



FLORIDA BLOCK GRANT DISASTER RELIEF PROGRAM



What to Expect

○ Program Application Process

This document outlines what Producers can expect when applying for this program, including how to get started, what documentation is required, and what happens after submission.

Getting Started

○ How to apply

Applications are submitted through an online application portal.

Once you submit your application, it will enter the program intake process.

○ Your point of contact

After submission, you will be assigned a Case Manager who will serve as your primary point of contact throughout the process. Your Case Manager will reach out to you to assist with next steps and to request additional information if needed.

You can generally expect initial contact from your Case Manager within 3 to 5 business days, depending on application volume.

○ Eligibility Review

Eligibility is reviewed as part of the application process. While some information may be reviewed early, **final eligibility determinations cannot be made until all required documentation is submitted and reviewed.**

Submitting an application does not guarantee approval or payment.

○ Documentation You Will Need

Having your documents prepared before starting your application will help prevent delays.

1. Proof of operation

You may be asked to provide documentation that demonstrates active agricultural operations, such as:

- Crop sales records or proceeds
- Prior year crop insurance schedules
- Invoices and proof of payment for operational expenses such as nutrition, weed control, repairs, or similar costs

Documents should reflect the same legal entity name used in your application. If a caretaker or manager operates the farm on your behalf, you should be prepared to explain that relationship and provide supporting documentation.

2. Proof of loss or damage

You may be asked to provide:

- Crop sales records or proceeds
- Photos showing damage to crops, infrastructure, timber, or other eligible losses
- Invoices for repairs or replacements related to the damage
- Proof of payment such as canceled checks or bank statements

3. Ownership or lease documentation

You may need to provide:

- Crop sales records or proceeds
- Parcel numbers from your county property appraiser
- Active lease agreements showing your rights to the crop, if applicable
- Trustee information for trust owned parcels
- Letters of administration for parcels owned by an estate

Different ownership structures across parcels may require separate applications.

4. Production or acreage records

Depending on the loss category, you may be asked for:

- Acreage documentation such as FSA forms
- Production records from prior years to support loss calculations

File Format Requirements

Accepted file formats include:

- PDF
- JPG or PNG images
- HEIC files from mobile devices



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○ Completing the Application

- Applications are completed through an **online portal**
- You may **save your progress and return later**
- Once submitted, the application cannot be edited unless requested by your Case Manager
- Most applications take under **30 minutes to complete**, provided documents are ready

Program staff can assist with general questions but cannot complete the application on your behalf.

○ Review and Validation Process

After submission, applications generally move through the following stages:

1. Application intake and completeness review
2. Eligibility review
3. Additional reviews based on loss category, which may include site inspections, damage assessments, or crop insurance review
4. Payment calculation
5. Payment processing

If additional information is needed, you will be contacted through the system and/or Case Manager by phone or email.

Review timelines vary based on application volume and loss category.

Payment Information

○ How payments are determined

Payment calculations depend on the specific program and loss category. Details on payment formulas, caps, or limitations are available in the program FAQs.

○ Communication and Support

- Your assigned Case Manager is your primary contact
- Most inquiries are responded to within 1 to 2 business days
- Applicants will be contacted if additional documentation or clarification is needed

○ Common Issues That May Delay Review

- Incomplete applications
- Missing or unclear documentation
- Mismatched entity names across documents
- Unsupported file formats

Reviewing requirements and preparing documents in advance can help avoid delays.

○ Payment method

Payments are issued through state financial systems. Producers may receive payment by:

- Direct deposit
- Check

Your Case Manager will provide instructions if additional registration is required.

○ Important Reminders

- **Submission does not guarantee funding**
- Final determinations are subject to program rules and available funding
- Funding is available on a first come first serve basis

