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USDA-FSA Emergency Livestock Assistance Program Claims Checklist

1. **Meet with your County Office:** Very Important. If you have never worked with your county office, set up an appointment to discuss your operation, ELAP eligibility and what the county office requires to be eligible for an ELAP claim should a qualifying weather event occur.
2. **File an Acreage Report:** It is required to participate and must be done yearly
3. **Establish Inventory Record:** Figure out the best way to establish an inventory record that can be updated monthly. Work with the county office to determine what would be acceptable.
4. **Eligible Loss Event Occurs:** Excessive heat, freeze, floods, tornados, hurricanes. (Drought is NOT eligible).
5. **Required Information to be eligible for a loss:**
 - a. Acreage report (Surface acres of water)
 - b. Verifiable or reliable documentation of catfish
 - i. Death Loss (photos, video, feed numbers)
 - ii. Beginning Inventory (as close to loss event as possible)
 - iii. Ending Inventory (not required immediately following the loss event)
 - iv. Any other documentation required by the county office (eligibility requirements, AGI documentation, etc.)
6. **File Notice of Loss:** Make sure to file a NOL when the eligible event occurs. Check with your county office to determine the deadline to file a NOL for a given year!
7. **File an Application for Payment:** Once loss of fish is determined, file an application for payment.

Other Important Information:

1. **Normal Mortality:** This is a percentage established by the state FSA Office to reflect the non-weather-related losses that occur. In Mississippi, it is 15%. Normal mortality rate is applied to a claim only if the producer does not provide acceptable inventory numbers for the time period prior to the loss event.
2. **Lack of good inventory records:** You should still file a NOL. Even if your inventory numbers are not complete, you still have a claim. Normal mortality will be applied.
3. **Work with your County office before you have a claim:** You should make an appointment with your county office prior to making a claim. Work with them to determine what records they want to see to establish inventories. Develop a plan with your county office on the how/when to provide those records.