

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

**Pandemic Disaster Assistance Program
Automation
2-PDAP**

Amendment 5

Approved by: Acting Deputy Administrator, Farm Programs



Amendment Transmittal

A Reason for Amendment

Paragraphs 94 and 95 have been amended to include procedure for 2024 and 2025 program years.

Paragraph 96 has been amended to include ECPR for 2024 and 2025 program years.

Exhibit 3 has been amended to include FSCSC menu and screens.

Page Control Chart		
TC	Text	Exhibit
	5-11, 5-12	1, page 1
	5-12.5, 5-12.6 (add)	page 2 (add)
	5-13 through 5-19	3, page 1
	5-20 (add)	page 2 (add)

94 FSCSC Summary Screen

A Overview

The FSCSC Summary Screen displays all information recorded from the previous screen.

Users will record the following on the FSCSC Summary Screen:

- applicant's answer to the small business question
- *--applicant's answer to the very small business question (for program years 2022 and 2023)
- applicant's answer to the medium sized business question (for program years 2024 and 2025)--*
- applicant's signature date
- applicant's signature type
- COC determination and date.

94 FSCSC Summary Screen (Continued)

*--B Example of FSCSC Summary Screen for Program Years 2022 and 2023

The following is an example of the FSCSC Summary Screen for program years 2022 and 2023.

Part A & Part B		Summary					
Program Year: 2020 Applicant: BROS FARMS	State: Georgia (13) Recording State: Georgia (13)	County: Dodge (091) Recording County: Dodge (091)	Application Status: Approved Application ID: 29				
PART A - APPLICANT INFORMATION							
Have you participated in FSA programs? NO <i>(If "NO", please fill out AD-2047 and SF-3881)</i>							
PART B - CERTIFICATION INFORMATION & EXPENSES							
Category of Expenses	Source	Expenses	Number of Tests				
Food Safety Certification	APPLICANT	87.00	44.00				
COC USE ONLY							
<p>Are you a small business? <i>(Small Business means a farm that had an average annual monetary value of specialty crops the farm sold during the 3-year period preceding the program year of more than \$250,000 but not more than \$500,000.)</i></p> <p><input checked="" type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>Are you a very small business? <i>(Very small business means a farm that had an average annual monetary value of specialty crops the farm sold during the 3-year period preceding the program year of no more than \$250,000.)</i></p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>Authorized Override: <input type="checkbox"/></p> <p>APPLICANT CERTIFICATION</p> <p>Applicant Signature Date(MM/DD/YYYY) Applicant Signature Type</p> <p>01/20/2022 BOX</p> <p>COC DETERMINATION</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Date(MM/DD/YYYY)</th> <th style="width: 50%;">Determination</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">01/20/2022</td> <td style="padding: 5px;">COC Determination Status <input checked="" type="checkbox"/> Approve <input type="checkbox"/> Disapprove</td> </tr> </tbody> </table>				Date(MM/DD/YYYY)	Determination	01/20/2022	COC Determination Status <input checked="" type="checkbox"/> Approve <input type="checkbox"/> Disapprove
Date(MM/DD/YYYY)	Determination						
01/20/2022	COC Determination Status <input checked="" type="checkbox"/> Approve <input type="checkbox"/> Disapprove						
2 of 2 Steps		Exit Back Save and Continue					

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94 FSCSC Summary Screen (Continued)

*--C Example of FSCSC Summary Screen for program years 2024 and 2025

The following is an example of the FSCSC Summary Screen for program years 2024 and 2025.

Part A & Part B		Summary																
Program Year: 2024	State: Alabama (01)	County: Autauga (001)	Application Status: Enrolled															
Applicant: A B	Recording State: Alabama (01)	Recording County: Autauga (001)	Application ID: 3453															
<p>PART A - APPLICANT INFORMATION</p> <p>Have you participated in FSA programs? YES <i>(If "NO", please fill out AD-2047 and SF-3881)</i></p>																		
<p>PART B - CERTIFICATION INFORMATION & EXPENSES</p> <table border="1" style="width:100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr style="background-color: #f2f2f2;"> <th style="width: 40%;">Category of Expenses</th> <th style="width: 15%;">Source</th> <th style="width: 15%;">Expenses</th> <th style="width: 15%;">Number of Tests</th> <th style="width: 15%;">Other Reimbursement for Expenses Received</th> </tr> </thead> <tbody> <tr> <td>Food Safety Certification</td> <td style="text-align: center;">APPLICANT</td> <td style="text-align: right;">12333.00</td> <td></td> <td style="text-align: right;">33.00</td> </tr> <tr> <td colspan="5" style="text-align: center; color: red; font-weight: bold;">COC USE ONLY</td> </tr> </tbody> </table>				Category of Expenses	Source	Expenses	Number of Tests	Other Reimbursement for Expenses Received	Food Safety Certification	APPLICANT	12333.00		33.00	COC USE ONLY				
Category of Expenses	Source	Expenses	Number of Tests	Other Reimbursement for Expenses Received														
Food Safety Certification	APPLICANT	12333.00		33.00														
COC USE ONLY																		
<p>Are you a small business? <i>(Small business means a farm that had an average annual monetary value of specialty crops the farm sold during the 3-year period preceding the program year of no more than \$500,000.)</i></p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p>																		
<p>Are you a medium size business? <i>(Medium size business means a farm that had an average annual monetary value of specialty crops the farm sold during the 3-year period preceding the program year of at least \$500,001 but no more than \$1,000,000.)</i></p> <p><input checked="" type="checkbox"/> YES <input type="checkbox"/> NO</p>																		
<p>APPLICANT CERTIFICATION</p> <p>Applicant Signature Date(MM/DD/YYYY) Applicant Signature Type</p> <p>05/16/2024 <input type="text" value="05/16/2024"/> <input type="button" value="TODAY"/> BOX <input type="button" value="v"/></p>																		
<p>COC DETERMINATION</p> <table border="1" style="width:100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr style="background-color: #f2f2f2;"> <th style="width: 33%;">Original Approval Date(MM/DD/YYYY)</th> <th style="width: 33%;">Date(MM/DD/YYYY)</th> <th style="width: 34%;">Determination</th> </tr> </thead> <tbody> <tr> <td>05/16/2024 <input type="text" value="05/16/2024"/> <input type="button" value="TODAY"/></td> <td>MM/DD/YYYY <input type="text" value="MM/DD/YYYY"/> <input type="button" value="TODAY"/></td> <td>COC Determination Status <input type="checkbox"/> Approve <input type="checkbox"/> Disapprove</td> </tr> </tbody> </table>				Original Approval Date(MM/DD/YYYY)	Date(MM/DD/YYYY)	Determination	05/16/2024 <input type="text" value="05/16/2024"/> <input type="button" value="TODAY"/>	MM/DD/YYYY <input type="text" value="MM/DD/YYYY"/> <input type="button" value="TODAY"/>	COC Determination Status <input type="checkbox"/> Approve <input type="checkbox"/> Disapprove									
Original Approval Date(MM/DD/YYYY)	Date(MM/DD/YYYY)	Determination																
05/16/2024 <input type="text" value="05/16/2024"/> <input type="button" value="TODAY"/>	MM/DD/YYYY <input type="text" value="MM/DD/YYYY"/> <input type="button" value="TODAY"/>	COC Determination Status <input type="checkbox"/> Approve <input type="checkbox"/> Disapprove																
2 of 2 Steps		<input type="button" value="Exit"/> <input type="button" value="Back"/> <input type="button" value="Save and Continue"/>																

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94 FSCSC Summary Screen (Continued)

D Field Descriptions and Actions

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

Field/Button	Description/Action
Program Year	Displays the program year of the program.
State	Displays the State the user selected when creating or accessing the application.
County	Displays the county the user selected when creating or accessing the application.
Application Status	Displays the application status.
Applicant	Displays the name of the applicant.
Recording State	Displays the recording State of the applicant.
Recording County	Displays the recording county of the applicant.
Application ID	Displays the system generated application ID.
Part A – Applicant Information	Displays the information entered on Part A & Part B screen under Part A.
Part B – Certification Information & Expenses	Displays the information entered on Part A & Part B screen under Part B.
Are you a small Business?	Select the applicant’s response according to the small business question at the bottom of Part B on FSA-888 or *--FSA-888-1.--* Note: The application cannot be approved until the question has been answered.
Are you a very small *--Business? (for program years 2022 and 2023)--*	Select the applicant’s response according to the very small business question at the bottom of Part B on FSA-888 * * *. Note: The application cannot be approved until the question has been answered.
--Are you a medium sized Business? (for program years 2024 and 2025)	Select the applicant’s response according to the medium sized business question at the bottom of Part B on FSA-888-1. Note: The application cannot be approved until the question has been answered.--

94 FSCSC Summary Screen (Continued)

D Field Descriptions and Actions (Continued)

Field/Button	Description/Action
Authorized Override	For State Office use only. Used in cases when late filed applications are approved, or relief has been granted.
Application Signature Date	<p>Enter a date or use 1 of the available calendar widgets to populate the date.</p> <p>The “Today” widget to the right of the calendar widget populates the current system date.</p> <p>Note: The system will automatically populate the producers signature date when the application was submitted online.</p>
Applicant Signature Type	<p>Select the method from the drop-down menu that the producer used to submit the application.</p> <ul style="list-style-type: none"> • BOX • BOX/ONE-SPAN • EMAILED/FAX • IN PERSON • MAILED. <p>Note: The system will automatically populate “ESIGNED” when the application was submitted online.</p>
COC Determination Date	<p>Enter a date or use 1 of the available calendar widgets to populate the date.</p> <p>The “Today” widget to the right of the calendar widget populates the current system date.</p>
COC Determination Status	<p>CLICK either:</p> <ul style="list-style-type: none"> • “Approved” • “Disapproved”.
Exit	Exits the application without saving data that has not already been saved.
Back	Navigates to the previous screen.
Save and Continue	Saves the application data and navigates to the Application Selection Screen.

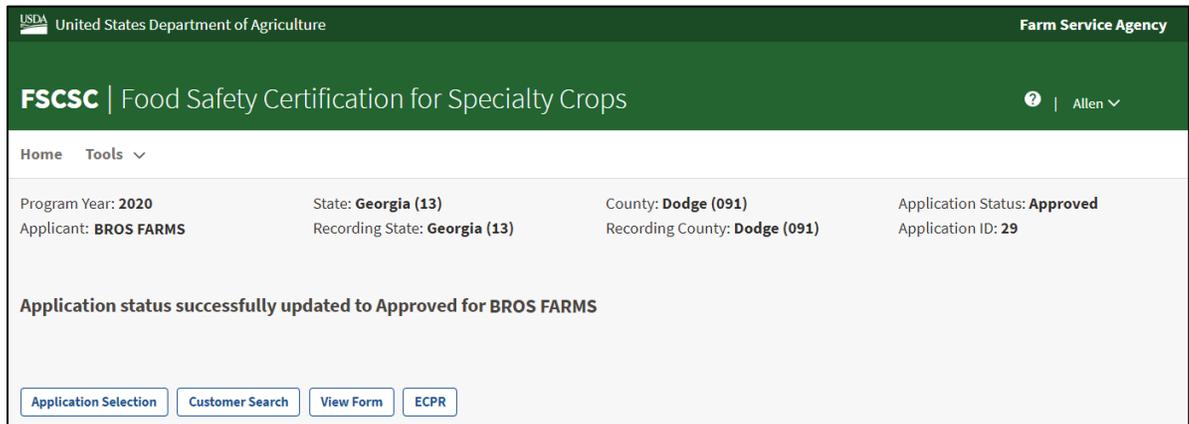
95 FSCSC Applications Results Screen

A Overview

After application data has been recorded or modified and saved, the FSCSC Applications Results Screen is displayed with the current application status.

B Example of Applications Results Screen

The following is an example of the Applications Results Screen.



95 FSCSC Applications Results Screen (Continued)

C Field Descriptions and Actions

The following table provides field descriptions and actions for the Applications Results Screen.

Field	Description/Actions
Program Year	Displays the program year of the program.
State	Displays the State in which the application was created.
County	Displays the county in which the application was created
Application Status	Displays the application status.
Applicant	Displays the name of the applicant.
Recording State	Displays the recording State of the applicant.
Recording County	Displays the recording county of the applicant.
Application ID	Displays the system generated application ID.
Message	Displays the results of the submitting the application.
Application Selection	CLICK to navigate to the Application Screen.
Customer Search	CLICK to navigate to the SCIMS Search Screen to select a different applicant.
View Form	*--Displays FSA-888 (for program years 2022 and 2023) or FSA-888-1(for program years 2024 and 2025).--*
ECPR	Displays the applicant’s ECPR.

96 Estimated Calculated Payment Report

A Introduction

The ECPR will include information about calculating the FSCSC payment for the application.

B Accessing the Estimated Calculated Payment Report

County Offices should access the ECPR to view or print the payment information for the application according to 9-CM, paragraph 52.

C Informational Message When Accessing the Estimated Calculated Payment Report

The following informational messages may be received based on the selections entered to display the ECPR.

Selection Type	Informational Message	Description
Application Number	Application selected is not available for the program.	The entered application number does not correspond to an application number for the program.
Applicant Name	Applicant does not have an application for the program.	The selected applicant does not have an application for the program.
Next is selected after entering an application number or selecting an applicant.	The Estimated Calculated Payment Report can't be displayed because the application is not in an initiated, enrolled, approved, disapproved, or pending obligation status.	The application isn't in an initiated, enrolled, approved, disapproved, or pending obligation status.

96 Estimated Calculated Payment Report (Continued)

*--D Example of Estimated Calculated Payment Report for Program Years 2022 and 2023

The following is an example of the FSCSC ECPR for program years 2022 and 2023.--*

FSA-888E		United States Department of Agriculture Farm Service Agency 2022 Food Safety Certification for Specialty Crops Program Estimated Calculated Payment Report							Date: 06/08/2022 Page 1 of 1		
State: XXXXX		Applicant Name: XXXXXXXX					Application Number: XXX		Application Approved: No		
County: XXXX											
Category Name	Expenses	Payment Percentage	Calculated Payment	Payment Cap	Determined Payment	Payment Factor	Factored Determined Payment	Other Reimb. Expenses Rec	Gross Payment	Program Factor	Factored Gross Payment
Food Safety Certification	\$1,000.00	50.0000	\$500.00	\$2,000.00	\$500.00	1.0000	\$500.00	\$200.00	\$500.00	1.0000	\$500.00
Plan Development (1st time)	\$1,000.00	50.0000	\$500.00		\$500.00	1.0000	\$500.00		\$500.00	1.0000	\$500.00
Maintain or Update Plan	\$1,000.00	50.0000	\$500.00	\$250.00	\$250.00	1.0000	\$250.00		\$250.00	1.0000	\$250.00
Certification Upload Fees	\$1,000.00	50.0000	\$500.00	\$250.00	\$250.00	1.0000	\$250.00		\$250.00	1.0000	\$250.00
Testing - products	\$1,000.00	50.0000	\$500.00		\$500.00	1.0000	\$500.00		\$500.00	1.0000	\$500.00
Testing - soil amendments	\$1,000.00	50.0000	\$500.00		\$500.00	1.0000	\$500.00		\$500.00	1.0000	\$500.00
Testing - water	\$1,000.00	50.0000	\$500.00		\$500.00	1.0000	\$500.00		\$500.00	1.0000	\$500.00
Training	\$1,000.00	100.0000	\$1,000.00	\$200.00	\$200.00	1.0000	\$200.00		\$200.00	1.0000	\$200.00
									Total Gross FSCSC Payment:		\$3,200.00
									Total Factored Gross FSCSC Payment:		\$3,200.00
Important Information:											
If all required forms are not filed by the required deadline, applicants may forfeit their request to receive payment. See the FSA-888 for a complete list of all eligibility requirements.											
Calculation Explanation:											
Calculated Payment:											
- Expenses times Payment Percentage											
Determined Payment:											
- The smaller of Calculated Payment or Payment Cap											
Factored Determined Payment:											
- Determined Payment times Payment Factor											
Gross Payment:											
- Compare (Factored Determined Payment plus Other Reimbursements Expenses Rec) to Expenses.											
. If Expenses are determined to be the lesser amount, then subtract Other Reimbursements Expenses Rec from Expenses.											
. If Expenses are determined to be the higher amount, then the Factored Determined Payment is the Gross Payment.											
Factored Gross Payment:											
- Gross Payment times Program Factor											
Disclaimer:											
The Calculated Payment Amount is determined prior to applying any producer or payment reductions. The payment data reflected on this Estimated Calculated Payment Report includes payment amounts based on program eligibility and may vary due to changes in commodity data, producer eligibility, producer or member payment share, and payment rates.											
The distribution of this report does not in any way obligate CCC to disburse the estimated payment amounts reflected.											

96 Estimated Calculated Payment Report (Continued)

*--E Example of Estimated Calculated Payment Report for program years 2024 and 2025

The following is an example of the FSCSC ECPR for program years 2024 and 2025.

FSA-888-1E		United States Department of Agriculture Farm Service Agency Food Safety Certification for Specialty Crops for Program Years 2024 and 2025 Estimated Calculated Payment Report							Date: 05/29/2024 Page 1 of 1		
State: XXXXX County: XXXXX		Applicant Name: XXXXXXXX					Application Number: XXX Application Approved: No				
Category Name	Expenses	Payment Percentage	Calculated Payment	Payment Cap	Determined Payment	Payment Factor	Factored Determined Payment	Other Reimb. Expenses Rec.	Gross Payment	Program Factor	Factored Gross Payment
Food Safety Certification	\$7,835.00	75.0000	\$5,876.25	\$2,000.00	\$2,000.00	0.7500	\$1,500.00	\$567.00	\$1,500.00	1.0000	\$1,500.00
Plan Development (1st time)	\$4,589.00	75.0000	\$3,441.75		\$3,441.75	1.0000	\$3,441.75	\$8,963.00	\$0.00	1.0000	\$0.00
Maintain or Update Plan	\$799.00	75.0000	\$591.75	\$875.00	\$591.75	1.0000	\$591.75	\$233.00	\$556.00	1.0000	\$556.00
Certification Upload Fees	\$100.00	75.0000	\$75.00	\$375.00	\$75.00	1.0000	\$75.00	\$32.00	\$68.00	1.0000	\$68.00
Testing - products	\$5.00	75.0000	\$3.75		\$3.75	1.0000	\$3.75	\$5,842.00	\$0.00	1.0000	\$0.00
Training	\$1,000.00	100.0000	\$1,000.00	\$500.00	\$500.00	1.0000	\$500.00	\$7,854.00	\$0.00	1.0000	\$0.00
										Total Gross FSCSC Payment: \$2,124.00 Total Factored Gross FSCSC Payment: \$2,124.00	
Important Information:											
If all required forms are not filed by the required deadline, applicants may forfeit their request to receive payment. See the FSA-888-1 for a complete list of all eligibility requirements.											
Calculation Explanation:											
Calculated Payment: - Expenses times Payment Percentage											
Determined Payment: - The smaller of Calculated Payment or Payment Cap											
Factored Determined Payment: - Determined Payment times Payment Factor											
Gross Payment: - Compare (Factored Determined Payment plus Other Reimbursements Expenses Rec) to Expenses. . If Expenses are determined to be the lesser amount, then subtract Other Reimbursements Expenses Rec from Expenses. . If Expenses are determined to be the higher amount, then the Factored Determined Payment is the Gross Payment.											
Factored Gross Payment: - Gross Payment times Program Factor											
Disclaimer:											
The Calculated Payment Amount is determined prior to applying any producer or payment reductions. The payment data reflected on this Estimated Calculated Payment Report includes payment amounts based on program eligibility and may vary due to changes in commodity data, producer eligibility, producer or member payment share, and payment rates. The distribution of this report does not in any way obligate CCC to disburse the estimated payment amounts reflected.											

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96 Estimated Calculated Payment Report (Continued)

F FSCSC Information Displayed or Printed on the Estimated Calculated Payment Report

The following table provides FSCSC information will be displayed or printed on the Estimated Calculated Payment Report.

Notes: The Estimated Calculated Payment Report will display when the FSCSC application is in an initiated, enrolled, or approved status.

The Program Load Table referred to below is a table of information maintained by the National Office. It contains information that applies to a program for all producers nationwide such as payment factors and payment rates, etc.

Field	Description
State	State as selected.
County	County as selected.
Date	Date the Estimated Calculated Payment Report was generated.
Application Number	*--Application Number from FSA-888 (for program years 2022 and 2023) or FSA-888-1 (for program years 2024 and 2025).
Approved	Indicator of “Yes” or “No” provides status of whether application is approved or not approved.
Applicant Name	Name of the producer associated with the selection.
Category Name	Name of category of expense from FSA-888 (for program years 2022 and 2023) or FSA-888-1 (for program years 2024 and 2025).
Expenses	Expenses from FSA-888 (for program years 2022 and 2023) or FSA-888-1 (for program years 2024 and 2025).--*
Payment Percentage	Payment percentage for each category from the Program Load Table.
Calculated Payment	Calculated payment is determined by multiplying the following: <ul style="list-style-type: none"> • expenses, times • payment percentage.
Payment Cap	The maximum payment amount for each category from the Program Load Table.
Determined Payment	Determined payment is the smaller of: <ul style="list-style-type: none"> • calculated payment, or • payment cap.

96 Estimated Calculated Payment Report (Continued)

F FSCSC Information Displayed or Printed on the Estimated Calculated Payment Report (Continued)

Field	Description
Payment Factor	Payment factor from the Program Load Table.
Factored Determined Payment	Factored determined payment is determined by multiplying the following: <ul style="list-style-type: none"> • determined payment, times • payment factor.
Other Reimbursements for Expenses Received	*--Other reimbursements for expenses received from FSA-888 (for program years 2022 and 2023) or FSA-888-1 (for program years 2024 and 2025).--*
Gross Payment	Compare (factored determined payment plus other reimbursements for expenses received) to Expenses. If expenses are determined to be the: <ul style="list-style-type: none"> • lesser amount, then subtract other reimbursements expenses received from expenses. • higher amount, then the factored determined payment is the gross payment.
Program Factor	Program factor from the Program Load Table
Factored Gross Payment	Factored gross payment is determined by multiplying the following: <ul style="list-style-type: none"> • gross payment, times • program factor.
Total Gross FSCSC Payment	Total gross FSCSC payment is determined by adding the gross payment amount for all categories.
Total Factored Gross FSCSC Payment	Total factored gross FSCSC payment is determined by adding the factored gross payment amount for all categories.

97-120 (Reserved)

Reports, Forms, Abbreviations, and Redelegations of Authority

Reports

None.

Forms

This table lists all forms referenced in this handbook.

Number	Title	Display Reference	Reference
FSA-620	Pandemic Livestock Indemnity Program (PLIP) Application		72, 73, 74, 75
FSA-883	Organic Transitional Education and Certification Program (OTECP)		122, 125
FSA-888	Food Safety Certification for Specialty Crops (FSCSC)		92, 94, 95, 96
FSA-888-1	Food Safety Certification for Specialty Crops (FSCSC) For Program Years 2024 and 2025		92, 94, 95, 96
FSA-940	Spot Market Hog Pandemic Program (SMHPP) Application		162, 163, 164, 165
FSA-1118	Pandemic Assistance for Timber Harvesters and Haulers (PATHH) Program Application		52, 54, 55
FSA-1122	Pandemic Assistance Revenue Program (PARP)		142, 145

Abbreviations Not Listed in 1-CM

This table lists all abbreviations not listed in 1-CM.

Approved Abbreviations	Term	Reference
FSCSC	Food Safety Certification for Specialty Crops	Text
OTECP	Organic and Transitional Education and Certification Program	Text
PATHH	Pandemic Assistance for Timber Harvesters and Haulers	Text
PARP	Pandemic Assistance Revenue Program	Text
PLIP	Pandemic Livestock Indemnity Program	Text
PDD	Program Delivery Division	1, 2
SMHPP	Spot Market Hog Pandemic Program	Text
SND	Safety Net Division	1

Reports, Forms, Abbreviations, and Delegations of Authority (Continued)

Redelegations of Authority

COC may redelegate authority to approve applications in routine cases. Redlegation must be documented in COC minutes.

Menu and Screen Index

The following table lists the menus and screens displayed in this handbook.

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	Tools Header Screen	12