

**Program
Guidance and
Information for
FY 2016 HPAI
Indemnity
Processes**

What's New In FY 2016

➤ **New:** DUNS/ SAM

Electronic Payment Processes for all HPAI indemnity. Claimants must obtain a DUNS number and be registered in SAM for APHIS to process any HPAI indemnity payment. See Instructions in Appendix C.

➤ **New:** Split Payment Procedures

Bird and egg indemnity payment is split between owner and grower; separate VS 1-23s prepared for owner and grower

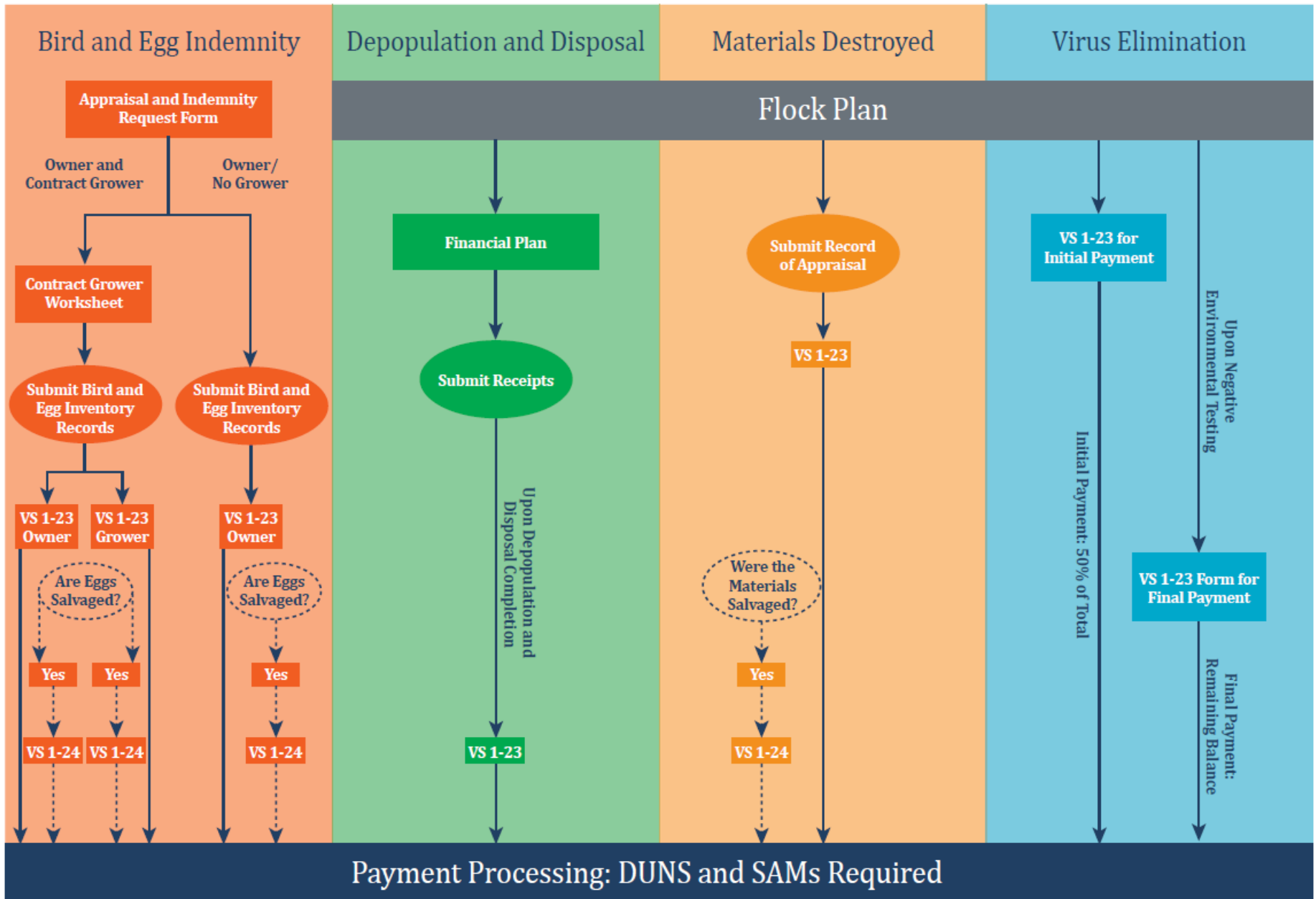
➤ **New:** Virus Elimination Financial Procedures – Flat Rates

Costs associated with cleaning & disinfecting premises paid via APHIS flat rates and VS 1-23

➤ **New:** Depopulation & Disposal Financial Procedures

Financial Plan and VS 1-23 payment process for producers who do their own depopulation & disposal

2016 HPAI Indemnity Processes



The New Electronic Payment Processes for HPAI Indemnity

Claimants must obtain a DUNS number and be registered in SAM in order for USDA APHIS to process any HPAI indemnity payment.

Registration is FREE

- **How to get a DUNS number:**
Visit the Dun & Bradstreet (D&B) website at <https://iupdate.dnb.com/iUpdate/confirmSource.htm> or call 1-866-705-5711.
- **How to register in SAM:**
Go to the System for Award Management (SAM) website: www.sam.gov
- **DUNS/SAM is required for electronic payment processing**
 - Securely manages the claimant's personal financial information.
 - Assures timely electronic payment.
 - VS 1-23s are on hold until claimant is registered.
 - Rare exceptions for hobbyists with no financial interest in their poultry.

DUNS = Dun & Bradstreet Universal Number System

SAM = System for Award Management

The New Split Payment Process for Bird and Egg Indemnity

Assures that contract growers receive appropriate payment for birds and eggs destroyed due to HPAI in accordance with their existing contracts with poultry owners.

- ▶ Poultry owner and contract grower sign Request for Appraisal & Indemnity Form
 - ▶ Allows depopulation to proceed without waiting for final indemnity approval. Separate forms are signed by the grower and owner to allow for rapid depopulation.

- ▶ Poultry owner and contract grower sign Contract Grower Worksheet.
 - ▶ Documents amount owed to the grower for the birds & eggs, per their contract. Separate worksheets are signed by the grower and owner to allow for rapid depopulation.

- ▶ Separate VS1-23s are prepared and processed for Grower and Owner
 - ▶ Grower's VS 1-23 shows amount owed to grower based on Contract Grower Worksheet.
 - ▶ Poultry Owner's VS 1-23 shows amount owed to the poultry owner based on appraised value of the birds minus the amount paid to the grower. Appraised value of birds is determined by APHIS Indemnity Calculators.
 - ▶ Request for Appraisal & Indemnity Form and Contract Grower Worksheet are attached to the VS 1-23. Note: Flock plan is not required for bird & egg indemnity payment.
 - ▶ VS 1-23s are completed by HPAI Ops and sent to the IMT or District for owner signature
 - ▶ IMT or District Finance/Admin group (1) reviews VS 1-23, (2) adds the claimant's DUNS number to VS 1-23 and confirms SAM registration, (3) sends completed VS 1-23 to HPAI Budget.
 - ▶ HPAI Budget signs as approver & prepares indemnity package and sends to APHIS for payment processing.

Bird & Egg Indemnity Process that do not involve a Contract Grower

- ▶ Poultry owner signs Request for Appraisal & Indemnity Form
 - ▶ Allows depopulation to proceed without waiting for final indemnity approval. Separate forms are signed by the grower and owner to allow for rapid depopulation.

- ▶ VS1-23 is prepared for Owner
 - ▶ VS1-23 shows amount owed to the poultry owner based on appraised value of the birds. Appraised value of birds is determined by APHIS Indemnity Calculators.
 - ▶ Request for Appraisal & Indemnity Form is attached to the VS1-23. Note: Flock plan is not required for bird & egg indemnity payment.
 - ▶ VS1-23 is completed by HPAI Ops and sent to the IMT or District for owner signature
 - ▶ IMT or District Finance/Admin group (1) reviews VS1-23, (2) adds the claimant's DUNS number to VS1-23 and confirms SAM registration, (3) sends completed VS1-23 to HPAI Budget.
 - ▶ HPAI Budget signs VS1-23 as Approver & prepares indemnity package and sends to APHIS for payment processing.

The New Virus Elimination VS 1-23 Process

This process uses USDA APHIS flat rates to support producers for costs associated with virus elimination. Two separate VS 1-23s are prepared for each premises (initial and final – each for half of total) and two separate payments are made for virus elimination.

- ▶ **Two VS 1-23s are prepared for virus elimination for each premises to allow initial and final payments**
 - ▶ Flock Plan is required for all Virus Elimination payments.
 - ▶ VS 1-23 shows the total amount due based on APHIS flat rates (price per bird) and the number of birds (documented via the VS1-23 for birds).
 - ▶ Initial VS1-23 is completed showing half of the total due for virus elimination; this is processed for payment after flock plan is signed.
 - ▶ Final VS1-23 is completed showing half of the total due for virus elimination; this is processed for payment after negative environmental testing.
 - ▶ Virus Elimination VS1-23s are completed by HPAI Ops and sent to the IMT or District for owner signature .
 - ▶ IMT or District Finance/Admin group (1) reviews VS1-23, (2) adds the claimant's DUNS number to VS1-23 and confirms SAM registration, (3) sends completed VS1-23 to HPAI Budget.
 - ▶ HPAI Budget signs VS1-23 as Approver & prepares indemnity package and sends to APHIS for payment processing.

The New Depop & Disposal VS 1-23 Process

If a producer conducts depopulation and disposal, then the producer may work with APHIS to prepare a financial plan. Payments to the producer will be processed using a VS 1-23 and receipts that are consistent with the financial plan.

- ▶ **Financial Plan is prepared and approved**
 - ▶ Producer works with HPAI Ops (cost review group) to prepare a financial plan; template is available.
 - ▶ Flock Plan is required for Financial Plan approval.
 - ▶ Financial plan is signed by the owner and approved by APHIS.

- ▶ **A VS 1-23 is prepared and processed for depop and disposal expenses**
 - ▶ Financial Plan and receipts are attached to the VS1-23.
 - ▶ Receipts are submitted to substantiate the claim; receipts must be consistent with the Financial Plan.
 - ▶ Separate VS 1-23s for depop & disposal may be completed as different work stages are completed. Completion dates for depopulation or disposal are verified in EMRS prior to payment.
 - ▶ A Flock Plan is required for all Depop & Disposal payments.
 - ▶ VS1-23s are completed by HPAI Ops and sent to the IMT or District for owner signature .
 - ▶ IMT or District Finance/Admin group (1) reviews VS1-23, (2) adds the claimant's DUNS number to VS1-23 and confirms SAM registration, (3) sends completed VS1-23 to HPAI Budget.
 - ▶ HPAI Budget signs VS1-23 as Approver & prepares indemnity package and sends to APHIS for payment processing.

Roles for VS1-23 Indemnity Processes

Case Manager

- Gets barn inventory records & mortality worksheets for bird and egg indemnity VS1-23
- Informs claimant of DUNS/SAM process; communicates DUNS number to IMT or District Finance/Admin
- Obtains owner signature on VS1-23s
- Flock Plans
- Liaison between IMT or District Finance Admin, HPAI Ops, HPAI Budget, and the claimant

IMT / District Finance Admin

- Assists claimants with DUNS/SAM as needed
- Reviews VS1-23
- Adds DUNS # to VS1-23 and verifies claimant is registered in SAM, checks name in SAM against name on VS1-23 (must match)
- Sends VS1-23 to HPAI Budget

HPAI Ops

- Prepares VS1-23s (or assists others with VS1-23 prep)
- Financial Plans
- Sends VS1-23 to IMT / District when ready for owner signature

HPAI Budget

- Signs VS1-23 as Approver
- Prepares pkg w/ VS1-31 & submits for payment
- Manages all HPAI Budget issues