

Coronavirus Food Assistance Program 2
(CFAP 2)
APPLICATION INSTRUCTIONS
FOR LEVEL 2 EAUTHENTICATED USERS
September 21, 2020
V 1.0

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1 Creating A New CFAP 2 Application from Home

1.1 Basic Information

The CFAP 2 application was developed to be accessed by customers with Level 2 eAuthentication access. The CFAP 2 application allows producers to:

- create/ submit a new CFAP 2 application
- view/modify an existing CFAP 2 application
- print an CFAP 2 application.

County offices will receive notification when CFAP 2 applications have been submitted or modified.

1.2 Create CFAP 2 Application

The CFAP 2 Application can be accessed by navigating to the following link;

<https://apps.fsa.usda.gov/cfap2/index.jsp>

- CLICK “**Login**”. The “My Application Screen” is displayed.



- Enter EAuth User ID and Password and click “**Log In with Password**”.



Producer Selection Screen is displayed, which includes the user themselves and any other producer for which the user has representative capacity.

- SELECT the ratio button next to the applicable producer
- CLICK **“Add/Edit Application”**. The CFAP 2 Application will display for the selected producer.

| App ID ^ | Producer ^ | Role | Application Status | CARES Determination | CARES Obligation Status | CCC Determination | CCC Obligation Status |
|-----------------------|-------------|------|--------------------|---------------------|-------------------------|-------------------|-----------------------|
| <input type="radio"/> | Farmer, IMA | SELF | Not created | | | | |

2 Entering and Submitting CFAP 2 Information

2.1 Overview

User will be able to record CFAP 2 information for eligible commodities associated with five eligible categories. Categories are as follows; Dairy, Eggs/Broilers, Livestock, Sales Commodities and Acreage-Based Crops.

The system will retrieve and display all eligible Acreage-Based Crops in which the producer has a share.

CFAP 2 application will always default to the Dairy Screen.

If the user does not have dairy information to record they can CLICK **“Save and Continue”** to advance to the next screen or use the blue ribbon across the top of the screen to navigate by selecting the screen to which the user wants to advance.

2.2 Dairy

If the user has dairy production,

- CLICK **“Add Dairy”**
- Enter the Total Production from April 1, 2020 through August 31, 2020
- CLICK **“Calculate”**. The system will calculate estimated production for the remainder of the calendar year
- CLICK **“Save and Continue”** to move to the next screen.
 - If the user wants to skip directly to another screen, CLICK **“Save”** before clicking the applicable tab.

The screenshot shows a web application interface for entering dairy production data. At the top, there is a navigation bar with tabs for Dairy, Eggs/Broilers, Livestock, Sales Commodities, Acreage-Based Crop, and Summary. Below the navigation bar, the following information is displayed:

- Program Year: 2020
- State: Iowa (19)
- County: Adair (001)
- Application Status: Not Created
- Producer: FARMER, IMA
- Recording State: Iowa (19)
- Recording County: Adair (001)
- Application ID: Unassigned

The main data entry area is a table with the following columns: Dairy/UOM, Source, Total Production (April 1, 2020 - Aug. 31, 2020), Estimated Total Production (Sept. 1, 2020 - Dec. 31, 2020), and Actions.

| Dairy/UOM | Source | Total Production (April 1, 2020 - Aug. 31, 2020) | Estimated Total Production (Sept. 1, 2020 - Dec. 31, 2020) | Actions |
|-----------|--------------|--|--|--|
| Milk/LBS | PRODUCER | <input type="text"/> | | <input type="button" value="Remove"/> |
| | COC USE ONLY | <input type="text"/> | 25 | <input type="button" value="Calculate"/> |

Below the table, there is an **Add Dairy** button (1) and a Dairy Dissolution Date section with fields for PRODUCER and COC USE ONLY, each with a calendar icon (4).

At the bottom of the screen, there is a progress indicator showing **1 of 6 Steps** and four buttons: **Exit**, **Save**, **Continue**, and **Save and Continue**.

2.3 Eggs/Broilers

If the user has eggs and/or broilers,

- Enter the applicable 2019 Total Production
- CLICK **“Save and Continue”** to move to the next screen.
 - If the user wants to skip directly to another screen, CLICK **“Save”** before clicking the applicable tab.

| Commodity/UOM | Source | 2019 Total Production |
|-----------------|--------------|-----------------------|
| BROILERS/HD | PRODUCER | <input type="text"/> |
| | COC USE ONLY | <input type="text"/> |
| DRIED EGGS/LBS | PRODUCER | <input type="text"/> |
| | COC USE ONLY | <input type="text"/> |
| FROZEN EGGS/LBS | PRODUCER | <input type="text"/> |
| | COC USE ONLY | <input type="text"/> |
| LIQUID EGGS/LBS | PRODUCER | <input type="text"/> |
| | COC USE ONLY | <input type="text"/> |
| SHELL EGGS/DOZ | PRODUCER | <input type="text"/> |
| | COC USE ONLY | <input type="text"/> |

2 of 6 Steps

Exit Back Save Continue **Save and Continue**

2.4 Livestock

If the user has livestock information to record,

- Enter the applicable inventory
 - **NOTE:** Do not include breeding stock
- **CLICK “Save and Continue”** to move to the next screen.
 - If the user wants to skip directly to another screen, **CLICK “Save”** before clicking the applicable tab.

| Livestock | Source | Inventory (Excluding Breeding Stock) (Highest on a date between April 16, 2020 - August 31, 2020) |
|-----------|--------------|---|
| Cattle | PRODUCER | <input type="text"/> |
| | COC USE ONLY | <input type="text"/> |
| Hogs/Pigs | PRODUCER | <input type="text"/> |
| | COC USE ONLY | <input type="text"/> |
| Sheep | PRODUCER | <input type="text"/> |
| | COC USE ONLY | <input type="text"/> |

3 of 6 Steps

Exit Back Save Continue **Save and Continue**

2.5 Sales Commodities

If the user has Sales Commodities to record,

- Enter the applicable 2019 total commodity sales
- CLICK “Save and Continue” to move to the next screen.
 - If the user wants to skip directly to another screen, CLICK “Save” before clicking the applicable tab.

| Dairy | | Eggs/Broilers | | Livestock | | Sales Commodities | | Acreage-Based Crop | | Summary | |
|--|----------------------------|--|--|-----------|--|-------------------|--|--------------------|--|---------|--|
| Program Year: 2020 | State: Iowa (19) | County: Adair (001) | Application Status: Not Created | | | | | | | | |
| Producer: FARMER, IMA | Recording State: Iowa (19) | Recording County: Adair (001) | Application ID: Unassigned | | | | | | | | |
| Commodity | Source | 2019 Total Commodity Sales | | | | | | | | | |
| AQUACULTURE | PRODUCER | <input type="text"/> | | | | | | | | | |
| | COC USE ONLY | <input type="text"/> | | | | | | | | | |
| CROPS (Excluding Part G Crops) | PRODUCER | <input type="text"/> | | | | | | | | | |
| | COC USE ONLY | <input type="text"/> | | | | | | | | | |
| NURSERY/FLORICULTURE CROPS | PRODUCER | <input type="text"/> | | | | | | | | | |
| | COC USE ONLY | <input type="text"/> | | | | | | | | | |
| MISCELLANEOUS | PRODUCER | <input type="text"/> | | | | | | | | | |
| | COC USE ONLY | <input type="text"/> | | | | | | | | | |
| OTHER LIVESTOCK (Excluding Breeding Stock) | PRODUCER | <input type="text"/> | | | | | | | | | |
| | COC USE ONLY | <input type="text"/> | | | | | | | | | |
| TOBACCO | PRODUCER | <input type="text" value="22.00"/> | | | | | | | | | |
| | COC USE ONLY | <input type="text"/> | | | | | | | | | |
| 4 of 6 Steps | | <input type="button" value="Exit"/> <input type="button" value="Back"/> <input type="button" value="Save"/> <input type="button" value="Continue"/> <input type="button" value="Save and Continue"/> | | | | | | | | | |

2.6 Acreage-Based Crops

If user has eligible acreage-based crops the system will populate the FSA-578 eligible crop data.

If the producer's crop is insured, their Weighted Insurance Approved Yield will be populated and used to calculate the CFAP 2 payment.

If the producer does not have RMA insurance the yield used to calculate the CFAP 2 payment will be 85% of the Weighted County yield.

Important: Users **must** click “Save” or “Save and Continue” on this screen to accept the crop information

Note: Weighted Insurance Approved Yield and 85% of Weighted County Yield will not display for flat-rate crops.

Dairy
Eggs/Broilers
Livestock
Sales Commodities
Acreage-Based Crop
Summary

Program Year: 2020
Producer: **FARMER, IMA**

State: **Iowa (19)**
Recording State: **Iowa (19)**

County: **Adair (001)**
Recording County: **Adair (001)**

Application Status: **Not Created**
Application ID: **Unassigned**

| Commodity | Source | Total 2020 Reported Acres | Weighted Insurance Approved Yield | 85% of Weighted County Yield |
|----------------|--------------|---------------------------|-----------------------------------|------------------------------|
| Corn(0041) | PRODUCER | 120.0000 | | 151.65 |
| | COC USE ONLY | <input type="text"/> | <input type="text"/> | |
| Oats(0016) | PRODUCER | 10.0000 | | |
| | COC USE ONLY | <input type="text"/> | <input type="text"/> | |
| Soybeans(0081) | PRODUCER | 110.0000 | | 45.70 |
| | COC USE ONLY | <input type="text"/> | <input type="text"/> | |
| Wheat(0011) | PRODUCER | 123.0000 | | 42.78 |
| | COC USE ONLY | <input type="text"/> | <input type="text"/> | |

5 of 6 Steps

Exit
Back
Save
Continue
Save and Continue

2.7 Summary Screen

The Summary Screen will summarize all production information recorded within the CFAP 2 Application and allow the producer to electronically sign the application.

Users will need to scroll to the bottom of the screen in order to electronically sign the application

The screenshot displays the 'Summary' screen of the CFAP 2 application. At the top, there are navigation tabs for 'Dairy', 'Eggs/Broilers', 'Livestock', 'Sales Commodities', 'Acreage-Based Crop', and 'Summary'. Below the tabs, application details are shown: Program Year: 2020, Producer: FARMER, IMA, State: Iowa (19), Recording State: Iowa (19), County: Adair (001), Recording County: Adair (001), Application Status: Not Created, and Application ID: Unassigned.

The main content area is divided into three sections, each with a table:

- DAIRY PRODUCTION INFORMATION**: A table with columns for Dairy/UOM, Source, Total Production (April 1, 2020 - Aug. 31, 2020), and Estimated Total Production (Sept. 1, 2020 - Dec. 31, 2020).
- EGGS/BROILER PRODUCTION INFORMATION**: A table with columns for Commodity/UOM, Source, and 2019 Total Production.
- LIVESTOCK INVENTORY (Excluding Breeding Stock) INFORMATION**: A table with columns for Livestock, Source, and Inventory (Excluding Breeding Stock) (Highest on a...

A red arrow labeled 'SCROLL' points downwards from the top of the production information sections towards the bottom of the screen, indicating that users must scroll to reach the bottom of the page to sign the application.

3 Enrolling CFAP 2 Application

3.1 Overview

The user will be able to record an electronic signature on their CFAP 2 Application.

By recording an electronic signature the user is confirming the CFAP 2 Application is ready for COC Action.

3.2 Recording Electronic Signature

To record the user’s electronic signature, the user must navigate to the Summary Screen of the CFAP 2 Application. Once on the Summary Screen, the user must scroll to the bottom of the Screen.

To enroll the CFAP 2 application,

- CLICK the checkbox
- CLICK “Save and Continue”.

The screenshot displays the 'ACREAGE-BASED CROPS INFORMATION' section of the application. It features a table with five columns: Commodity, Source, Total 2020 Reported Acres, Weighted Insurance Approved Yield, and 85% of Weighted County Yield. The table lists four commodities: Corn(0041), Oats(0016), Soybeans(0081), and Wheat(0011). Each commodity has two source options: 'PRODUCER' and 'COC ADJUSTED'. Below the table is the 'PRODUCER CERTIFICATION' section, which includes the text 'To put your electronic signature on the application for FARMER., IMA' and a checkbox labeled 'check this box.' with a red circle '1' next to it. At the bottom of the screen, there is a progress indicator '6 of 6 Steps' and three buttons: 'Exit', 'Back', and 'Save and Continue' (with a red circle '2' next to it).

| Commodity | Source | Total 2020 Reported Acres | Weighted Insurance Approved Yield | 85% of Weighted County Yield |
|----------------|--------------|---------------------------|-----------------------------------|------------------------------|
| Corn(0041) | PRODUCER | 120.0000 | | 151.65 |
| | COC ADJUSTED | | | |
| Oats(0016) | PRODUCER | 10.0000 | | |
| | COC ADJUSTED | | | |
| Soybeans(0081) | PRODUCER | 110.0000 | | 45.70 |
| | COC ADJUSTED | | | |
| Wheat(0011) | PRODUCER | 123.0000 | | 42.78 |
| | COC ADJUSTED | | | |

PRODUCER CERTIFICATION

To put your electronic signature on the application for **FARMER., IMA** check this box.

6 of 6 Steps

[Exit](#) [Back](#) [Save and Continue](#)

4 Editing a CFAP 2 Application

4.1 Overview

A CFAP 2 application can be edited up until a COC Determination has been recorded. When COC Determination information has been recorded, the application information will be view-only.

To modify an application with COC Determination information recorded the user must contact their local FSA office for assistance.

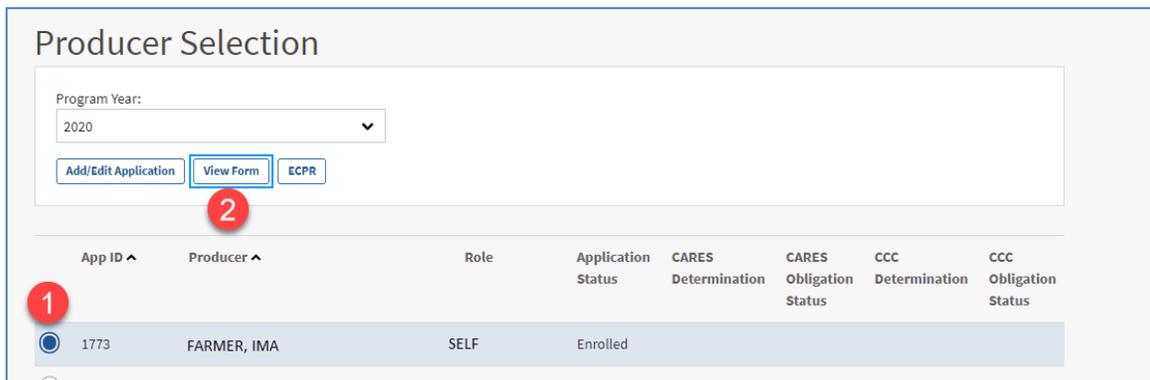
When CFAP 2 production information has been modified or added to an application the electronic signature will automatically be removed from the application. The user must electronically sign the application every time an application is modified.

5 Printing a CFAP 2 Application

5.1 Overview

The user can print the CFAP 2 application from the Producer's Selection Screen.

- SELECT the ratio button
- CLICK “**View Form**” button.



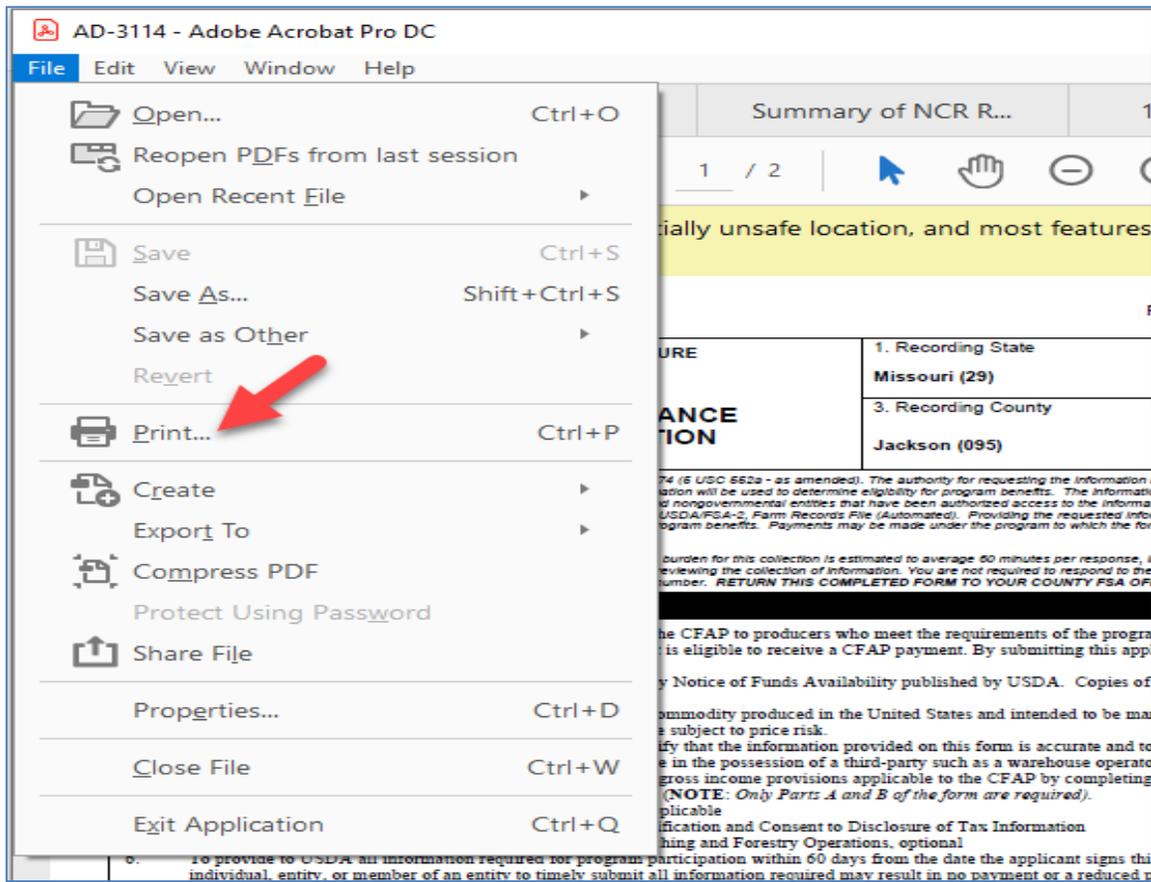
The screenshot shows the 'Producer Selection' interface. At the top, there is a 'Program Year' dropdown menu set to '2020'. Below this are three buttons: 'Add/Edit Application', 'View Form', and 'ECPR'. The 'View Form' button is highlighted with a red circle and the number '2'. Below the buttons is a table with the following columns: App ID, Producer, Role, Application Status, CARES Determination, CARES Obligation Status, CCC Determination, and CCC Obligation Status. The first row of the table is highlighted in blue and contains the following data: App ID 1773, Producer FARMER, IMA, Role SELF, and Application Status Enrolled. A red circle with the number '1' is placed over the first row of the table.

| App ID | Producer | Role | Application Status | CARES Determination | CARES Obligation Status | CCC Determination | CCC Obligation Status |
|--------|-------------|------|--------------------|---------------------|-------------------------|-------------------|-----------------------|
| 1773 | FARMER, IMA | SELF | Enrolled | | | | |

AD-3117 will display in a PDF format and can be printed.

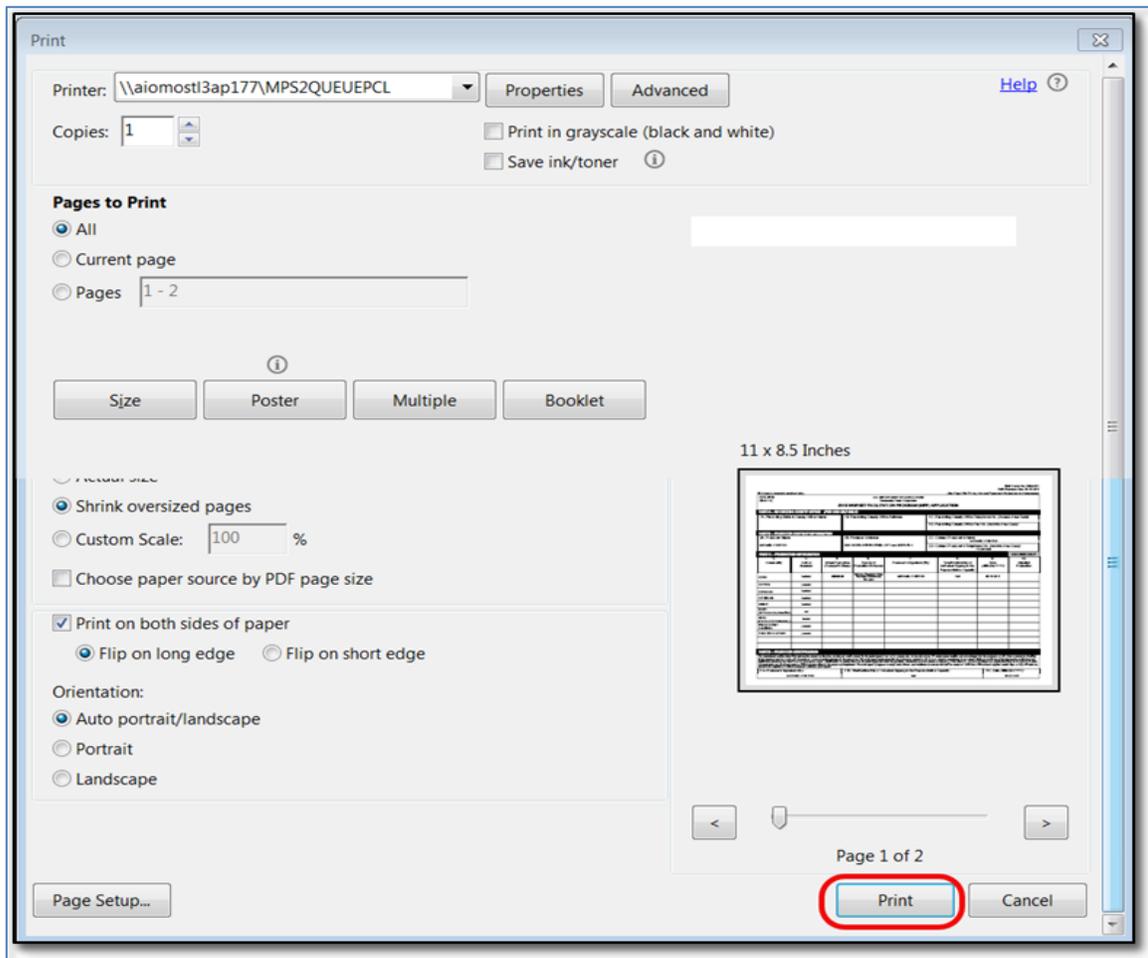
The form can be printed by:

- Selecting “**Print**” from the File Menu.
- Selecting the Print Icon



Once “Print” has been selected a “Print” window will display

- CLICK “Print” to print the AD-3117



Note: Printing options can be different for a variety of reasons. The above screenshot may not match what displays on the user's computer.

6 Notifications

6.1 County Office Notifications

Email notifications will be sent to the recording county office when:

- an online application is created.
- an online application is modified.
- an online application has been electronically signed.