD	Program Delivery Division	1, 2
SND	Safety Net Division	1, 2

### Redelegations of Authority

None.



## Menu and Screen Index

The following menus and screens are displayed in this handbook.

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Forage Information Drought (AUM/AU Leased Land) Animal Unit Selection Screen	19
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Physical Location State and County Selection Screen	14
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