



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

I. PURPOSE

This document provides guidance for Veterinary Services personnel responding to HPAI. **This document describes financial processes for appraising and indemnifying materials destroyed due to HPAI.** This includes items directly related to poultry production that could not be cleaned or disinfected, such as feed. The VS 1-23 Form is used to process indemnity payments to the producer for materials destroyed.

II. Flock Plan

- A. A Flock Plan is required before any payment can be made to the producer to compensate for materials destroyed.
- B. A Flock Plan documents a producer's (poultry owner and/or contract grower, as applicable) intention to eliminate HPAI from their premises and maintain stringent biosecurity measures to prevent transmission or future introduction of the virus. It is an agreement between APHIS, the State Animal Health Official, the poultry owner, and the contract grower, as applicable, acknowledging regulatory intervention and requirements to release State and/or Federal quarantine and be eligible for additional APHIS payments. The Flock Plan describes the methods used for depopulation, disposal, and virus elimination.
- C. APHIS personnel work with the producer to develop a Flock Plan using the template provided by HPAI Ops. HPAI Ops should be consulted for any questions regarding the specific details in the Flock Plan.
- D. HPAI Ops reviews the Flock Plan, signs, and returns the flock plan to the IMT or APHIS personnel for owner signature.
- E. APHIS personnel obtain the producer's signature and signatures from the State Animal Health Official and IMT Incident Commander, if applicable.
- F. The Flock Plan is stored in EMRS.

III. VS 1-23 FOR MATERIALS DESTROYED

- A. After a Flock Plan is completed, a VS 1-23 may be prepared for materials directly related to poultry production that could not be cleaned and disinfected. If needed, several VS 1-23s may be prepared for different types of items.
- B. The VS 1-23 for destroyed materials may be prepared by HPAI Ops, an IMT Finance Group, or a VS District Administrative Office. The form includes a complete description of each appraised item, the number of units, unit value, and total value.
- C. If materials are sent for further processing (e.g., salvaged feed), then a VS 1-24 Form is also prepared to reflect salvage value and transportation costs. This form accompanies the VS 1-23 and allows the producer to be paid for the difference between the appraised and salvage values and transportation costs of salvaged products.
- D. Receipts should be submitted with the VS 1-23 to justify appraisal values. If materials are salvaged, submit receipts showing the salvage value received.
- E. Information needed to complete the VS 1-23 for materials destroyed includes:
 - A. Claimant (producer) full legal name and address.
 - B. Premises Information: premises name, premises identification number, address where birds are located (address, city, county, State, Zip Code).

- C. Type of flock (turkey, chicken, layer, breeder, backyard, etc.).
- D. Claimant Data Universal Number System (DUNS) number and confirmation that the claimant has registered in the System for Award Management (SAM). For electronic payment processing, the claimant name on the VS 1-23 must be the same as the vendor name associated with the DUNS number provided. Information about obtaining DUNS numbers and registering in SAM is described in Appendix C. DUNS number is recorded on the top right corner of the VS 1-23.
- E. Appraisal Date: the bird appraisal date (usually the presumptive positive date) is used on the VS 1-23.
- F. Note: Mortgage certification on the VS 1-23 is not applicable for the VS 1-23 for materials destroyed.
- F. APHIS personnel obtain the producer's signature and date on the VS 1-23.
- G. APHIS personnel record the producer's DUNS number on the VS 1-23. If the producer claimant does not have a DUNS number, a DUNS/SAM registration instruction sheet is provided (Appendix C).
- H. APHIS personnel submit the signed VS Form 1-23 to the Incident Management Team (IMT) Finance/Admin Group or District Administrative Officer.

IV. DOCUMENT RETENTION

The Emergency Management Response System (EMRS) is the designated system of record for HPAI incidents. The following documents related to financial processes for materials destroyed are stored in EMRS: the Flock Plan, all VS 1-23s, the VS 1-24, and the VS 1-31s (transmittal forms). See EMRS data entry and document management instructions in the EMRS Knowledge Management section "HPAI Toolkit." Hard copies of documents with original signatures are kept with the IMT records or stored in the VS District Office.

V. PROCESSING VS 1-23 PAYMENTS FOR MATERIALS DESTROYED

If the premises is associated with a VS IMT, then the VS IMT Finance/Admin Group performs payment tasks as described below. If the premises is not associated with an IMT, these tasks are conducted by the VS District Administrative Officer.

- A. IMT Finance/Admin Group
 1. APHIS personnel provide the producer-signed VS 1-23(s) to the IMT Finance/Admin Group, who review it for completion and work with APHIS personnel to obtain any missing information.
 2. For electronic payment processing, the claimant(s) must obtain a DUNS number and register in SAM. See DUNS and SAM Information sheet for instructions (Appendix C). The IMT Finance/Admin Group will hold the VS 1-23 until the DUNS/SAM process is completed and a FMMI vendor code is obtained and recorded in EMRS and on the VS 1-23.
 3. After the IMT Finance/Admin Group has reviewed the VS 1-23 and added the DUNS number and FMMI vendor code, the signed VS 1-23(s) are sent to HPAI Budget.
- B. HPAI Budget:
 1. HPAI Budget validates totals and verifies that all payment processing information is correctly reported.
 2. The HPAI Budget Director signs the VS 1-23 in Box 41 and provides a copy to the IMT Finance/Admin Group for storing in EMRS.
 3. HPAI Budget prepares the VS 1-31 Indemnity Payment Request and submits the VS 1-23 and VS 1-31 to APHIS-MRPBS-FMD-FOST for payment processing.

VI. CONTACT INFORMATION

Questions on financial processes and VS 1-23s for materials destroyed should be communicated to the HPAI OPS Group email box (hpaioops@aphis.usda.gov) or to the HPAI Budget Team (hpaibudget.team@aphis.usda.gov).

VII. LINKS TO RESOURCES

- ◆ [HPAI Response & Policy Information](#)

VIII. APPRAISAL AND INDEMNITY PROCESS FOR MATERIALS DESTROYED

(Figure follows on next page).

Documents for the HPAI Appraisal & Indemnity Process – Materials Destroyed

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| 1 Flock Plan | Documents the producer’s intention to eliminate HPAI and maintain biosecurity and serves as an agreement between APHIS, State, and Owner regarding regulatory requirements. Required for materials destroyed compensation. |
| | <ul style="list-style-type: none"> • Prepared by case manager and owner based on APHIS templates. • HPAI Ops approves and signs (must be approved by HPAI Ops before owner signs). • Owner signs. • State and APHIS IMT or District Director signs. |

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| 2 VS 1-23 Appraisal & Indemnity | Official Appraisal Form that describes indemnified materials. |
| | <ul style="list-style-type: none"> • Itemizes each appraised and indemnified items directly related to poultry production that could not be cleaned or disinfected. • Receipts must be submitted with the VS 1-23 to substantiate the appraised value and indemnity owed. • HPAI Ops completes and signs as Expert Appraiser (Box 29). • APHIS personnel obtain owner/claimant signatures and initials. • Owner/claimant signs and dates (Box 30, 31). • APHIS personnel sends owner-signed document to IMT or District Finance staff for review; DUNS and FMMI vendor numbers are added for payment processing. • HPAI Ops verifies that the Flock Plan is completed for final payment. • IMT Finance/Admin Group sends to HPAI Budget for payment processing and creates appraisal record in EMRS. • HPAI Budget signs as Federal Approver (Box 41). • HPAI Budget creates payment package and sends to APHIS FOST for final payment and records payment date in EMRS. |

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| 3 VS 1-24 Salvage | Official Form for recording salvage received on corn. |
| | <ul style="list-style-type: none"> • Accompanies the VS 1-23 form for corn that is sold for salvage (e.g., ethanol). • Owner completes and signs. |

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| 4 DUNS/SAM | Registration process that allows USDA to electronically pay claimants. |
| | <ul style="list-style-type: none"> • Claimant obtains a DUNS (Dun & Bradstreet Universal Number System) number online and registers in SAM (System for Award Management). • Claimant provides DUNS number to Case Manager or District Financial staff. • APHIS personnel or District Finance staff add DUNS number to VS 1-23 for payment processing. |