



---

Please note: These procedures may be revised as the situation develops.

## **APPROVAL OF THE VS 1-23 FORM**

The VS 1-23 Form is used to document the animal inventory and appraised value of birds and eggs.

### **Procedure**

1. The appraiser (State or Federal official) collects barn records and completes a preliminary inventory.
2. The appraiser completes the VS 1-23 Form with data indicating the age, sex, and breed of the birds.
3. The appraiser (State or Federal official) visually verifies the bird numbers and updates the inventory if mortality has continued. The appraiser completes the VS 1-23 Form with those numbers.
4. The appraiser works with VS Incident Coordination Group HPAI Operations (Ops) Section ([HPAIOps@aphis.usda.gov](mailto:HPAIOps@aphis.usda.gov)) to develop bird and egg values to be entered on the VS 1-23 Form.
5. The determined value is placed on the form.
6. The appraiser and producer sign the VS 1-23 Form. Indemnity numbers are not finalized until the producer signs the document. If there is a delay in signing, a new census will need to be conducted.
7. Once the producer signs the VS 1-23 Form, the Incident Management Team (IMT) forwards the form to HPAI Ops Section for final review.
8. Once HPAI Ops Section has reviewed, HPAI Ops Section sends the Incident Management Team confirmation that the VS 1-23 has been approved and then forwards the VS 1-23 to the HPAI Budget Section (the email address for the Budget Section is [hpai.budget.team@aphis.usda.gov](mailto:hpai.budget.team@aphis.usda.gov)) for final signature by the HPAI Budget Section Lead and subsequent processing.
9. The IMT Finance/Admin Group will send all Electronic Funds Transfer (EFT) forms received from producers to [gayle.a.wines@aphis.usda.gov](mailto:gayle.a.wines@aphis.usda.gov) and [ruby.o.cates@aphis.usda.gov](mailto:ruby.o.cates@aphis.usda.gov) with password protection on the form. Send the password in a separate email to Gayle and Ruby. Forms will be sent to the Financial Operations Services Team, and once vendor numbers are received, they will be placed in the SharePoint file named FMMI Vendor.
10. HPAI Budget Section will post the approved VS 1-23 Form on a SharePoint site accessible to IMT and District Finance personnel.

## **PROCESSING OF THE VS 1-23 FORM FOR PAYMENT**

The HPAI Budget Section will hold the approved VS 1-23 Form and not submit for payment until the flock plan has been approved. HPAI Ops Section will notify HPAI Budget Section when the flock plan is approved and the birds listed on the VS 1-23 have been depopulated. HPAI Budget Section will then submit the VS 1-23 to Minneapolis for payment.

## Procedure

1. HPAI Budget Section receives confirmation from HPAI Ops Section that the flock plan has been approved and that the birds listed on the VS 1-23 have been depopulated.
2. HPAI Budget Section prepares MRPBS Cover Sheet and VS 1-31 Form.
3. HPAI Budget Section submits the MRPBS Cover Sheet, VS 1-31 Form, and VS 1-23 Form to MRPBS for payment.
4. HPAI Budget Section will update the status of the indemnity on a SharePoint site accessible to IMTs and District Finance personnel.

## DOCUMENT RETENTION

Emergency Management Response Services (EMRS) is the designated records system for this incident. Hard copies of documents should, however, be kept within the IMT records or at the District Office until further guidance on record retention and management is provided at the end of the incident.

## USDA HPAI BUDGET CONTACT INFORMATION

For Processing Forms and Paperwork:

HPAI Operations Section: [HPAIOps@aphis.usda.gov](mailto:HPAIOps@aphis.usda.gov)  
HPAI Budget Section: [hpai.budget.team@aphis.usda.gov](mailto:hpai.budget.team@aphis.usda.gov)

For Specific Questions on Budget: [Carol.A.Tuszynski@aphis.usda.gov](mailto:Carol.A.Tuszynski@aphis.usda.gov)  
[Patricia Donohue-Galvin@aphis.usda.gov](mailto:Patricia.Donohue-Galvin@aphis.usda.gov)