

## Instructions For AD-3114

### ***CORONAVIRUS FOOD ASSISTANCE PROGRAM (CFAP) APPLICATION***

This form will be used for applicants to apply for CFAP benefits.

Submit the original of the completed form in hard copy, by email or facsimile to the appropriate USDA servicing office. To find your servicing office, please visit <https://www.farmers.gov/coronavirus/service-center-status>

Customers who have established electronic access credentials with USDA may electronically transmit this form to the USDA servicing office, provided that (1) the customer submitting the form is the only person required to sign the transaction, or (2) the customer has an approved Power of Attorney (Form FSA-211) on file with USDA to sign for other customers for the program and type of transaction represented by this form.

Features for transmitting the form electronically are available to those customers with access credentials only. If you would like to establish online access credentials with USDA, follow the instructions provided at the USDA eForms website <https://forms.sc.egov.usda.gov/eForms/welcomeAction.do?Home>.

***Producers must complete Items 5 through 9, Items 13 through 16, Items 19 through 22, Items 25 through 27, Items 30 through 34, and Items 38 and 39A-C.***

***FSA employees will complete fields noted as “COC Use Only.” AMS employees will complete fields noted as “AMS Use Only.”***

Fld Name / Item No.	Instruction
1 Recording State	Enter producer's recording state.
2 Program Year	Enter the applicable program year.
3 Recording County	Enter the producer's recording county.
4 Application Number	Application Number will be assigned by the automated system.

<b>Fld Name / Item No.</b>	<b>Instruction</b>
Part A Producer Agreement	<p>For Informational Purposes</p> <p>Applicants who are an individual person must complete automated CCC-902 or manual CCC-902, agree to the information and complete the forms referenced in Part A, and B, and provide name, address, taxpayer identification number, and citizenship status. An individual who is not a U.S. resident or lawful alien must also report contributions of labor, capital, and land contributions to the farming operation.</p> <p>Applicants who are a legal entity, including General Partnership or Joint Venture, must complete automated CCC-902 or manual CCC-901 and provide the name, address and taxpayer identification number for the legal entity and all members, partners or stockholders with an ownership interest. If any member, partner or stockholder is not a U.S. resident or lawful alien, CCC-902 must be completed to report contributions of labor to the legal entity.</p>

***Part B – Producer Information***

5 Producer's Name, Address (City, State, and Zip Code), and Phone Number (Including Area Code)	Enter the producer's name, address, including the ZIP code, and phone number including area code.
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***Part C – Dairy/Egg Production Information***

6 Commodity/Unit of Measure	Enter the specific commodity and the unit of measure for that commodity's production such as pounds (LBS).
7 January 2020 Production	Enter the total January 2020 production, for dairy include dumped milk, in pounds (LBS).
8 February 2020 Production	Enter the total February 2020 production, for dairy include dumped milk, in pounds (LBS).
9 March 2020 Production	Enter the total March 2020 production, for dairy include dumped milk, in pounds (LBS).

<b>Fld Name / Item No.</b>	<b>Instruction</b>
10 COC Adjusted Jan 2020 Production (COC USE ONLY)	COC may enter the adjusted January 2020 Production, if applicable.  <b>Note:</b> An entry is only required when COC determines the January 2020 production is different than what is certified to by the producer in Item 7.
11 COC Adjusted Feb 2020 Production (COC USE ONLY)	COC may enter the adjusted February 2020 Production, if applicable.  <b>Note:</b> An entry is only required when COC determines the February 2020 production is different than what is certified to by the producer in Item 8.
12 COC Adjusted March 2020 Production (COC USE ONLY)	COC may enter the adjusted March 2020 Production, if applicable.  <b>Note:</b> An entry is only required when COC determines the March 2020 production is different than what is certified to by the producer in Item 9.
A If you are no longer producing milk, what is the latest date milk was produced? (MM/DD/YYYY)	Enter the last date milk was produced for those producers applying that are no longer producing milk.  <b>Note:</b> if you ceased producing milk before July 1, 2020, you are required to notify the FSA County office of the date you stopped producing milk.
B COC Adjusted Last Date Milk was Produced (COC USE ONLY)	COC may enter the adjusted last date milk was produced, if applicable.  <b>Note:</b> An entry is only required when COC determines the last date milk was produced is different than what is certified to by the producer in Item A.

***Part D – Non-Specialty Crop & Wool Information***

13 Commodity	Enter the eligible non-specialty crop or wool.
14 Unit of Measure	Enter the applicable unit of measure for the commodity entered in Item 13.
15 2019 Total Production	Enter the 2019 total production from all farms entered for the commodity entered in Item 13.
16 2019 Production Not Sold ( <i>as of Jan 15, 2020</i> )	Enter the 2019 production from all farms, not sold, of non-specialty crops or wool to be eligible to submit loss claim as of January 15, 2020.

<b>Fld Name / Item No.</b>	<b>Instruction</b>
17 COC Adjusted 2019 Total Production (COC USE ONLY)	COC may enter the adjusted 2019 total production, if applicable.  <b>Note:</b> An entry is only required when COC determines the 2019 total production is different than what is certified to by the producer in Item 15.
18 COC Adjusted 2019 Production Not Sold ( <i>as of Jan 15, 2020</i> ) (COC USE ONLY)	COC may enter the adjusted 2019 production not sold, if applicable.  <b>Note:</b> An entry is only required when COC determines the 2019 production not sold is different than what is certified to by the producer in Item 16.

***Part E – Livestock Information***

19 Livestock	<p>Enter the name of the eligible livestock.</p> <p>Eligible livestock categories are:</p> <p><b>Feeder Cattle: &lt; 600 lbs</b> (cattle weighing less than 600 pounds)</p> <p><b>Feeder Cattle: ≥ 600 lbs</b> (cattle weighing 600 pounds or more but less than "Slaughter Cattle: Fed Cattle")</p> <p><b>Slaughter Cattle: Fed Cattle</b> (cattle weighing 1,200 pounds or more and are intended for slaughter)</p> <p><b>Slaughter Cattle: Mature Cattle</b> (culled cattle raised or maintained for breeding purposes, but which were removed from inventory and are intended for slaughter)</p> <p><b>All Other Cattle</b> (commercially raised or maintained bovine animals not meeting the definition of another category of cattle, excluding beefalo, bison, and animals used for dairy production or intended for dairy production)</p> <p><b>Pigs: &lt; 120 lbs</b> (any swine weighing less than 120 pounds)</p> <p><b>Hogs: ≥ 120 lbs</b> (any swine 120 pounds or more)</p> <p><b>Lambs &amp; Yearlings: Less Than 2 Years Old</b> (all sheep less than 2 years old)</p>
20 Unit of Measure	Enter the applicable unit of measure, for the livestock entered in Item 19. The unit of measure for livestock is "Head".

<b>Fld Name / Item No.</b>	<b>Instruction</b>
21 Sales (Between Jan 15, 2020 – April 15, 2020) of Inventory Owned as of Jan 15, 2020	Enter the total sales between January 15, 2020 and April 15, 2020, of owned unpriced inventory as of Jan 15, 2020 for the livestock entered in Item 19, if applicable.  <b>Note:</b> Offspring from owned inventory as of January 15, 2020 that were sold between January 15 and April 15, 2020 are eligible.
22 Inventory ( <i>Highest Between April 16, 2020 – May 14, 2020</i> )	Enter the highest owned inventory between April 16, 2020, and May 14, 2020, for the livestock entered in Item 19, if applicable.
23 COC Adjusted Sales (Between Jan 15, 2020 – April 15, 2020) of Inventory Owned as of Jan 15, 2020. <b>(COC USE ONLY)</b>	COC will enter the adjusted total sales between January 15, 2020, and April 15, 2020, for owned unpriced inventory as of Jan 15, 2020, and any sales of offspring from owned inventory, if applicable.  <b>Note:</b> An entry is only required when COC determines the total sales is different than what is certified to by the producer in Item 21.
24 COC Adjusted Inventory ( <i>Highest Between April 16, 2020 – May 14, 2020</i> ) <b>(COC USE ONLY)</b>	COC will enter the adjusted owned inventory, if applicable.  <b>Note:</b> An entry is only required when COC determines the inventory is different than what is certified to by the producer in Item 22.

***Part F – Aquaculture & Nursery/Floriculture Information***

25 Commodity	Enter the eligible value loss commodity.
26A Volume of Inventory Sold (Jan 15,2020 – April 15, 2020)	Enter the total volume of inventory sold between January 15, 2020 and April 15, 2020 for the commodity entered in item 25.  <b>Note:</b> For Aquaculture Commodities Only
26B Value of Inventory Shipped that Spoiled or went	Enter the total value of inventory shipped that spoiled or went unpaid from all farms as of April 15, 2020, for the commodity entered in Item 25.  <b>Note:</b> For Nursery/Floriculture Commodities Only.

<b>Fld Name / Item No.</b>	<b>Instruction</b>
Unpaid ( <i>as of April 15, 2020</i> )	
27A Volume of Available Inventory	For crayfish only: Enter the volume of inventory not sold as of April 15, 2020 For all other aquaculture: Enter the volume of ready to market inventory between January 15, 2020 through April 15, 2020.  <b>Note:</b> For Aquaculture Commodities Only
27B Value of Inventory Not Sold (as of April 15, 2020)	Enter the value of inventory not sold as of April 15, 2020 for the commodity entered in item 25.  <b>Note:</b> For Nursery/Floriculture Commodities Only
28A COC Adjusted Volume of Inventory Sold (Jan 15, 2020 – April 15, 2020) <b>(COC USE ONLY)</b>	COC will enter the adjusted total volume of inventory sold between January 15, 2020, and April 15, 2020, if applicable.  <b>Note:</b> An entry is only required when COC determines the total volume of inventory sold is different than what is certified to by the producer in Item 26A.
28B COC Adjusted Value of Inventory Shipped that Spoiled or Went Unpaid (as of April 15, 2020) <b>(COC USE ONLY)</b>	COC will enter the adjusted value of inventory shipped that spoiled or went unpaid, if applicable.  <b>Note:</b> An entry is only required when COC determines the value of inventory shipped that spoiled or went unpaid is different than what is certified to by the producer in Item 26B.
29A COC Adjusted Volume of Available Inventory <b>(COC USE ONLY)</b>	For crayfish only: COC will enter the adjusted volume of inventory not sold as of April 15, 2020, if applicable. For all other aquaculture: COC will enter the adjusted volume of ready to market inventory between January 15, 2020 through April 15, 2020, if applicable.  <b>Note:</b> For Aquaculture Commodities Only <b>Note:</b> An entry is only required when COC determines the total volume of inventory sold or volume of inventory ready to market is different than what is certified to by the producer in Item 27A.
29B COC Adjusted Value of Inventory Not Sold (as of April 15, 2020) <b>(COC USE ONLY)</b>	COC will enter the adjusted value of inventory not sold as of April 15, 2020, if applicable.  <b>Note:</b> An entry is only required when COC determines the value of inventory not sold is different than what is certified to by the producer in Item 27B.

Fld Name / Item No.	Instruction
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***Part G – Specialty Crops (COC Determination Not Required)***

30 Commodity	Enter the eligible specialty crop.
31 Unit of Measure	Enter the unit of measure for the crop in Item 30.
32 Volume of Production Sold (Jan 15, 2020 – April 15, 2020)	Enter the total volume of production sold between January 15, 2020, and April 15, 2020, for the crop in Item 30.
33 Volume of Production Shipped that Spoiled or Unpaid (Jan 15, 2020 – April 15, 2020)	Enter the total volume of production shipped that spoiled or went unpaid between January 15, 2020, and April 15, 2020, for the crop in Item 30.
34 Acres with Production Not Shipped or Sold (Jan 15, 2020 – April 15, 2020)	Enter the total number per unit of output basis left in the field or harvested but not shipped between January 15, 2020, and April 15, 2020, for the crop in Item 30.
35 AMS Adjusted Volume of Production Sold (Jan 15, 2020 – April 15, 2020) (AMS USE ONLY)	<p>Leave blank. AMS will enter an adjusted number if application is selected for audit.</p> <p><b>Note:</b> No action required by producer.</p>

<b>Fld Name / Item No.</b>	<b>Instruction</b>
36 AMS Adjusted Volume of Production Shipped that Spoiled or Unpaid ( <i>Jan 15, 2020 – April 15, 2020</i> ) <b>(AMS USE ONLY)</b>	Leave blank. AMS will enter an adjusted number if application is selected for audit.  <b>Note:</b> No action required by producer.
37 AMS Adjusted Acres with Production Not Shipped or Sold ( <i>Jan 15, 2020 – April 15, 2020</i> ) <b>(AMS USE ONLY)</b>	Leave blank. AMS will enter an adjusted number if application is selected for audit.  <b>Note:</b> No action required by producer.

***Part H – Increased Payment Limitation for Corporations, Limited Liability Companies, and Limited Partnerships***

38 A-C Members	Enter the member/partner or stockholder name(s) who provide 400 hours or more of active personal labor or active personal management, or combination thereof, to the farming operation identified in Part A, Item 5.  <b>Note:</b> Entry only required to be completed by Corporations, LLC's, and LP's.
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***Part I – Producer Certification***

39A Signature ( <i>By</i> )	Producer applying for CFAP benefits must sign.
39B Title/Relationship of the Individual Signing in the Representative Capacity	Enter title and/or relationship to the individual when signing in a representative capacity.  <b>Note:</b> If the producer signing is not signing representative capacity, this field should be left blank.
39C Date (MM/DD/YYYY)	Enter the date the AD-3114 is signed in Item 39A.

***Part J – COC Determination – COC USE ONLY***

40	Displays the Payment Parts – CARES and CCC.
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Fld Name / Item No.	Instruction
Payment Part (COC USE ONLY)	
41 COC or Designee Signature (COC USE ONLY)	COC or their representative's signature.  <b>Note:</b> COC must complete for both payment parts in Item 40.
42 Date (MM/DD/YYYY) (COC USE ONLY)	Date COC or their representative signs the AD-3114.
43 Determination (COC USE ONLY)	Check (✓) either "Approved" or "Disapproved" for both payment parts in Item 40.  <b>Important:</b> AD-3114 will be approved or disapproved as certified by the producer after applicable COC adjustment fields are completed.