Farm Service Agency

Coronavirus Food Assistance Program 2 (CFAP 2) APPLICATION INSTRUCTIONS FOR LEVEL 2 EAUTHENICATED 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.

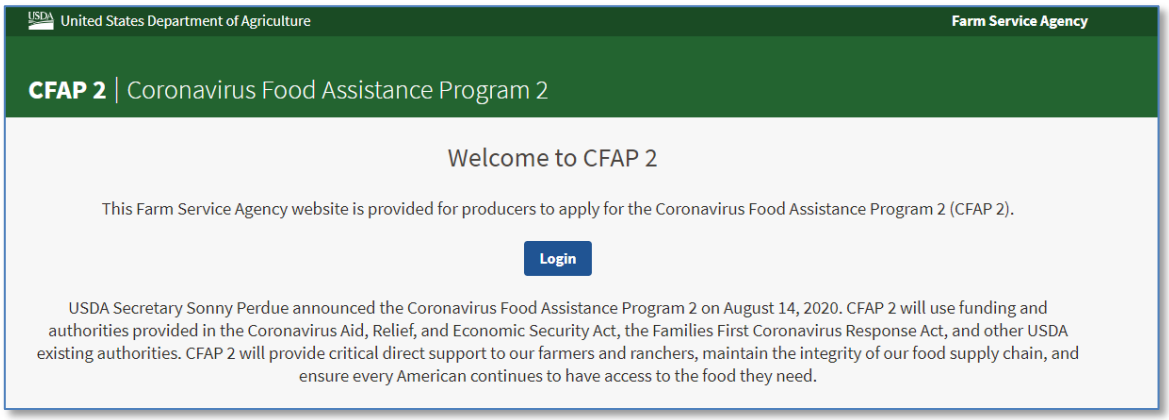
County offices will receive notification when CFAP 2 applications have been submitted or modified.

1.2 Create CFAP 2 Application

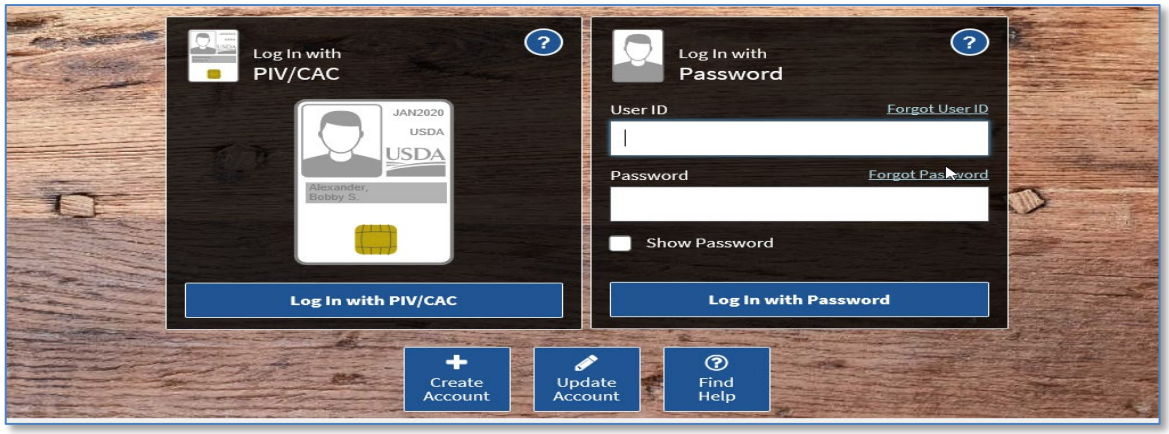
The CFAP 2 Application can be accessed by navigating to the following link;

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

- CLICK "**Login**". The "My Application Screen" is displayed.

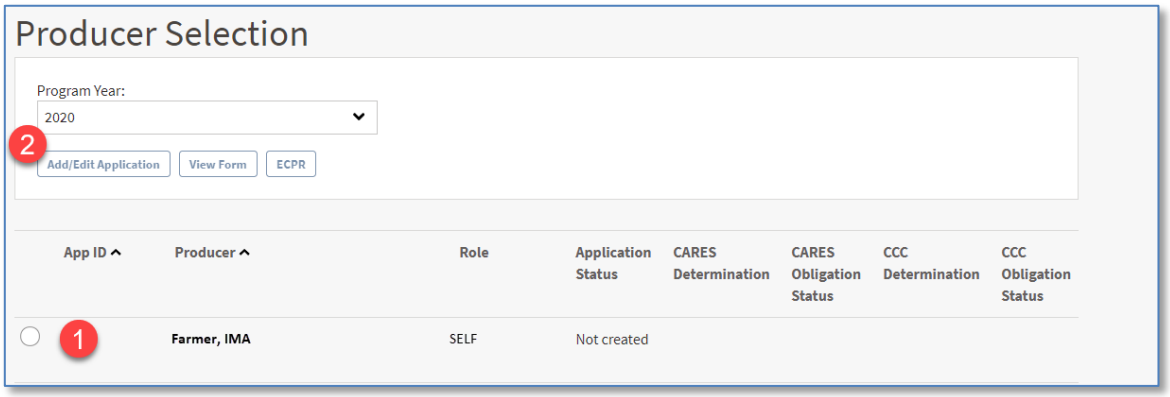


- Enter EAuth User ID and Password and click "**Log In with Password**".



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.



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.

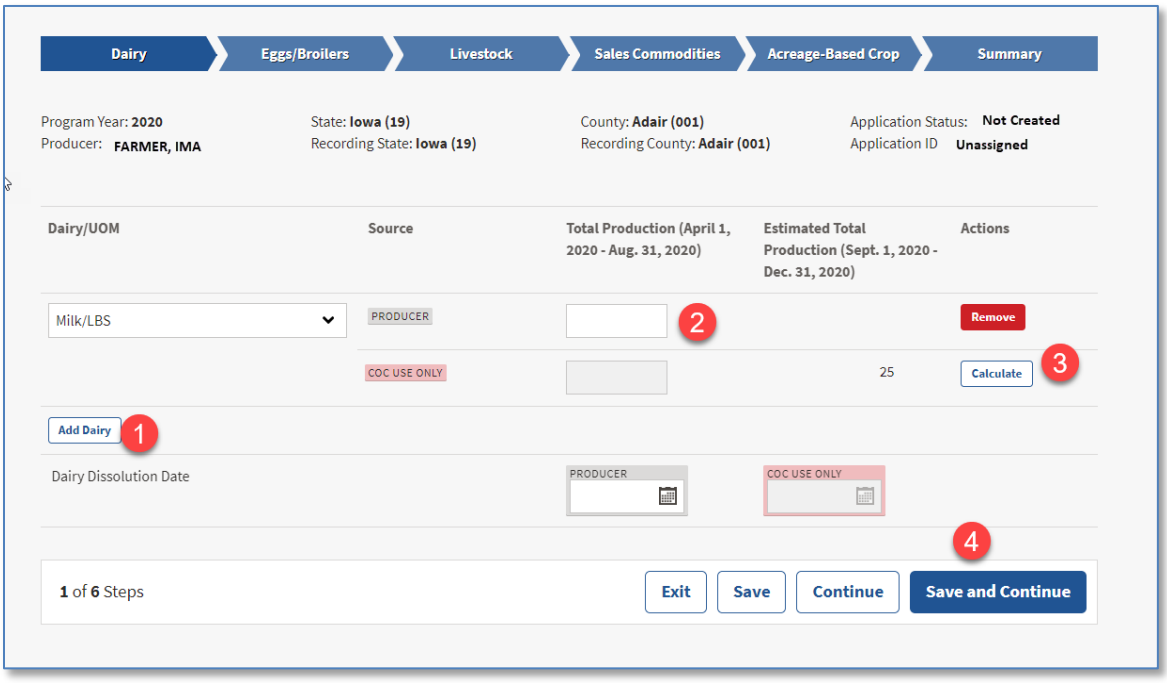
CFAP 2 application will always default to the Dairy Screen.

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,

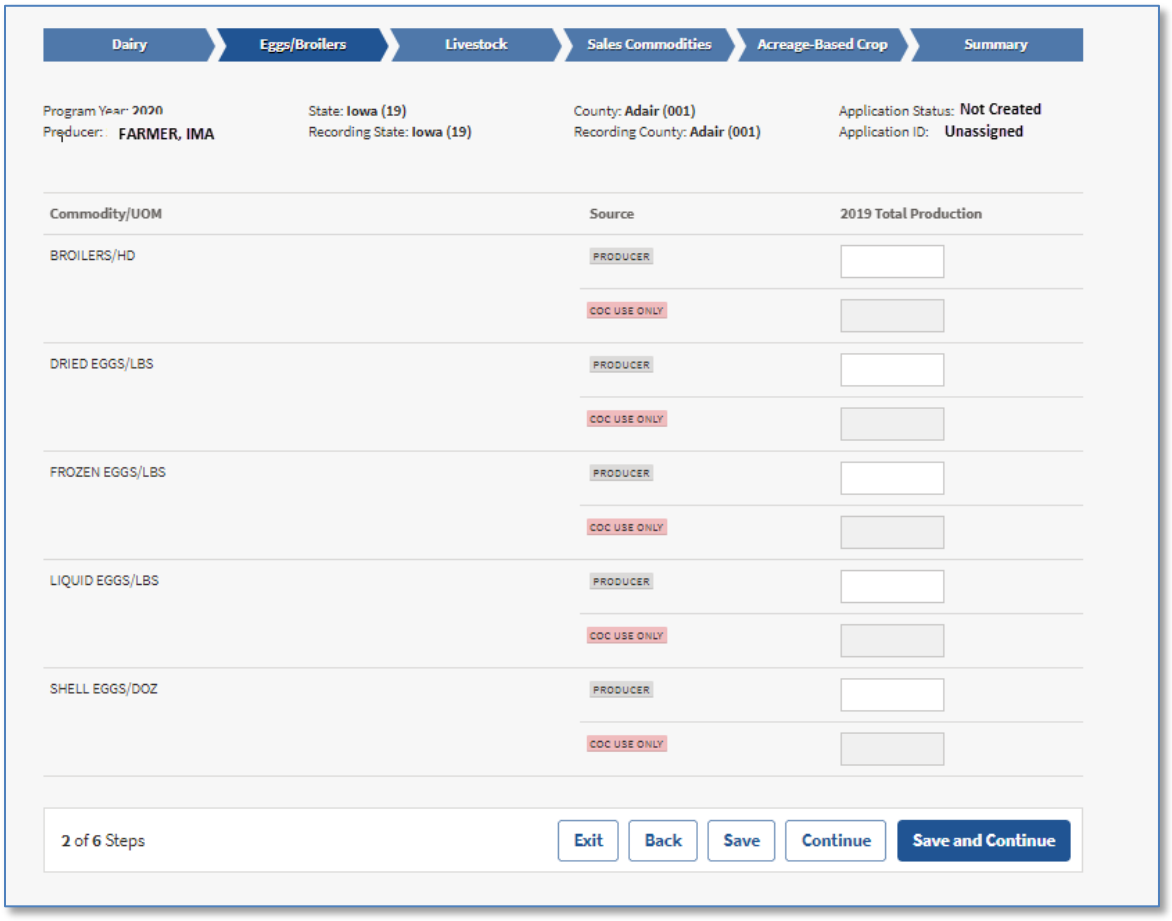
- CLICK **"Add Dairy"**
- Enter the Total Production from April 1, 2020 throught August 31, 2020
- CLICK **"Calculate".** The system will calculate estimated production for the remainder of the calendar year
- CLICK **"Save and Continue"** to move to the next screen.
    - If the user wants to skip directly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



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.



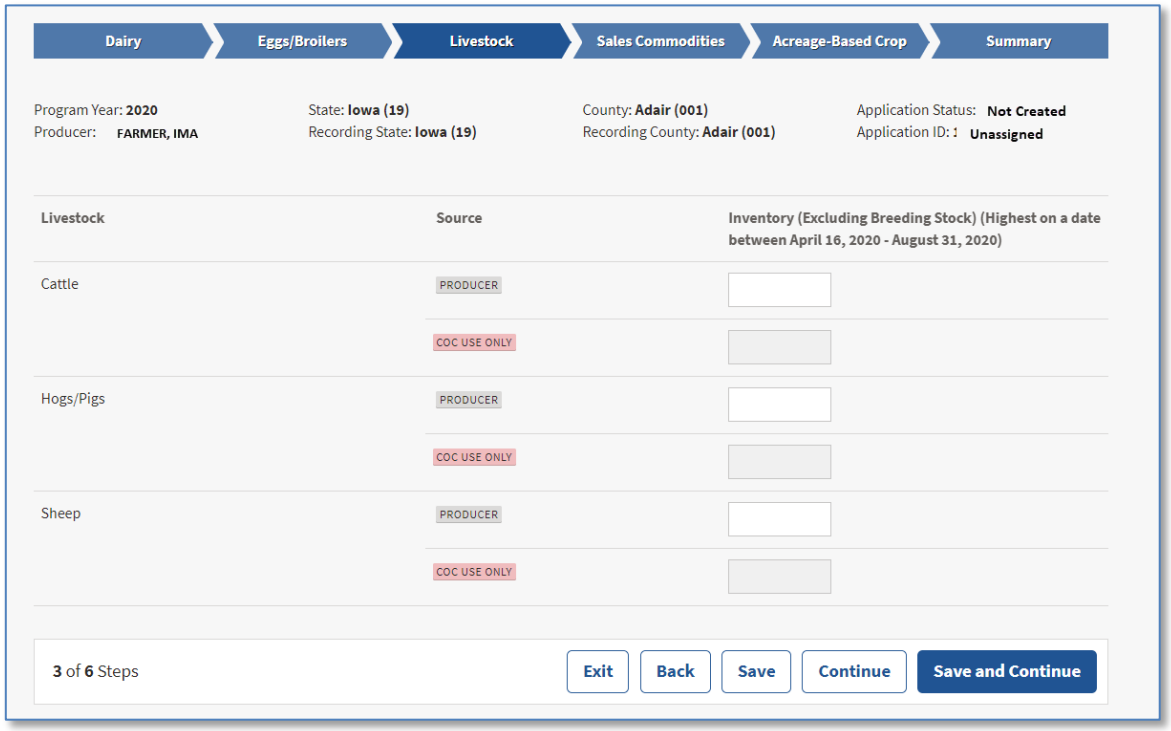
2.4 Livestock

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.

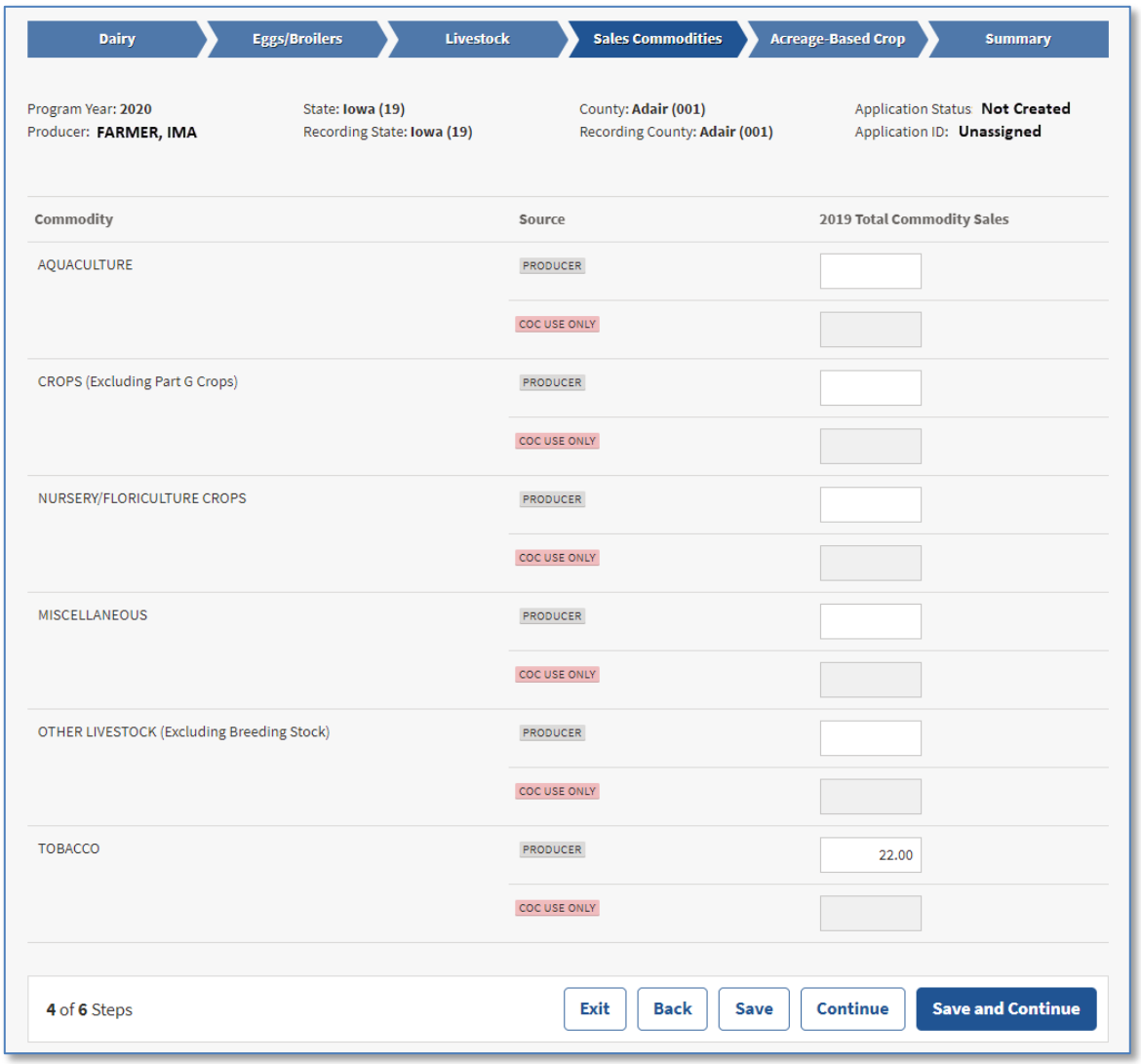
    - If the user wants to skip directly to another screen, CLICK **"Save"** before clicking the applicable tab.



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.



2.6 Acreage-Based Crops

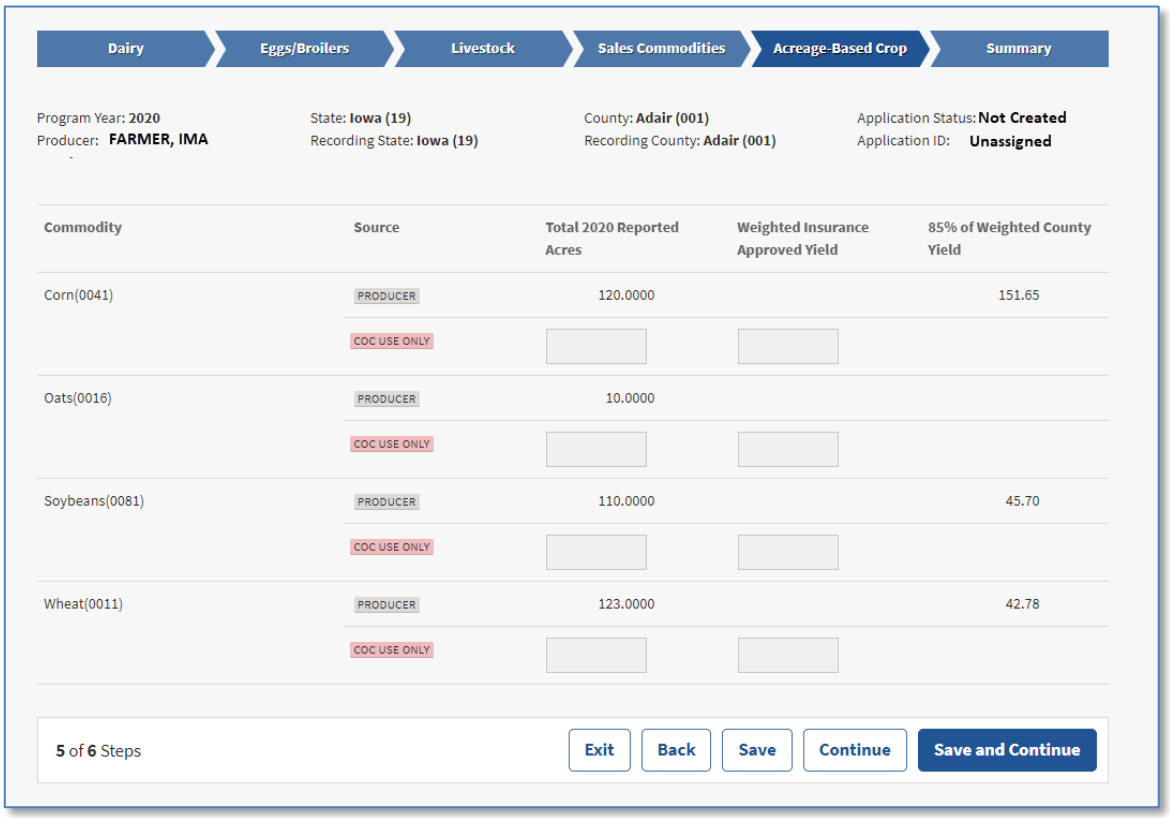
If user has eligible acreage-based crops the system will populate the FSA-578 eligible crop data.

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

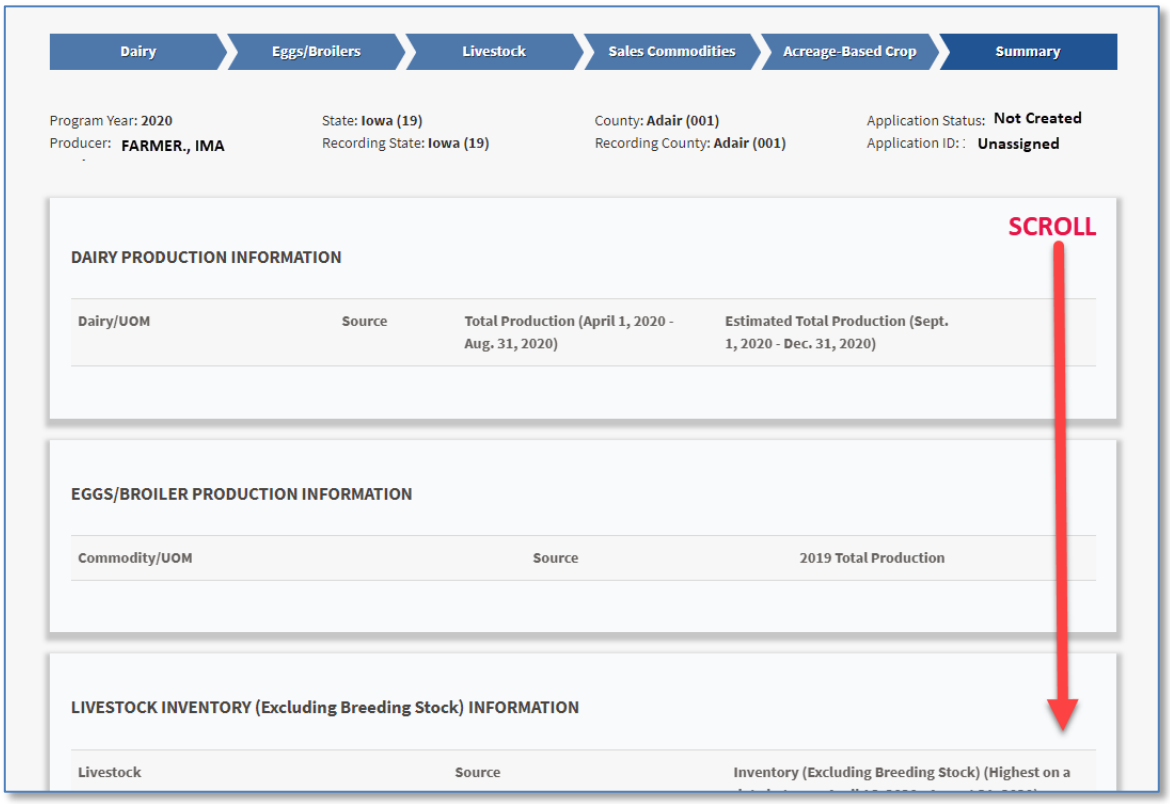
Note: Weighted Insurance Approved Yield and 85% of Weighted County Yield will not display for flat-rate crops.



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



3 Enrolling CFAP 2 Application

3.1 Overview

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

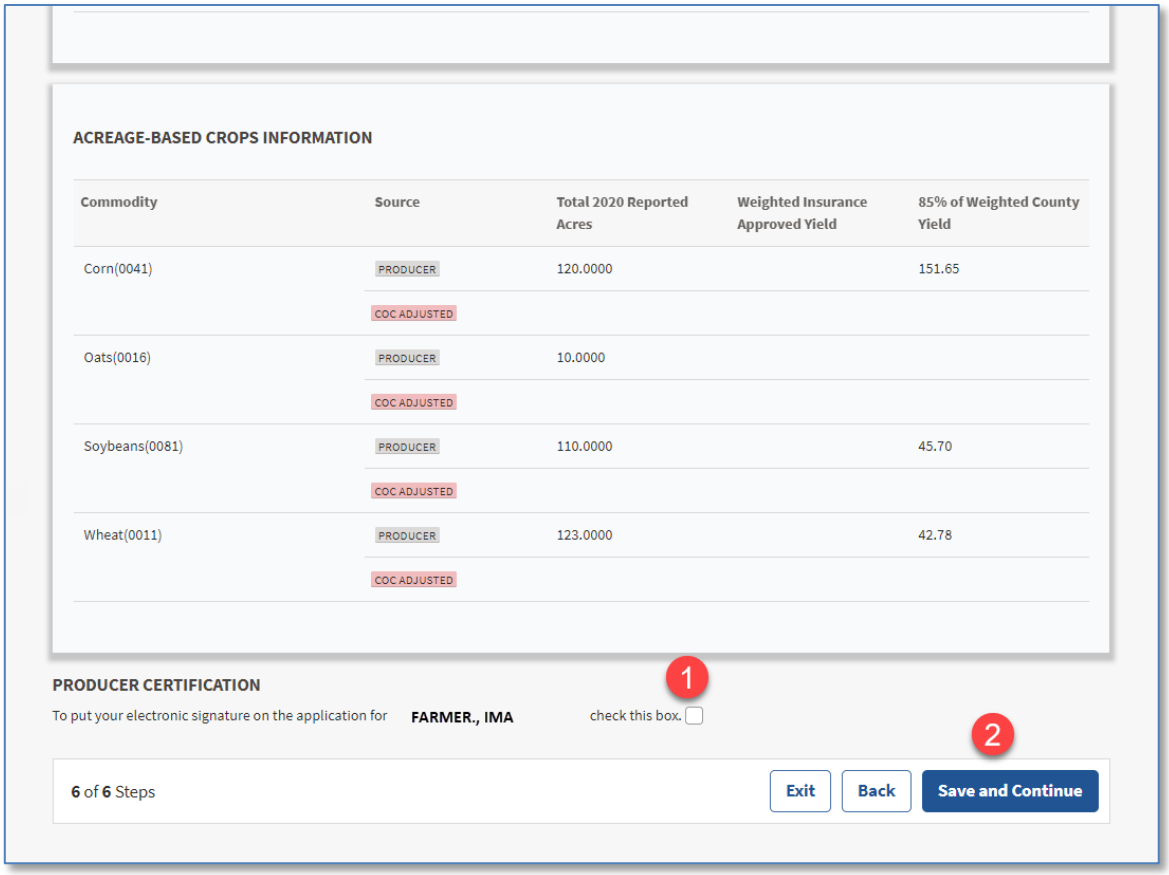
By recording an electronic signature the user is confirming the CFAP 2 Application is ready for COC Action.

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".**



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.

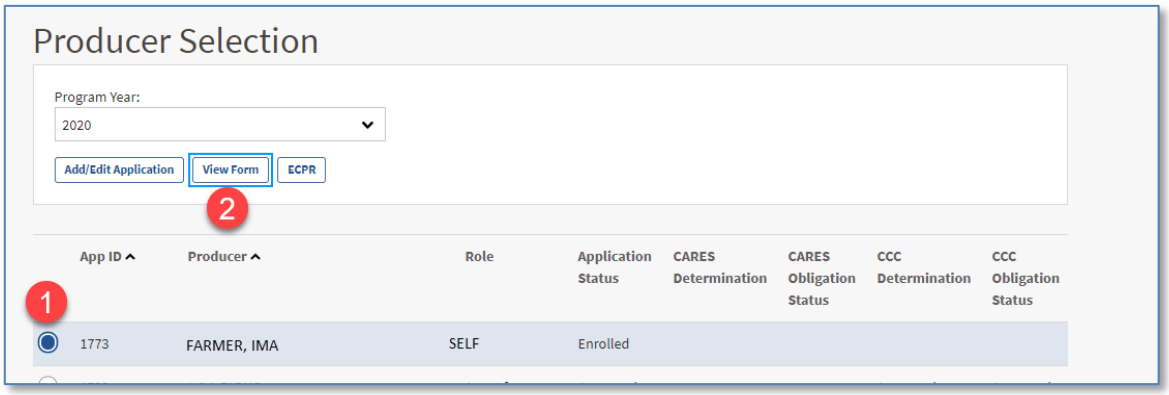
When CFAP 2 production information has been modified or added to an application the electronic signature will automatically be removed from the application. The user must electronically sign the application every time an application is modified.

5 Printing a CFAP 2 Application

5.1 Overview

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

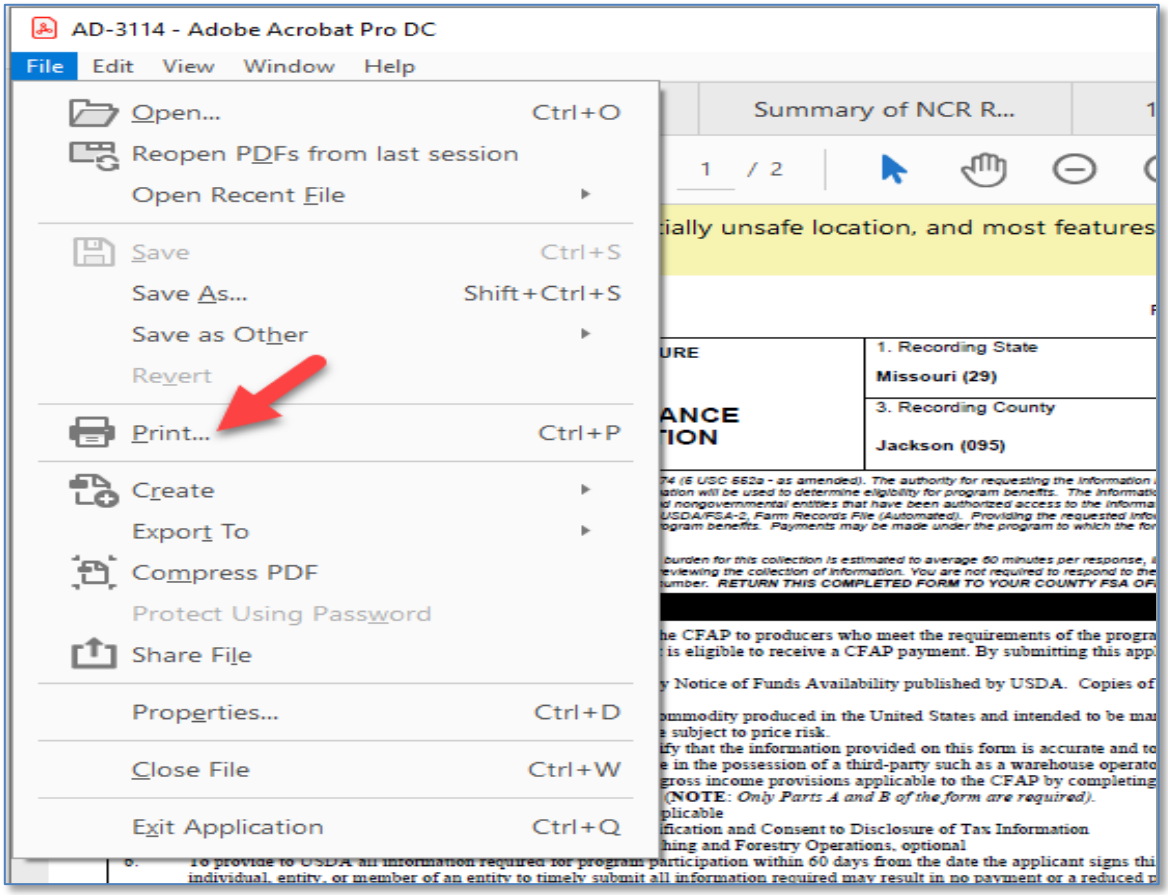
- SELECT the ratio button
- CLICK "**View Form**" button.



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

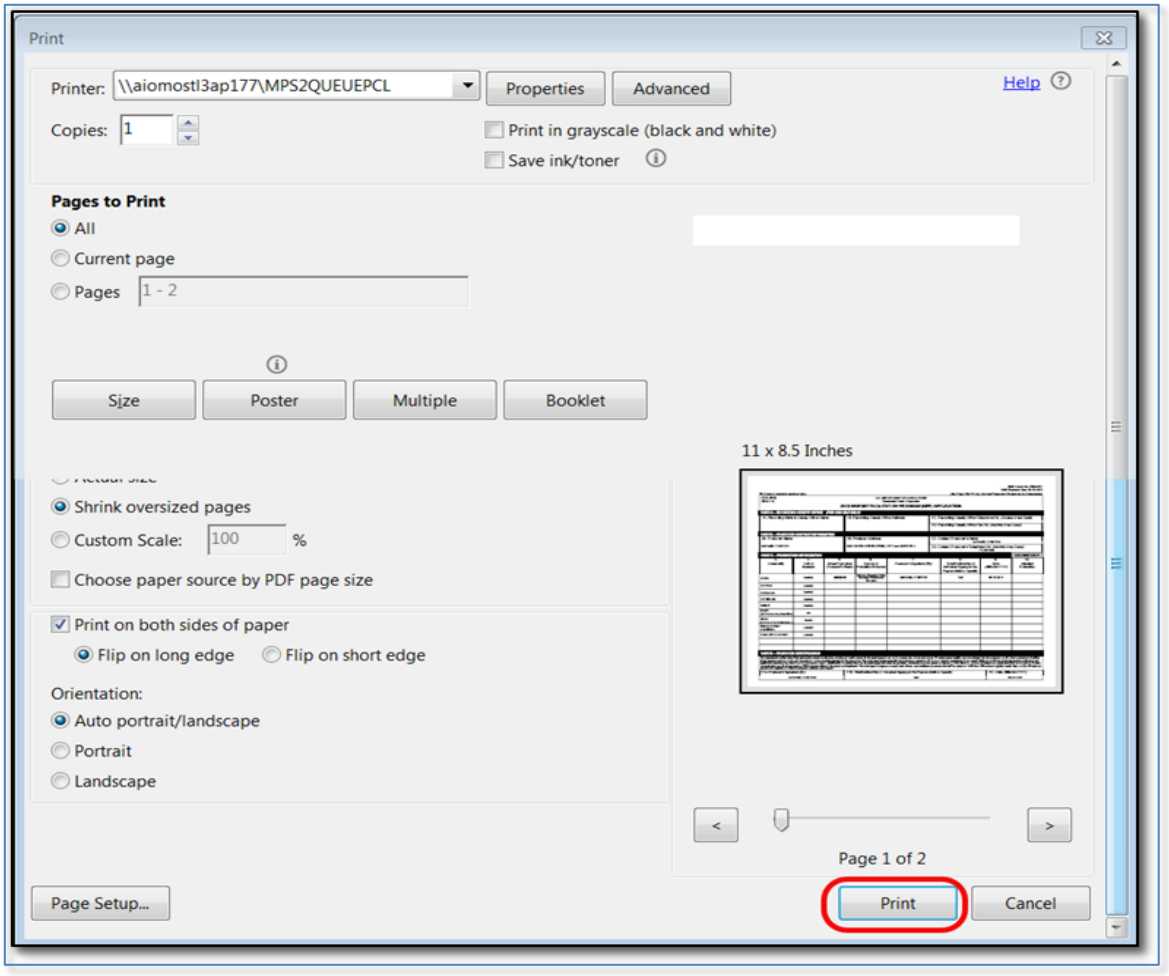
The form can be printed by:

- 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.