

Noninsured Crop Disaster Assistance Program Automation for 2015 and Subsequent Years

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For State and County Offices

SHORT REFERENCE

3-NAP

UNITED STATES DEPARTMENT OF AGRICULTURE Farm Service Agency Washington, DC 20250

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Noninsured Crop Disaster Assistance Program	
Automation for 2015 and Subsequent Years	
3-NAP	Amendment 12

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Approved by: Acting Deputy Administrator, Farm Programs

Amendment Transmittal

A Reasons for Amendment

Part 4 has been added to provide automation instructions for payments.

	Page Control Chart	
TC	Text	Exhibit
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1 Purpose

A Handbook Purpose

This handbook provides automation procedure to State and County Offices for administering NAP for 2015 and subsequent crop years.

B NAP Purpose and Eligibility

NAP is designed to reduce financial losses that occur when natural disasters cause a loss of production or prevented planting of an eligible crop. Coverage equivalent to CAT insurance at 50 percent of approved yield and 55 percent of the average market price is available for basic coverage. Additional coverage levels are available, **except** for crops intended for grazing, in amounts of **not** less than 50 percent to 65 percent of approved yield, in 5 percent increments, at 100 percent of the average market price. Statute limits NAP to crops and agricultural commodities for which crop insurance, **excluding** pilot policies or similar pilot plans of insurance, is **not** available. Statute provides that the term "eligible crop" includes commercial crops and agricultural commodities produced for food or fiber, **except** livestock, and the following:

- aquaculture, including ornamental fish
- biomass sorghum
- camelina
- industrial crops, including crops grown expressly to produce a feedstock for renewable biofuel, renewable electricity, or biobased products
- Christmas tree crops
- floricultural
- ornamental nursery
- sea grass and sea oats
- seed crops
- sweet sorghum
- turfgrass sod.

Note: See 1-NAP (Rev. 2), Exhibit 5 to determine crops covered by insurance using RMA web sites.

2 Authority, Related Handbooks, and Administration

A Sources of Authority

Authority for NAP is the Federal Agriculture Improvement and Reform Act of 1996 (Pub. L. 104-127), 7 U.S.C. 7333, as amended by the Agricultural Act of 2014 (Pub. L. 113-79). Regulations governing NAP are in **7 CFR Part 1437**.

B Related Handbooks

Handbooks related to NAP include the following:

- 1-APP for appeals
- 25-AS for records management
- 1-CM for signatures, powers of attorney, registers, name and address files, and handling controlled substance cases
- 9-CM for common payment reports
- 10-CM for farm, tract, and crop data
- 2-CP for acreage reports, acreage determinations, and spot checks
- 4-CP (Rev. 5) for tolerance and misrepresentation, scheme, or device
- 6-CP for conservation compliance
- 7-CP for the finality rule, misaction, and misinformation

2 Authority, Related Handbooks, and Administration (Continued)

B Related Handbooks (Continued)

- 1-FI for issuing payments
- 3-FI for depositing remittances
- 58-FI for refunds of overpayments, withholding payments, and setoffs
- 61-FI for prompt payment interest penalties
- 63-FI for assignments and joint payments
- 64-FI for NRRS
- 5-LP for measuring farm-stored production
- 1-NAP (Rev. 2) for NAP policy
- 2-NAP for LA's, crop appraisal, and loss claims
- 3-PL (Rev. 1) for web-based subsidiary files
- 5-PL for payment eligibility, payment limitation, and average AGI
- RMA manuals for loss adjustment and yield calculations that include, but are **not** limited to, the following:
 - crop insurance bulletins and handbook
 - loss adjustment manuals
 - individual crop handbooks.

2 Authority, Related Handbooks, and Administration (Continued)

C Administration

NAP is administered under the general supervision of the Executive Vice-President, CCC who also serves as Administrator, FSA. NAP will be carried out by STC's and COC's.

STC's, COC's, their representatives, and their employees, do **not** have authority to modify or waive any of the provisions of the regulations or this handbook.

STC **must** take any action **required** by the regulations or this handbook that COC has **not** taken. STC will also do both of the following:

- correct, or require COC to correct, any action taken by COC that is **not** according to the regulations or this handbook
- require COC to withhold taking any action that is **not** according to this handbook.

No provision or delegation to STC or COC precludes the Executive Vice-President, CCC, or a designee, from determining any question arising under NAP, or from reversing or modifying any determination made by STC or COC.

DAFP may authorize STC's and COC's to waive or modify deadlines, **except** statutory deadlines, in cases where lateness to file does **not** adversely affect NAP operations.

3-9 (Reserved)

10 Overview

A Introduction

NCT is a web-based application that was developed for NAP as a source of historical price and yield data for disaster programs.

NCT will capture and maintain crop data associated with NAP requirements as specified in the Agricultural Act of 2014.

For NAP purposes, NCT will be used to:

- recommend and approve crop data
- maintain a historical database for prices and yields
- lock and save approved data and make the data available for retrieval by NAP Application and/or Payment software.

The records will be validated against the crop codes and other data according to exhibits listed in 1-NAP (Rev. 2), paragraph 200, as applicable; 2-CP, Exhibit 10.5; FIPS codes; NAP pay groups; and the insurability file. National, State, and County Office personnel will have access to NCT to view, change, or add crop records.

B NCT Security

USDA eAuthentication security is enforced to ensure that a user can **only** update crop records for their respective State or county. Authority roles are defined as "County", "State", and "National" users in eAuthentication, and different levels of access will be granted according to the user's role.

Authorized users with a "County", "State", or "National" eAuthentication NCT role:

- must access NCT software using a valid LincPass or eAuthentication user ID and password through the FSA Intranet web site "FSA Applications" at http://fsaintranet.sc.egov.usda.gov/fsa/applications.asp
- will have the capability to access NCT to add and modify crop records **only** for the State or county for which they are authorized, and to view crop records for all States.

B NCT Security (Continued)

All other users with valid eAuthentication ID's will have the capability to view, but **not** modify, crop records for all States and counties.

If additional users are needed, the State or National Office shall:

- submit FSA-13-A through the State Security Liaison Representative
- request "EAS role":
 - "app.fsa.nct.cty" for County Office user access (paragraph 17)
 - "app.fsa.nct.state" for State Office user access (paragraph 18)
 - "app.fsa.nct.reset" for National Office users access (paragraph 19)

Note: All users with a valid eAuthentication account have "View-Only" access to NCT. Assignment of EAS roles are **only required** for users who are approved to modify records.

• ensure that all requests for "County" or "State" authority are verified by the State NAP specialist so that the appropriate NCT authorization role can be assigned to the user's eAuthentication ID.

If the State Office user has been granted authority to reset approval flags within their State, the State Office shall:

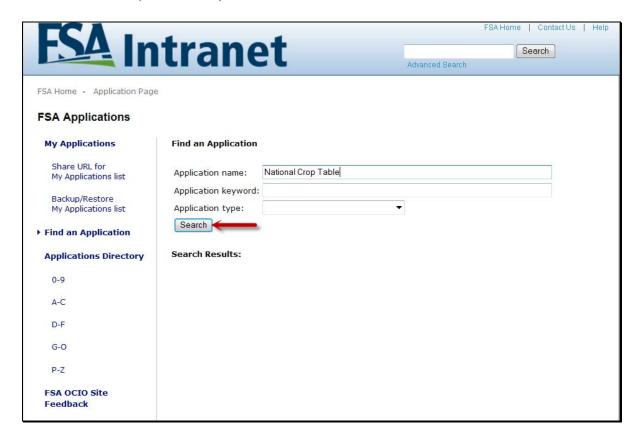
- submit FSA-13A through the National Office
- request "EAS role", "app.fsa.nct.state_reset".

C Accessing NCT Web Site

To access NCT, go to http://fsaintranet.sc.egov.usda.gov/fsa/applications.asp. Under "FSA Applications", CLICK "Find an Application". The following FSA Intranet Screen will be displayed. Under "Find an Application", in the "Application name" block, ENTER "National Crop Table" and CLICK "Search".

Note: NCT can also be accessed through http://fsaintranet.sc.egov.usda.gov/fsa/applications.asp, as follows:

- under "Applications Directory", CLICK "G-O"
- under "Applications Directory, from G to O", CLICK "NCT National Crop Table (2009 2015)".



C Accessing NCT Web Site (Continued)

The USDA eAuthentication Login Screen will be displayed. To login, do either of the following:

- CLICK "Click Here to Log In With Your LincPass (PIV)"
- enter user ID and password and CLICK "Login".

The following NCT - Main Menu, Welcome to the National Crop Table Program Screen will be displayed. From the "Program Year" drop-down list, select the program year and CLICK "NCT Login".



Note: When using NCT, **always** use the **NCT** screen's "**Back**" **option**. Using "" from the Internet Explorer tool bar or Navigator will cause **undetected errors**.

D Program Year - Main Menu

After selecting a program year according to subparagraph C, and entering eAuthentication information, the following Program Year - Main Menu will be displayed with available NCT menu options respective to the user's level of authorization.

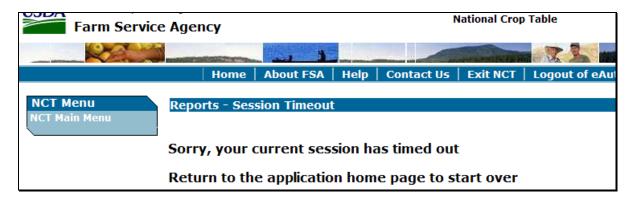


Note: Specific procedure for each menu option can be found in:

- paragraph 17 for County Office users
- paragraph 18 for State Office users
- paragraph 19 for National Office users.

E Sessions Timing Out

Inactivity will result in NCT software session timeout **before** users are notified. This eliminates open connections to the web site that could slow down the NCT software. Users will be notified of session timeout when users attempt to resume activity. The Reports - Session Timeout Screen will be displayed with the following message.



F NCT Record Data

NCT records will store and maintain crop data **required** for NAP. The NAP software will continue to pull data from NCT.

Each record in NCT will be comprised of a unique combination of State, county, crop, crop type, intended use, practice, planting period, graduated price, and crushing district.

Additional data will be entered and/or displayed for any unique record created, such as price and yield data, dates, factors, and approval flags.

*__

Unique NCT Record Additional NCT Record Data Elements Data Unit of Measure State Record Status Pounds per Unit of Measure Insurable Flag Factors: County NAP Indicator Prevented Planting Factor Crop NAP Pay Crop Unharvested Payment Crop Type NAP Pay Type Factor 72-Hour Notification Intended Use Transitional Organic Yield Factor Practice Price and Yield Data: Certified USDA Organic Planting 7 years of history available for entry Yield Factor Price and yield sources Period Dates: Override Flag Acreage Reporting Date Graduated Calculated price and yield values Application Closing Date Price Calculated price and yield sources Final Planting Date Crushing 3 Sets of prices for NAP: Normal Harvest Date Average Market Price (required District Grazing Record Data: for approval) Acres per Animal Unit Certified Organic Price (not Grazing Days required for approval) Approval Flags: Direct Market Price (not NAP County Approval required for approval) NAP State Approval 1 set of yields for NAP: NAP National Approval NAP County Expected Yield

__*

G Multiple Approval Flags

NCT will capture an approval flag at 3 different levels, based on the approving user's eAuthentication role, as follows:

- "NAP County Approval"
- "NAP State Approval"
- "NAP National Approval".

The approval flags are displayed in the NCT record with a "Yes" or "No" value, as follows.



State Offices are encouraged to use their County Offices to enter county yield data. The County Offices are more familiar with their regional yields, and allowing County Offices to enter county yield data will free up time for the State Office to enter all of the other crop data.

The "NAP County Approval" flag will serve as an indicator to the State Office that the county has successfully entered and approved the yields for their county. The State Office has the authority to modify County Office-entered yields, if necessary.

If a record is reset, the approval flag will be changed from "Yes" to "No".

Approval Flag Data			May Only
Element	Approves	Set By	Be Reset By
NAP County Approval	NAP yields.	County Office	State Office
NAP State Approval	All NAP data elements.	State Office	National Office and State Office users with reset authority.
NAP National Approval	All NAP data elements.	National Office	National Office

H Mandatory Crop Load for NAP

State Offices are **required** to approve NCT crop data for usage in NAP software. This data collection will greatly reduce the time it takes County Offices to enter the data and decrease typographical errors from manual entry into NAP software.

I Status Codes

Each NCT record contains a status code that defines the status of the data within the record, as follows.

Status		
Code	Description	Action Required
R	Record has rolled from previous	Update crop data for at least 1 of the 3 most
	year without any additional crop	recent years for NAP, as applicable.
	data entries for current year. See	
	subparagraphs 16 C and D.	
S	Record contains the required crop	Additional NAP data is required before
	data to be considered a NAP shell	setting the "NAP State Approval" flag to
	record. See subparagraph 16 B.	"Yes" for NAP in NCT. The record cannot
		be included on an Application for Coverage
		without approval.
{blank}	Active record contains NAP crop	If record is complete and accurate, the State
	data.	Office may set NAP approval flags.
I	Record is inactive and was	No action is required .
	dropped because of inactivity for	
	3 consecutive years.	
D	Record has been deleted.	No action is required .

11 NCT Pay Groupings

A Background

Each year the National Office updates a NAP "Pay Group" file that is used to validate whether crops added to NCT are approved for NAP. The NAP "Pay Group" file is year-specific. Crops added to NCT that do **not** match the NAP "Pay Group" file **cannot** be flagged "**Yes**" for approval.

Each NCT record will indicate the Pay Group by displaying the "NAP Pay Crop" and "NAP Pay Type", as follows.

NAP Pay Crop	NAP Pay Type
0047	001

To identify the crop definition for payment purposes, 3 variables are included in NCT for each crop. The following 3 variables are described in greater detail in this paragraph:

- crop
- crop type
- intended use.

B Pay Crop Code

The Pay Crop code is the code that identifies the crop for the specified crop, crop type, and/or intended use for payment purposes. The Pay Crop code for a crop may differ from the CVS Crop code as identified in CRM/Product Master (2-CP, paragraph 41 or 2-CP, Exhibit 10.5).

Example: CVS Crop code for lespedeza is "0273". For NAP payment purposes, lespedeza will be paid as grass. Grass has a Pay Crop code and CVS Crop code of "0102".

CVS Crop Code	Crop Description	Pay Crop Code
0102	Grass	0102
0273	Lespedeza	0102

11 NCT Pay Groupings (Continued)

C Payment Type Code

The Payment Type code is the code that identifies how the types and intended uses for a specified crop will be grouped.

Example: Peppers have a Pay Crop code of "0083". Some pepper types have a significantly different price from other pepper types, justifying that they be treated as a separate crop. Therefore, pepper types may have the same Pay Crop code, but different Payment Type codes.

Crop Code	Crop Description	Payment Crop Code	Crop Type Code	Crop Type Description	Payment Type Code
0083	Peppers	0083	ITA	Italian	001
			BAN	Banana	002
			HTC	Hot Cherry	003

D Planting Periods

Crops with multiple planting periods within the same crop year are identified as separate crops in the NAP "Pay Group" file. Crops with the same planting period will be grouped together, **unless** they have different Pay Crop and Payment Type codes.

Example: Lettuce has 3 planting periods during the same crop year. A separate NCT record is entered for **each** planting to ensure that the production from the different plantings will **not** be grouped together.

11 NCT Pay Groupings (Continued)

E NAP Indicator Code

Crops present in the applicable program year's NAP "Pay Group" file will be displayed in the NCT, "NAP Indicator" data element, as "Yes", as follows.



The NAP Indicator code:

- does **not** indicate if that crop or any of its associated data is considered eligible for NAP
- is set at the national level.

F Adding Crops to the NAP "Pay Group" File

Follow subparagraph:

- 1-NAP (Rev. 2), subparagraph 200 G to request a new crop to be added for consideration of NAP eligibility
- 18 B to add a new crop to the NAP "Pay Group" file.

An error message will be displayed, according to subparagraph 20 C, for any crop, crop type, and/or intended use added to NCT that is **not** included in CRM/Product Master (2-CP, paragraph 41 or 2-CP, Exhibit 10.5).

12 Insurability File Process

A Background

The insurability file is:

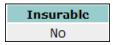
- a set of data used to update NCT with insurable prices for each State and crop
- built with the RMA insurable crop, RMA price, and an RMA and FSA data conversion table
- used in each year's existing NCT to update prices, when available, for insurable crops in a State.

B Insurable Code

The Insurable code is:

- a "Yes" or "No" flag that indicates if the NCT record is considered insurable in the county
- updated by KC, and is non-editable by National, State, or County Office users.

The NCT "Insurable" data element will be displayed as "No", as follows, within each record until insurance data is updated for that year's NCT using the "Insurability" code.



The following FSA NCT data elements are used in the insurability file query:

- "State" code
- "County" code
- "Crop" code
- crop type abbreviation
- "Practice" code
- "Intended Use" code
- "Graduated Price" code.

12 Insurability File Process (Continued)

B Insurable Code (Continued)

If the insurable prices differ within a State for the same crop, crop type, and intended use combination, the NCT software will average the prices to produce a Statewide price. This NCT software update **must** be performed, because the insurable price **must** be the same within a State by crop, crop type, and intended use.

After the insurance data NCT software update occurs, the "Insurable" data element will display either of the following:

- "Yes", if the crop is insurable in the county
- "No", if the crop is **not** insurable in the county.

In addition, after the insurance data NCT software update occurs, the displayed calculated price is considered the RMA price, and the price source will then be displayed as follows:

• "Insured", if the crop, crop type, and intended use is insurable in that County

Price	NAP Market	NAP Price
Override	Price	Source
No	47.7500	Insured

• "State-Insured", if the crop, crop type, and intended use are insurable in 1 or more counties, other than that county in the State.

Price	NAP Market	NAP Price	
Override Price		Source	
No	47.7500	State Insured	

Important: State and County Offices shall monitor crops covered by insurance and their prices. See 1-NAP (Rev. 2), Exhibit 5 to determine crops covered by insurance using RMA web sites.

A Background

Historic price and yield data is used to calculate average prices and yields in NCT. Beginning with 2015 NCT, additional years and historic price data will be available for entry and approval.

For 2015 and subsequent years, historic data **must** be entered in at least 1 of the most recent 3 crop data years **before** approving the crop record. Beginning with the 2015 NCT, historical data will be available for entry for up to 7 years preceding the current year's NCT; however, **only** the most recent 5 years of historical data will be used to calculate the average prices and yields. Direct market and organic price history will be available for entry, in addition to the average market prices, but are **not required** to be entered for record approval.

B Example of 2015 NCT Record Availability

Historic years available for entry in the 2015 NCT are 2008, 2009, 2010, 2011, 2012, 2013, and 2014. At least 1 year **must** be entered in 2012, 2013, or 2014. If historic data is entered in 2008, 2009, 2010, 2011, 2012, 2013, and 2014, **only** data entered from 2010, 2011, 2012, 2013, and 2014 will be used to calculate the average price or yield.

The following data is acceptable for 2015 record because at least 1 year, 2012 through 2014, has been entered.

Yield			Average Market Price		
Year	Yield	Source	Year	Price	Price Source
2008			2008		
2009			2009		
2010			2010		
2011			2011		
2012	150.00	NASS V	2012	23.0000	Other Rel. Src
2013			2013		
2014			2014		
Override	Override Yield	Yield Override Source	Price Override	Override Price	Price Override Source
No	150.00	Calculated	No	23.0000	Calculated

13 Historic Price and Yield Data (Continued)

B Example of 2015 NCT Records (Continued)

The following is an example of data unacceptable for record approval because 1 of the most recent 3 years was **not** populated with historic data.

Yield			Average Market Price		
Year	Yield	Source	Year	Price	Price Source
2008	149	NASS	2008	25	Local Markets
2009	145	Other Rel. Srcs	2009	22	Other Rel. Srcs
2010	155	NASS 🗶	2010	23	NASS 🗶
2011	142	NASS	2011	24	Local Markets
2012			2012		
2013			2013		
2014			2014		
Override	Override Yield	Yield Override Source	Price Override	Override Price	Price Override Source
No			No	0	

C Consecutive Historical Year Requirement

Historical years entered **must** be consecutive for the record to be approved. Data entered for historical prices and yields **cannot** skip years. However, noncontiguous historical data may be entered and saved at any time, or in any order (and have missing years), during record entry. The contiguous year requirement **must** be met **before** records can be approved.

Example: For crop year 2015, the user enters historical data for year 2008. Data **must** also be entered in crop years 2009, 2010, 2011, and 2012 for the record to be approved, because at least 1 year, 2012 through 2014, has been entered and the data is consecutive.

Yield			Average Market Price		
Year	Yield	Source	Year	Price	Price Source
2008	149	NASS	2008	25	Local Markets
2009	145	Other Rel. Srcs	2009	22	Other Rel. Srcs
2010	155	NASS	2010	23	NASS
2011	142	NASS	2011	24	Local Markets
2012	147	NASS	2012	24	NASS
2013			2013		
2014			2014		
Override	Override Yield	Yield Override Source	Price Override	Override Price	Price Override Source
No	147.00	Calculated	No	23.6667	Calculated

13 Historic Price and Yield Data (Continued)

C Consecutive Historical Year Requirement (Continued)

Historical price and yield data may span different sets of years for each set of historical data.

Example 1: The user may enter and approve historical data for average market prices for 2008 through 2012, organic prices for 2009 through 2013, and direct market price for 2010 through 2012. The user may also enter years of history for yields that differ from years of history for prices.

Yield			Average Market Price		
Year	Yield	Source	Year	Price	Price Source
2008			2008	25	Local Markets
2009	145	Other Rel. Srcs	2009	22	Other Rel. Srcs
2010	155	NASS	2010	23	NASS
2011	142	NASS	2011	24	Local Markets
2012	147	NASS	2012	24	NASS
2013	144	NASS	2013		
2014			2014		
Override	Override Yield	Yield Override Source	Price Override	Override Price	Price Override Source
No	145.33	Calculated	No	23.6667	Calculated
Certified Yiel	ld	ansitional Organic Yield			
Organic Market Price			Direct Market Price		
Year	Price	Price Source	Year	Price	Price Source
2008			2008		
2009	30	COC Knowledge	2009		
2010	28	COC Knowledge	2010	31	Local Markets
2011	31	Local Markets	2011	35	COC Knowledge
2012	32	COC Knowledge	2012	32	COC Knowledge
2013	30	Local Markets	2013		
2014			2014		
Price Override	Override Price	Price Override Source	Price Override	Override Price	Price Override Source
No	30.3333	Calculated	No	32.6667	Calculated

13 Historic Price and Yield Data (Continued)

C Consecutive Historical Year Requirement (Continued)

Example 2: The user may **not** enter historical years that are nonconsecutive.

Yield			Average Market Price		
Year	Yield	Source	Year	Price	Price Source
2008			2008	25.0000	Local Markets
2009	145.00	Other Rel. Srcs	2009	22.0000	Other Rel. Srcs
2010			2010	23.0000	NASS
2011	142.00	NASS	2011		
2012	147.00	NASS	2012	24.0000	NASS
2013	144.00	NASS	2013		
2014		X	2014		X
Override	Override Yield	Yield Override Source	Price Override	Override Price	Price Override Source
No			No	0	
Certified Organic Yield Organic Market Price			Direct Marke	at Drice	
Year	Price		Year	Price Price Source	
2008	11100	Titte boarce	2008	11100	T HEC OOUTEC
2009	30.000	00 COC Knowledge	2009		
2010	28.000	00 COC Knowledge	2010	31.0000	Local Markets
2011			2011		
2012	32.000	00 COC Knowledge	2012		
2013		Y	2013		
2014	34	COC Knowledge	2014		X
Price Override	Overrice Price		Price Override	Override Price	Price Override Source
No	0		No	0	

14 Forage and Grazing Crops

A Forage Crops

When a producer intends a crop to be mechanically harvested, but the actual use of the crop acreage is completely grazed, the loss calculation for the acreage grazed will be determined using AUD's, **unless** an appraisal is used according to 1-NAP (Rev. 2), subparagraph 802 F. To ensure that records are available for the proper forage calculation on the Application for Payment, NCT **requires** a grazing record to be entered with NAP data **before** a forage crop intended for forage, and some forage crops intended for seed, can be entered with NAP data. Even though some crops, such as alfalfa, may **not** normally be grazed, even in a drought year, State Offices are **required** to establish the acres per animal unit for the crop.

Forage crop grazing records **must** be established for each practice; that is, irrigated or nonirrigated.

Example: If there is an irrigated forage record, there **must** be an irrigated grazing record.

Notes: A grazing record will **only** be **required** for small grains if the intended use is forage. Intended uses of seed and grain for small grains do **not** require a grazing record to be entered.

For alfalfa mix, a grazing record with all **required** NAP data **must** exist **before** entering a record for seed and forage intended uses.

B Warm and Cool Season Forage Designations

States that establish warm and cool season grasses can enter a grazing record for planting period "02" for warm season grasses into NCT that will match the mechanically harvested forage record for planting period "01". The NAP Payment software will process a mechanically harvested forage crop, planting period "01", as long as there is a grazing record, regardless of the planting period (could be "01" or "02").

15 Units of Measure in NCT

A Updating Units of Measure

Units of measure **must** be the same within a State for the crop, crop type, and intended use. If the unit of measure is in barrels, boxes, bunches, bushels, cartons, containers, crates, or lugs, the State Office user **must** update the pounds per unit of measure when first adding the unit of measure to a crop in NCT.

Users **must** enter the number of pounds for the applicable crop code and crop abbreviation, crop type, intended use, and unit of measure. Only 1 unit of measure can be updated for a crop, crop type, and intended use. If users attempt to enter a second unit of measure for the same crop, crop type, and intended use, the previous unit of measure will be overwritten.

Note: If the unit of measure is "bunches", zeroes will be accepted for pounds per unit of measure for the crop. Zeroes will **not** be accepted for pounds per unit of measure for crops with the unit of measure other than "bunches".

Users can update the unit of measure when adding a new record or modifying a record. See subparagraph 18:

- B for entering unit of measure when adding a new record
- D for updating the unit of measure by modifying the record.

B Units of Measure Report

From the Program Year - Main Menu, if users click "**Reports**", the Program Year - Reports - Report Selection Screen will be displayed. State and County Offices can CLICK "**Unit of Measure Report**", as displayed in subparagraph 22 F, to view pounds per unit of measure individually, for a crop, crop type, and intended use.

16 Rollover Process

A Background

NCT was developed to maintain a current database of prices and yields that could be used by all programs. For the National or State Office to review and approve NAP crop data, State and County Offices were requested to enter historical price and yield information in NCT. Any NCT historical data will be rolled over to the subsequent crop year to:

- allow State and County Offices access to NCT
- timely process NAP payments.

Loading historical price and yield information will enable offices to do either of the following:

- update the most recent crop year for the historical database
- enter up to 7 years of crop data for crops with no historical records.

B Shell Records

A rollover of all NCT records is performed, **regardless** of the approval flag, including shell records. Shell records are unapproved NCT records that do **not** include complete data. The status code for shell records is "S".

State and County Offices **must** update NCT crop records by entering **all** other valid data **before** setting the "NAP State Approval" flag.

State Offices may add a shell record to NCT according to subparagraph 18 C. However, an Application for Coverage **cannot** be entered in the NAP software until the:

- record is approved in NCT
- crop is included on the pay grouping table.

B Shell Records (Continued)

The following NCT data from the current crop year data is rolled to the subsequent crop year data for shell records. The status code for a rolled record is "R".

Crop Year Data			
Acreage Reporting Date	Graduated Price Code		
Application Closing Date	Intended Use		
County and County Code	Normal Harvest Date		
Crop Name and Code	Planting Period		
Crop Type	Practice Code		
Final Planting Date			

C Rollover

All current crop year data is rolled to the subsequent crop year NCT, **regardless** of an approval flag, to expedite the NCT process. The following crop data will be included in the annual NCT rollover with the option to change the following:

- acreage reporting date
- acres per animal unit
- application closing date
- final planting date
- grazing days
- graduated price code
- historical yield and price data

- normal harvest date
- planting period
- practice code
- prevented factor
- unharvested factor
- unit of measure.

Notes: If a record is added or modified to the current year **after** records have already rolled over to the subsequent year's NCT, the record **must** be modified or added to **both** *--crop years' NCT's, **except** for historical prices and yields.

Examples:

The State Office modifies the unit of measure for a record in the 2014 NCT after rollover had occurred for the 2015 NCT. If the change in unit of measure also applies to the 2015 NCT, the State Office **must** also modify the unit of measure in the 2015 NCT.

The State Office modifies the 2012 historical price for a "Fresh Common Apples" record in the 2015 NCT on April 22, 2016. The 2015 NCT rollover to the 2016 NCT occurred on January 21, 2016. Because rollover to the 2016 NCT had already occurred, the modification to the 2012 historical price is automatically pushed from the 2015 NCT to the 2016 NCT, assuming the corresponding record in the 2016 NCT was **not** approved.--*

Previously approved records must be reset in order to be updated.

D Historical Data Rollover

For 2015 NCT, price and yield crop data for 2008 through 2014 will be displayed when viewing the record. Historical data from the 2014 NCT will have rolled over to the 2015 NCT and any data entered in 2008 will be **retained**. The dropping of the earliest year and addition of the most recent year in historical data will resume beginning with rollover to the 2016 NCT.

If historic data was entered in any previous year's NCT after rollover has occurred for any subsequent year's NCT, the data for all subsequent year's NCT is also **required** to be entered.

Example: Historic data has been entered in the 2013 year of history in the 2014 NCT. Rollover has already occurred from 2014 to 2015 NCT; therefore, historic price and yield data **must** be entered in both the 2014 and 2015 NCT for the 2013 year of history.

E Acres Per AUD

With the exception of the AUD value and year, NCT rollover process will consist of all data previously established by STC. The NCT rollover process will update the AUD value.

Note: The:

- 2009 AUD value is \$.7034
- 2010 AUD value is \$.8415
- 2011 AUD value is \$1.0095
- 2012 AUD value is \$1.1053
- 2013 AUD value is \$1.2560
- 2014 AUD value is \$1.4130
- 2015 AUD value is \$1.4130
- 2016 AUD value is \$1.4130
- •*--2017 AUD value is \$1.4130.--*

17 County Office NCT Process

A County Office Action

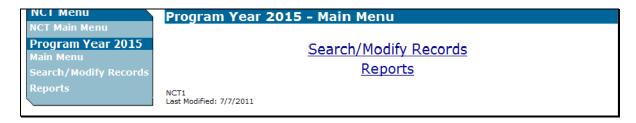
If the County Office is authorized to enter crop data, the County Office shall:

- access NCT according to paragraph 10
- modify records that were either rolled over from the previous year NCT or added as shell records by the State Office
- review the crop record
- CLICK "Search/Modify Records" according to subparagraphs B and C to:
 - view records for any State or county
 - update historic yield data for a crop record previously entered by the State Office
 - set the "NAP Approval", "County" flag to "Yes"
- e-mail the State Office indicating that the "NAP County Approval" flag has been set and the crop records are ready for State Office review and approval
- when approved by the State Office, print approved crop data according to paragraph 22 D and maintain an Approved Crop Records Report for the County Office.

Note: Maintain a copy of **all** supporting documentation for the crop.

B Viewing a Crop Record

Users can view a crop record in NCT for any State or county in the nation. On the Program Year - Main Menu, CLICK "Search/Modify Records".



B Viewing a Crop Record (Continued)

After users click "Search/Modify Records", the following Program Year - Search Records - Search Page will be displayed. The "State" and "County" drop-down lists will default to the user's home State and county. Users may change these to view records in any State or county.

Users can query data for a specific record (crop, crop type, intended use, practice, planting period, etc.) or numerous records (county, crop) depending on the data entered on the Program Year - Search Records - Search Page. The following example shows data queried by State, county, and crop **only**.

Note: In addition to location and crop criteria, users can search by NAP Pay Crop and Pay Type, and the NAP approval statuses at the county, State, or National level. Detailed queries will enable the user to find the specific records needed.

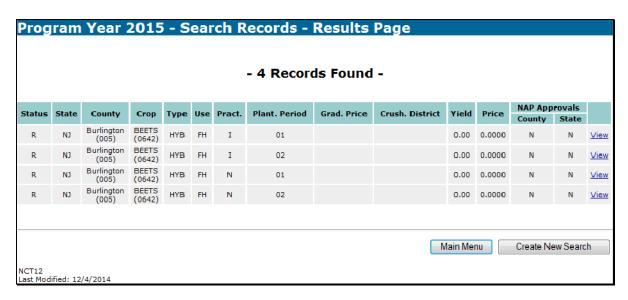
NCT Menu	Program Year 2015 - Search Records - Search Page				
NCT Main Menu					
Program Year 2015 Main Menu	State:	New Jersey ▼			
Search/Modify Records	County:	Burlington (005) ▼			
Reports	Crop:	BEETS (0642) ▼			
	Crop Type:	▼			
	Intended Use:	•			
	Practice:	▼			
	Planting Period:	▼			
	Graduated Price:	▼			
	Crushing District:	▼			
	NAP Pay Crop:				
	NAP Pay Type:				
	NAP Approved:				
	NAP Approval Level:				
	ти търгия				
		Search Clear Main Menu			
	NCT13 Last Modified: 7/7/2011	•			

B Viewing a Crop Record (Continued)

After applicable data is entered and users click "Search", the following Program Year - Search Records - Results Page will be displayed with all records matching the entered search criteria. Users may click "View" link next to any record to view the full details about the record.

Click either of the following:

- "Main Menu", the Program Year Main Menu will be displayed
- "Create New Search", the Program Year Search Records Search Page will be displayed.



B Viewing a Crop Record (Continued)

On the Program Year - Search Records - Results Page, if users click "View" link next to 1 of the records, the Program Year - View Record - Summary Page will be displayed with all information about the selected crop record. CLICK "Back" to return to the Program Year - Search Records - Results Page to view another record.



C Modifying County Office Data

County Office users with authorization to modify data in their home county will **only** be permitted to modify historical yield data for their county. Other data, such as price data, **must** be modified by a user with State or National Office level authorization.

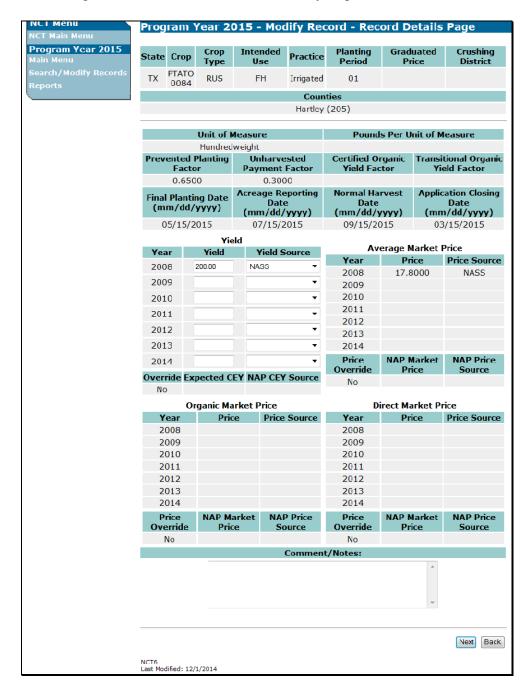
On the Program Year - View Record - Summary Page, authorized users can modify a crop record previously entered by clicking "**Modify Record**". Follow subparagraph B to search for records to be modified.

Note: The "**Modify Record**" and "**Approve for NAP**" buttons will **only** be displayed on the Program Year - View Record - Summary Page if the record being viewed is in the user's home county **and** the user has authorization to modify data.



C Modifying County Office Data (Continued)

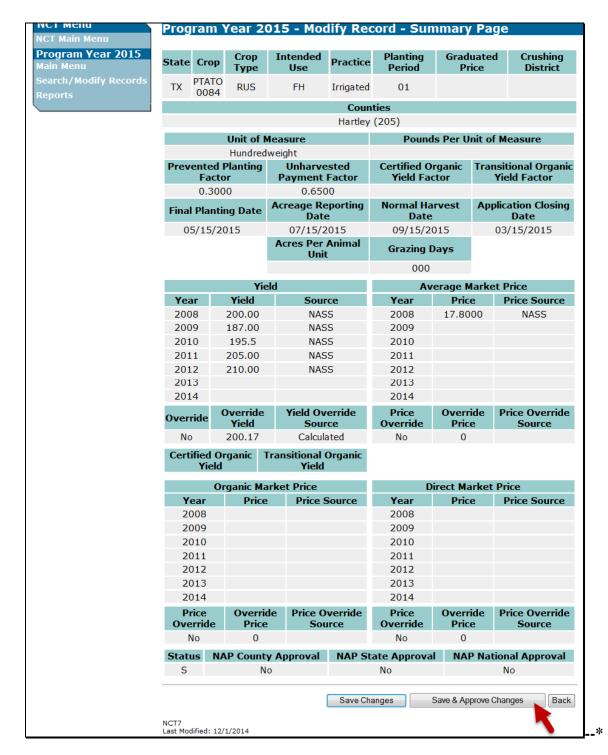
From the Program Year - View Record - Summary Page, if users click "Modify Record", the following Program Year - Modify Record - Record Details Page will be displayed to allow users to modify historical yield data. Users shall input NAP historical yields and yield sources, as displayed on the following screen (see subparagraph 16 D for requirements for inputting historical data). After available historical yield information has been entered, CLICK "Next" to retain the modifications or "Back" to cancel the modifications and return to the Program Year - View Record - Summary Page.



C Modifying County Office Data (Continued)

On the Program Year - Modify Record - Record Details Page, if users click "Next", the following Program Year - Modify Record - Summary Page will be displayed and users shall review the proposed modifications. If proposed modifications are correct, click "Save

*--Changes" or "Save & Approve Changes". If modifications are incorrect, CLICK "Back" and fix the errors.

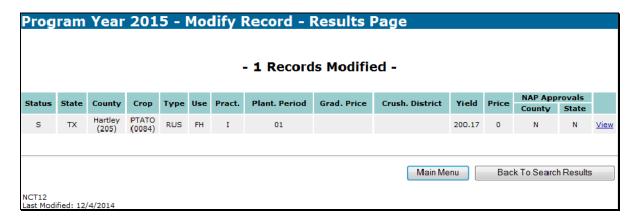


C Modifying County Office Data (Continued)

On the Program Year - Modify Record - Summary Page, if users click "Save Changes", the following Program Year - Modify Record - Results Page will be displayed with a brief summary of the record that was just modified.

Click either of the following:

- "Main Menu", the Program Year Main Menu will be displayed
- "Back to Search Results", the Program Year Search Records Results Page will be displayed to create a new search for records to view and modify.



D Setting "NAP County Approval" Flags

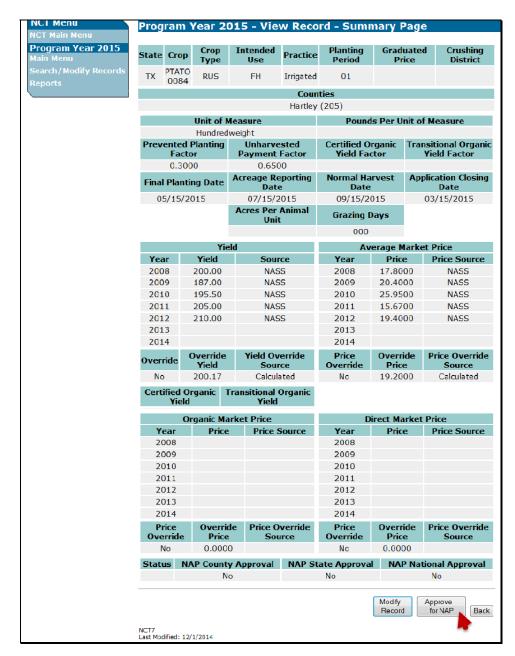
Users can set the "NAP County Approval" flag to let the State Office know that historic yields have been modified at the county level. Setting the "NAP County Approval" flag is **not required**, but is recommended if the County Office participates in updating historic yield data in NCT. The "NAP County Approval" flag serves as an indicator to the State Office that the County Office has entered and approved the correct yields for that county.

D Setting "County Approval" Flags (Continued)

Users shall follow the instructions in subparagraph B to search for records. On the Program Year - Search Records - Results Page, when users click "View" link next to a record, the following Program Year - View Record - Summary Page will be displayed.

Note: "Approve for NAP" button will only be displayed on the Program Year - View Record - Summary Page if the record being viewed is in the user's home county and the user has authorization to modify and approve data.

The record **must** have a complete price entered for the average market price by the State Office for the record to be approved.



D Setting "County Approval" Flags (Continued)

Users shall review the information on the Program Year - View Record - Summary Page, and if correct, CLICK "Approve for NAP". The following Program Year - Approve Record - Confirmation Screen will be displayed.

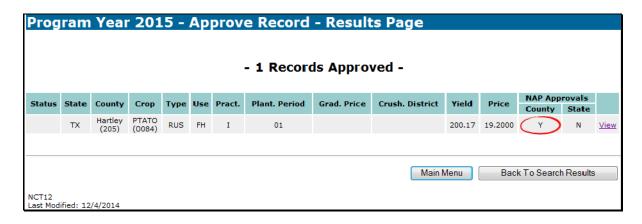
Click either of the following:

- "Confirm", to proceed with setting the approval flag and the Program Year Approve Record Results Page will be displayed
- "Back", to return to the Program Year View Record Summary Page and **not** approve the record.



If users click "Confirm", then the following Program Year - Approve Record - Results Page will be displayed with a brief summary of the record that was just approved at the county level.

CLICK "Main Menu" and the Program Year - Main Menu will be displayed.



18 State Office NCT Process

A State Office Action

County Offices are **not** authorized to add new records to NCT; therefore, any record in NCT **must** be:

- added by the State Office or rolled from the previous year NCT
- present in the current year NCT.

NCT data used for NAP applications or payments **must** first be approved as "**Yes**" by the State Office. For a record to be approved, State Offices have the option of either of the following:

- entering all crop data, including yield data, at the State Office level
- allowing County Offices to have the authority to enter yield data, and then entering the remaining crop data at the State Office level.

The State Office action for updating records will vary depending on how and where the crop data is entered.

IF the crop record	THEN to enter or find the record, on the Program Year - Main Menu, CLICK
is entered at the State level	"Add New Record(s)".
was rolled from the previous year's NCT	"Search/Modify Records".

Note: "Status" code, "R" indicates all records that rolled from the previous year NCT.

18 State Office NCT Process

A State Office Action (Continued)

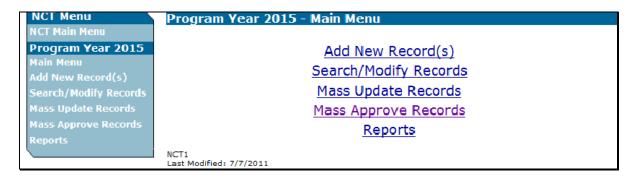
To process a crop record on NCT, State Office users shall:

- access NCT according to paragraph 10
- update the unit of measure according to paragraph 15
- if adding a new record, CLICK "Add New Record(s)" according to subparagraph B:
 - enter all applicable data for the crop according to subparagraph 20 A
 - review the crop record
 - correct any error messages according to subparagraph 20 C
- request the National Office, or designated State Office employee with proper authorization, to reset "NAP Approval", "State" flags to "N" to allow States to correct all State Office mistakes
- if the record is previously entered, CLICK:
 - "Search/Modify Records", according to subparagraphs D, E, and F to:
 - view crop records for any State
 - modify crop records for the user's authorized State
 - update crop data to calculate prices and yields
 - set the "NAP Approval", "State" flags to "Y" for an individual record
 - "Mass Update Records", according to subparagraph G, to update crop information for selected counties
 - "Mass Approve Records", according to subparagraph H, to approve selected records
- review and print reports, as necessary.

Note: Maintain a copy of **all** supporting documentation for the crop.

B Adding a New Record

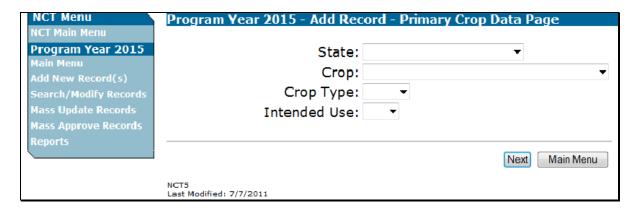
If State Offices are adding a new record to NCT for the first time, on the Program Year - Main Menu, CLICK "Add New Record(s)".



B Adding a New Record (Continued)

After users click "Add New Record(s)", the following Program Year - Add Record - Primary Crop Data Page will be displayed. Enter all applicable data for the crop, including the State, crop, crop type, and intended use, according to subparagraph 20 A, and CLICK "Next". Users will have the option to enter crop data for a single county, multiple counties, or all counties.

Note: On the Program Year - Add Record - Primary Crop Data Page, the **only** States available in the "State" drop-down list will be the States for which users are authorized to modify or add crop data.

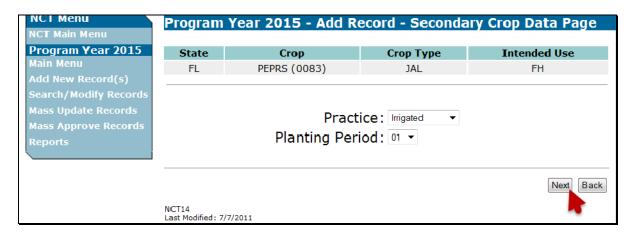


In the following example, a new record is being added for fresh jalapeno peppers in Florida.

NCT Menu	Program Year 2015 - Add Record - Primary Crop Data Page	
NCT Main Menu		
Program Year 2015	State: Florida ▼	
Main Menu		_
Add New Record(s)	Crop: PEPPERS (0083)	▼
Search/Modify Records	Crop Type: JAL ▼	
Mass Update Records	Intended Use: FH ▼	
Mass Approve Records		
Reports		
	Next Main Menu	1
	NCT5 Last Modified: 7/7/2011	

B Adding a New Record (Continued)

After the Primary Crop Data is entered and users CLICK "Next", the following Program Year - Add Record - Secondary Crop Data Page will be displayed. Users shall select the practice and planting period from the drop-down lists and CLICK "Next".



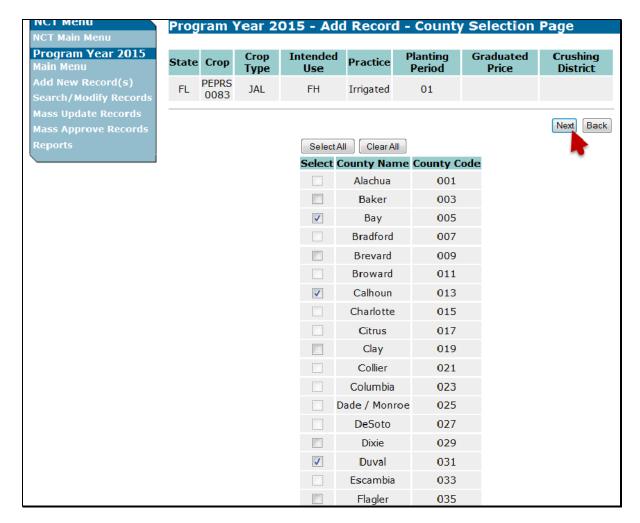
B Adding a New Record (Continued)

After the secondary crop data is entered and users click "Next", the following Program Year - Add Record - County Selection Page will be displayed. Users shall select the counties for which the crop record will be checking (✓) next to the applicable counties. Clicking:

- "Select All" will display a check (✓) next to all available counties
- "Clear All" will clear all checks (✓) from all selected counties.

CLICK "Next" after all desired counties have been selected. In this example, the fresh, irrigated, planting period 01, jalapeno peppers will be added to Bay, Calhoun, and Duval counties.

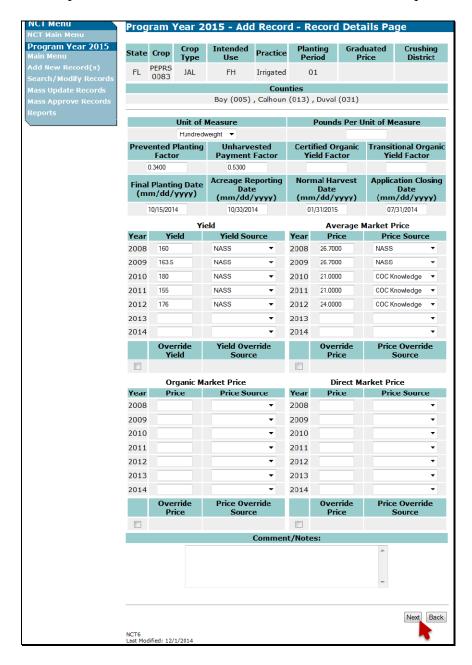
Note: If the crop record already exists in a county, the "**Select**" box next to the county will be gray and **cannot** be selected.



B Adding a New Record (Continued)

After users select the counties and click "Next", the following Program Year - Add Record - Record Details Page will be displayed. Users shall input all missing data that is available at the time to the Program Year - Add Record - Record Details Page. See subparagraph C for minimum requirements for entering a shell record.

Note: If a record for the crop, crop type, intended use, practice, and planting period already exists in the State in 1 or more counties, the previously established crop data (such as planting factors and historical price data) will be included in the newly added records. If no other records exist for this crop, crop type, intended use, practice, and planting period in the State, all data fields will be blank and require user input.



B Adding a New Record (Continued)

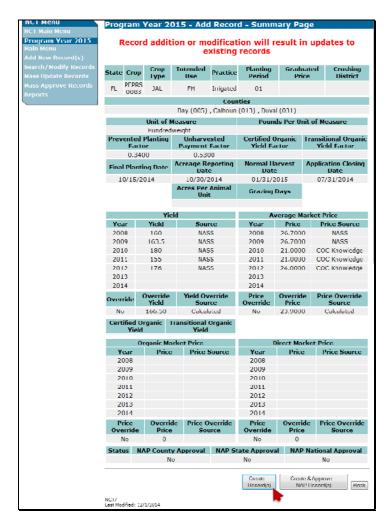
After users click "Next", the following Program Year - Add Record - Summary Page will be displayed. User shall review all the crop record data and click 1 of the following:

• "Create Record(s)", if all information is correct

Note: Clicking "Create Record(s)" will cause a shell record to be downloaded.

- "Create & Approve Record(s)" (subparagraph F)
- "Back", if information is incorrect, to return to the Program Year Add Record Record Details Page to edit the previous inputs and click "Next" to return the Program Year Add Record Summary Page.

Note: If records already exist for 1 or more counties in the State with the same crop, crop type, and intended use, and users have updated payment factors or historical price data, the message will be displayed, "Record addition or modification will result in updates to the existing records".



B Adding a New Record (Continued)

After users click "Create Record(s)", the following Program Year - Add Record - Results Page will be displayed. All records added as new will be displayed. If:

- previously existing records were affected, updated records will be displayed
- there were any errors that resulted in the records **not** being added, the information will be displayed.



C Adding a Shell Record

Shell records are partial records entered into NCT with just enough information to allow a record to be saved in the NCT software without requiring a State approval.

Note: Beginning with the 2015 NCT, records **must** be approved **before** an Application for Coverage can be taken. The Application for Coverage will no longer recognize shell records from NCT.

To add a shell record, on the Program Year - Main Menu, CLICK "Add New Record(s)" and enter the applicable information (subparagraph B).

Note: Adding a shell record is **not** a separate menu option. The added record will be either a shell record or a complete record, depending on what and how much data is entered.

The following fields are **required** for entering a shell record:

- State
- county
- crop
- crop type *
- intended use *
- graduated price *

- practice *
- planting period
- final planting date *
- acreage reporting date
- normal harvest date
- application closing date.

Note: The asterisked (*) items may be blank for some crops.

The following NAP data fields may be left blank when entering a shell record, but will be **required** before approving for NAP, if applicable for the particular crop:

- unit of measure
- pounds per unit of measure
- prevented planting factor
- unharvested factor
- acres per animal unit

- grazing days
- NAP historical yields and sources
- NAP historical prices and sources
- NAP override yield and source
- NAP override price and source.

C Adding a Shell Record (Continued)

Data initially entered as a shell record can be modified and updated at a later time to create the complete record, according to subparagraph D. In the "Status" column:

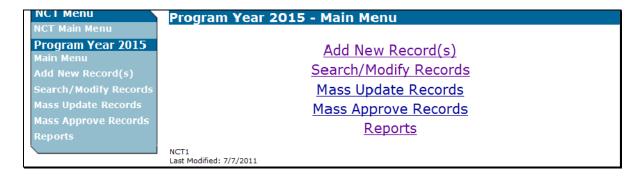
- "S" indicates a shell record
- no code (blank) indicates a full/complete record.

D Modifying a Record

Users can modify an unapproved crop record, for a variety of reasons. On the Program Year - Main Menu, CLICK "**Search/Modify Records**".

Users need to modify or update records for the following reasons:

- add additional data or update a record rolled from the previous year NCT (indicated with an "R" in "Status" column)
- add additional data or update a record previously entered in the same crop year as a shell record (indicated with an "S" in "Status" column)
- edit incorrect data in an existing complete record (indicated with no (blank) entry in "Status" column) that has **not** been approved.

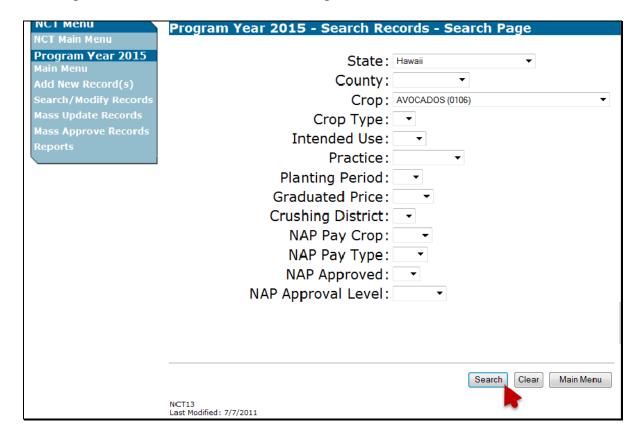


D Modifying a Record (Continued)

The "State" drop-down list will default to the authorized user's home State or, if the user is associated with multiple States, will default to the first State to which the user is alphabetically linked. Users shall select other applicable criteria and CLICK "Search".

Users can query data for a specific record (crop, crop type, practice, intended use, planting period, etc.) or numerous records (county, crop) depending on the data entered on the following Program Year - Search Records - Search Page. The following example shows specific data queried by State, crop, crop type, and intended use.

Note: In addition to location and crop criteria, users can search by NAP Pay Crop and Pay Type, and NAP approval statuses at the county, State, or national level. Detailed queries will enable the user to find the specific records needed.

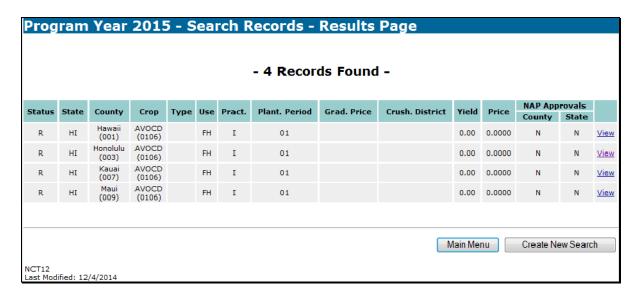


D Modifying a Record (Continued)

After applicable data is entered and users click "Search", the following Program Year - Search Records - Results Page will be displayed with all records matching the entered search criteria. Users may click "View" link next to any record to view the full details about the record.

Click either of the following:

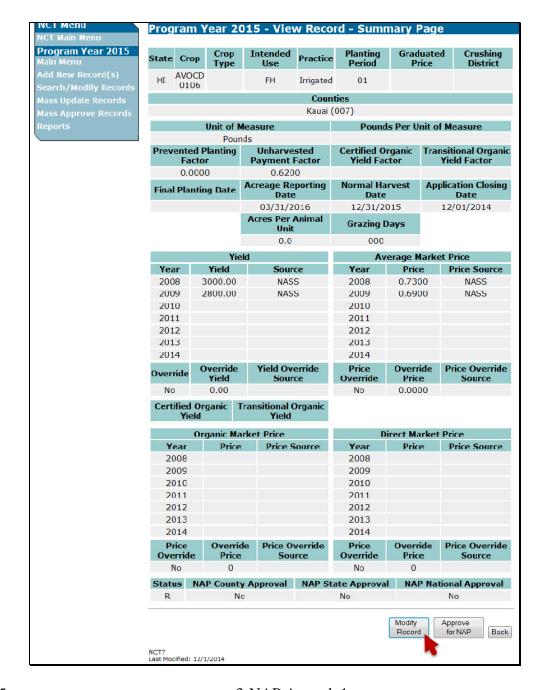
- "Main Menu", the Program Year Main Menu will be displayed
- "Create New Search", the Program Year Search Records Search Page will be displayed.



D Modifying a Record (Continued)

After users click "View" link next to 1 of the records on the Program Year - Search Records - Results Page, the following Program Year - View Record - Summary Page will be displayed to allow users to view all details about the record. To modify data, CLICK "Modify Record". See subparagraph F for "Approve for NAP" function.

Note: After the "NAP State Approval" flag has been set for program data, the State Office **must** contact the National Office to reset the "NAP State Approval" flag, if the record requires modification, **unless** the State has a user with approval reset authority for records within their State.



D Modifying a Record (Continued)

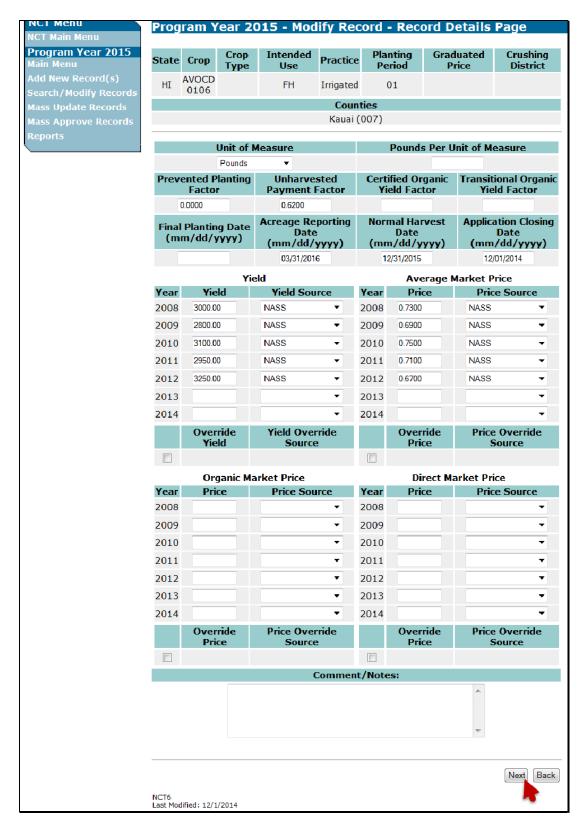
After users click "**Modify Record**", the Program Year - Modify Record - Record Details Page will be displayed. Users may modify any of the fields available for edit.

Notes: Before the record can be **approved**, historical price and yield data for at least 1 year through the most recent 3 years of crop data year are **required**; however, the record can be created, maintained, and/or saved without the data. Historical price data is **only required** to be entered for the average market price for the record to be approved. Organic and direct market prices are **not required** to be entered for record approval.

Any changes made to unit of measure, payment factors, and historical prices and sources will replicate to **all** other records in the State with the same crop, crop type, and intended use.

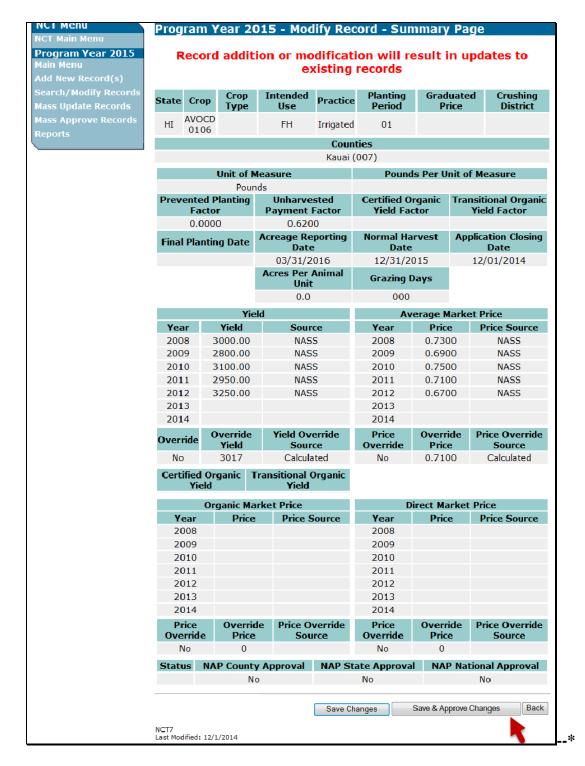
D Modifying a Record (Continued)

Users shall make updates/modifications and CLICK "Next".



D Modifying a Record (Continued)

After users click "Next", the Program Year - Modify Record - Summary Page will be displayed. Users shall review the proposed modifications, and if modifications are correct, *--click "Save Changes" or "Save & Approve Changes". If the modifications are incorrect, CLICK "Back" and fix the errors.

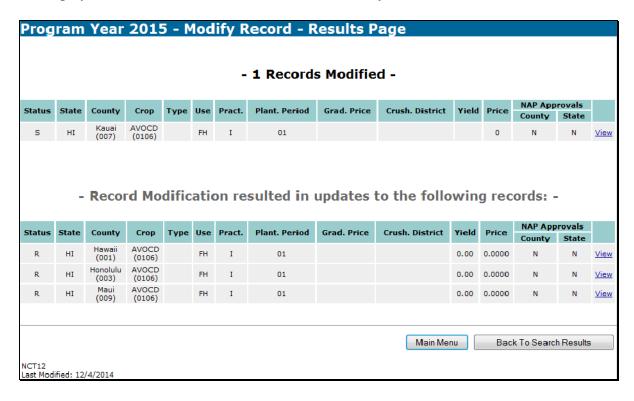


D Modifying a Record (Continued)

After users click "Save Changes", the Program Year - Modify Record - Results Page will be displayed with a brief summary of the record that was just modified. If the modifications were replicated to other records within the State, a brief summary of the records will be displayed.

Click either of the following:

- "Main Menu", the Program Year Main Menu will be displayed
- "Back to Search Results", the Program Year Search Records Results Page will be displayed to select another record to view and modify.



E Viewing a Record for Another State

All eAuthentication users have authority to view records for any State or county in the nation. Users shall follow steps in subparagraph D to search for records and select the record for viewing.

Note: "Modify Record" and "Approve for NAP" buttons will not be available if users are viewing records outside their State. Only the "Back" button will be available if users are viewing records outside their State.

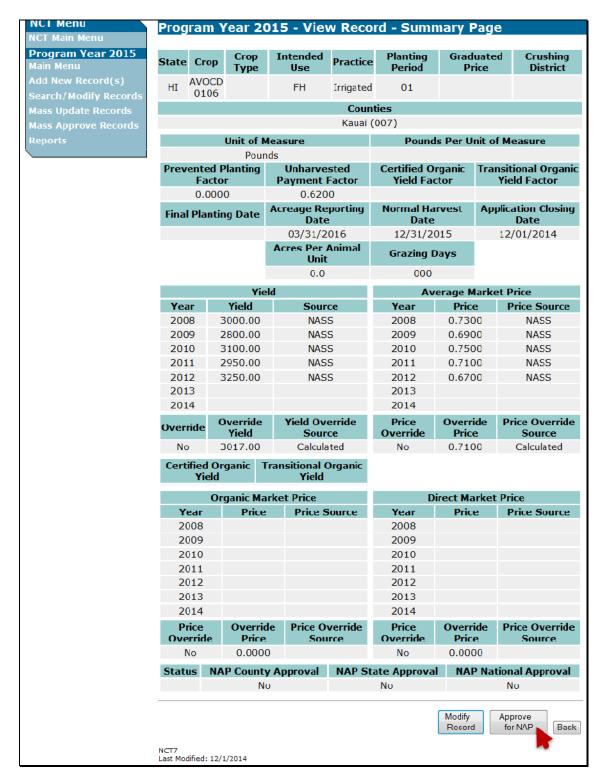


F Approving a Record

State users may approve a single record or multiple records (subparagraph H) for NAP. To approve a single record, users shall first locate the record according to subparagraph D to "Search/Modify Records".

F Approving a Record (Continued)

After users have located and are viewing the record on the Program Year - View Record - Summary Page, users shall review **all** record information. If the record is complete and accurate, CLICK "**Approve for NAP**".



F Approving a Record (Continued)

After users click "**Approve for NAP**", the following Program Year - Approve Record - Confirmation Screen will be displayed.

Click either of the following:

- "Confirm" to approve the record and the Program Year Approve Record Results Page will be displayed
- "Back", to cancel and return to the Program Year View Record Summary Page.

Program Year 2015 - Approve Record - Confirmation				
Are you sure you want to approve the record?				
	Confirm	Back		
NCT2 Last Modified: 7/7/2	011			

18 State Office NCT Process (Continued)

F Approving a Record (Continued)

If users click "**Confirm**", the following Program Year - Approve Record - Results Page will be displayed, notifying users that the record was approved.

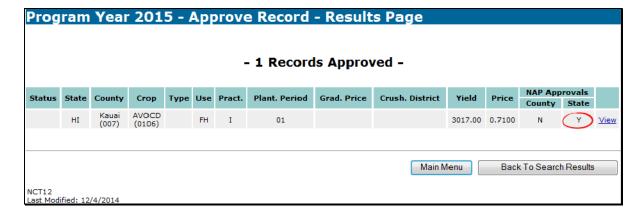
Note: The "NAP Approvals", "State" flag for the selected program has been set to "Y".

Click either of the following:

- "Main Menu", the Program Year Main Menu will be displayed
- "Back to Search Results", the Program Year Search Records Results Page will be displayed to select another record to view and modify.

Notes: Users have the option to "**Create and Approve for NAP**" in 1 step (subparagraph B) as the final step in adding a new record, provided all **required** data for that program is entered.

DAFP establishes the price for grazing records. Users may approve grazing records before DAFP establishes the price.

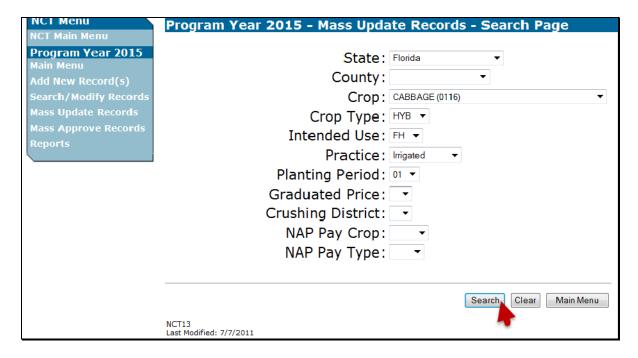


G Mass Update Records

To update any crop data for multiple records at 1 time, from the Program Year - Main Menu, CLICK "Mass Update Records".

The following Program Year - Mass Update Records - Search Page will be displayed. Users can query data for the records they want to update and CLICK "Search".

Note: In addition to location and crop criteria, users can search by NAP Pay Crop and Pay Type, and NAP approval statuses, at the county, State, or national level. Detailed queries will enable the user to find the specific records needed.



18 State Office NCT Process (Continued)

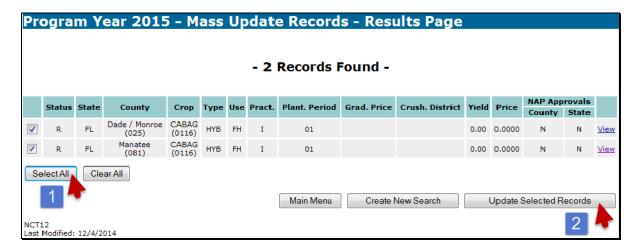
G Mass Update Records (Continued)

After users click "**Search**", the following Program Year - Mass Update Records - Results Page will be displayed with all records matching the search criteria.

Users shall select the records to be updated by checking (\checkmark) next to the applicable records. Clicking:

- "Select All" will display check (✓) next to all available records (displayed as follows)
- "Clear All" will clear a checks (✓) from all selected records.

After users select the records to be updated, CLICK "Update Selected Records".



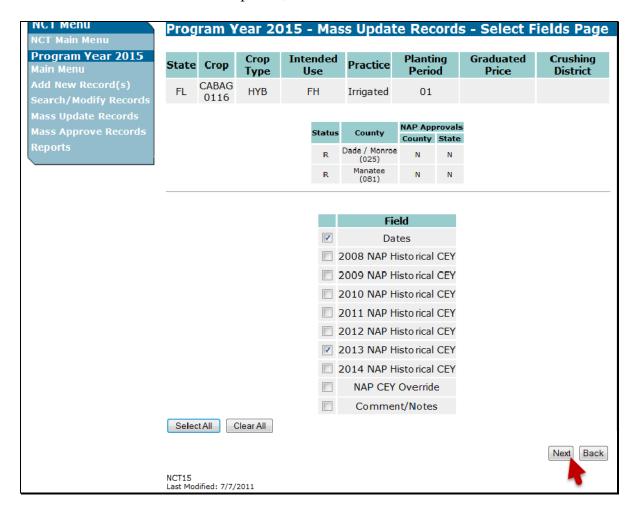
18 State Office NCT Process (Continued)

G Mass Update Records (Continued)

After users click "**Update Selected Records**", the Program Year - Mass Update Records - Select Fields Page will be displayed. CHECK (✓) the boxes next to the applicable fields to be updated. Clicking:

- "Select All" will display checks (✓) next to all available fields
- "Clear All" will clear all checks (✓) from all selected fields.

After users select the fields to be updated, CLICK "Next".



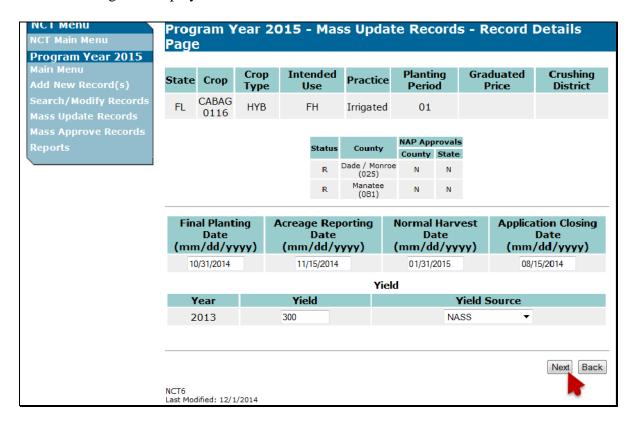
G Mass Update Records (Continued)

After users click "Next", the Program Year - Mass Update Records - Record Details Page will be displayed and include **only** the data fields selected on the Program Year - Mass Update Records - Select Fields Page.

Users shall edit the data, as necessary, and click either of the following:

- "Next", the Program Year Mass Update Records Confirmation Screen will be displayed
- "Back", to cancel and the Program Year Mass Update Records Select Fields Page will be displayed.

Note: Any data entered through "**Mass Update Records**" will update the new, revised, or existing data displayed on this screen to **all** selected records.



18 State Office NCT Process (Continued)

G Mass Update Records (Continued)

After users click "**Next**", the following Program Year - Mass Update Records - Confirmation Screen will be displayed.

Click either of the following:

- "Confirm", to confirm the updates and the Program Year Mass Update Records Results Page will be displayed
- "Back", to cancel and return to the Program Year Mass Update Records Record Details Page.



18 State Office NCT Process (Continued)

G Mass Update Records (Continued)

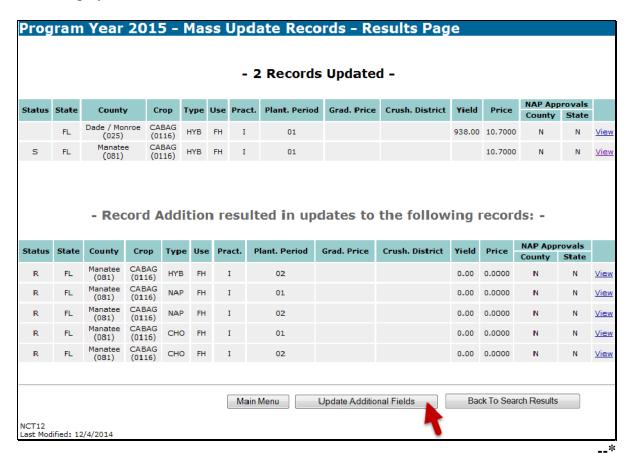
After users click "Confirm", the following Program Year - Mass Update Records - Results Page will be displayed, notifying users of the updated records.

Click 1 of the following:

- "Main Menu", the Program Year Main Menu will be displayed
- "Update Additional Fields", the Program Year Mass Update Records Select Fields
 Page will be displayed to select additional fields to update for the currently selected
 records

Note: If users click "**Update Additional Fields**", the selected fields will update new, revised, or existing data for **all** selected records. If additional updates are **required** for some, but **not all** of the previously selected records, a new search should be done to identify the records to be updated.

•*--"Back to Search Results", the Program Year - Mass Update Records - Search Page will be displayed.



H Mass Approve Records

Users have the option to approve multiple crop records at 1 time for 1 program. From the Program Year - Main Menu CLICK "Mass Approve Records". "NAP Approval", "County" flag, "Y" indicator is **not required** for mass approvals. To mass approve crop records, users shall select the crop, crop type, graduated price, and intended use, if applicable, and ensure that:

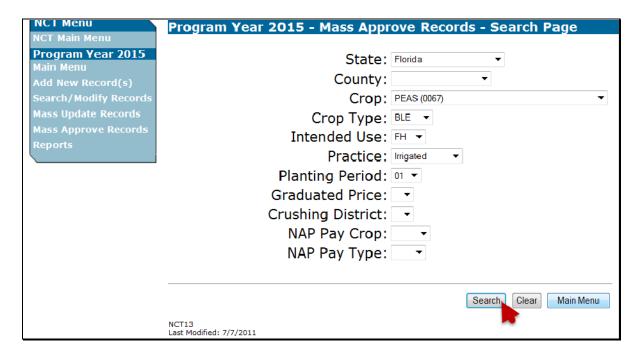
• crop records have all **required** historical yield and prices, as applicable

Note: Crops with intended use, "Grazing (GZ)" and value loss crops, **except** nursery, do **not** have historical yields.

• if historic data was entered in any previous years, historic data for all subsequent years is required.

The following Program Year - Mass Approve Record - Search Page will be displayed and users shall search for the records to be approved.

Note: In addition to location and crop criteria, users can search by NAP Pay Crop and Pay Type at the county, State, or national level. Detailed queries will enable the user to find the specific records needed.

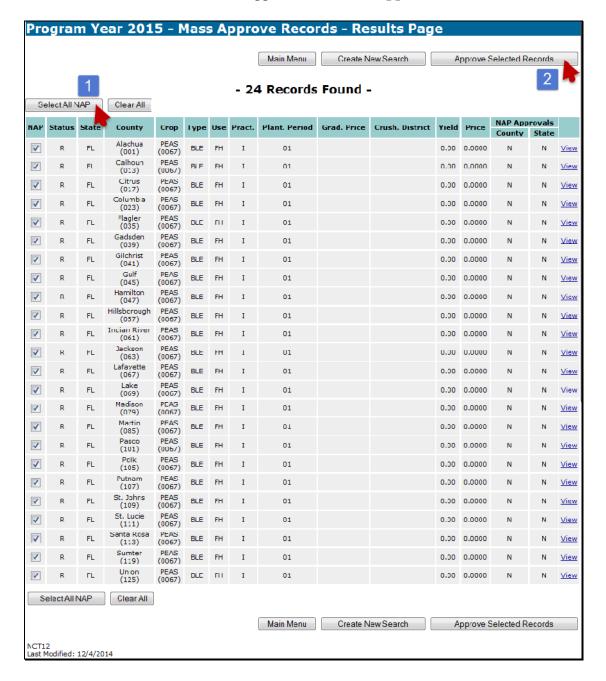


H Mass Approve Records (Continued)

After users select the search criteria and click "Search", the following Program Year - Mass Approve Records - Results Page will be displayed with all records matching the search criteria. Users shall select the records to be approved by checking (✓) next to the applicable records. Clicking:

- "Select All" will display a check (✓) next to all available records
- "Clear All" will clear all checks (✓) from all selected records.

After users select the records to be approved, CLICK "Approve Selected Records".



18 State Office NCT Process (Continued)

H Mass Approve Records (Continued)

After users click "**Approve Selected Records**", the Program Year - Mass Approve Records - Confirmation Page will be displayed.

Click either of the following:

- "Confirm", to confirm the updates and the Program Year Mass Approve Records Results Page will be displayed
- "Back", the Program Year Mass Approve Records Results Page will be displayed.



H Mass Approve Records (Continued)

If users click "**Confirm**", the Program Year - Mass Approve Records - Results Page will be displayed notifying users of the approved records.

Notes: The "NAP Approvals", "State" flag has been set to "**Y**" for all 24 records. CLICK "Main Menu" to return to the Program Year - Main Menu.

If some of the selected records **cannot** be approved, the Program Year - Mass Approve Records - Results Page will reflect **not only** the "Records Approved", but will also identify which "Records Failed Approval" with the reasons for failure.

						- 2	4 Records	S Approv	ed -				Main M	CII
atus	State	County	Crop	Туре	Use	Pract.	Plant. Period	Grad. Price	Crush. District	Yield	Price	NAP App		
	FI	Alachua (UU1)	PEAS (UU6/)	BIF	FH	ī	01			383.00	0.4533	County N	Y	V
	FL	Calhoun (013)	PEAS (0067)	BLE	FH	I	01			383.00	0.4533	N	Υ	<u>v</u>
	FL	Citrus (U1/)	PEAS (UU6/)	BLE	FH	I	01			383.00	0.4533	N	Υ	v
	FL	Culumbia (023)	PEAS (0067)	BLE	FH	I	01			383.00	0.4533	N	Υ	V
	FL	Flagler (035)	PEAS (0067)	BLE	FH	I	01			383.00	0.4533	N	Y	v
	FL	Gadsden (039)	PEAS (0067)	BLE	FH	I	01			383.00	0.4533	N	Υ	v
	FL	Gilchrist (041)	PEAS (0067)	BLE	FH	I	01			383.00	0.4533	N	Y	v
	FL	Gulf (045)	PEAS (0067)	BLE	FH	I	01			383.00	0.4533	N	Υ	V
	FL	Hamilton (047)	PEAS (0067)	BLE	FH	I	01			383.00	0.4533	N	Y	<u>v</u>
	FL	Hilsborough (057)	PEAS (0067)	BLE	FH	I	01			383.00	0.4533	N	Υ	V
	ΓL	Indian River (061)	PEAS (0067)	BLE	гп	I	01			303.00	0.4533	N	Y	v
	FL	Jackson (063)	PEAS (0067)	BLE	FH	I	01			383.00	0.4533	N	Υ	V
	FL	Lafayette (067)	PEAS (0067)	BLE	FH	I	01			383.00	0.4533	N	Y	v
	FL	Lake (069)	PEAS (0067)	BLE	FH	I	01			383.00	0.4533	N	Υ	<u>v</u>
	FL	Madison (079)	PEAS (0067)	BLE	FH	I	01			383.00	0.4533	N	Y	<u>v</u>
	FL	Martin (085)	PEAS (0067)	BLE	FH	I	01			383.00	0.4533	N	Υ	<u>v</u>
	FL	Pasco (101)	PEAS (0067)	BLE	FH	I	01			383.00	0.4533	N	Υ	v
	FL	Polk (105)	PEAS (0067)	BLE	FH	I	01			383.00	0.4533	N	Υ	<u>v</u>
	FL	Putnam (107)	PFAS (0067)	BLE	FH	I	01			383.00	0.4533	N	Υ	v
	FL	St. Johns (109)	PEAS (0067)	BLE	FH	I	01			383.00	0.4533	N	Υ	v
	FL	St. Lucie (111)	PFAS (0067)	BLE	н	1	U1			383.00	0.4533	N	Y	v
	FL	Santa Rosa (113)	PEAS (0067)	BLE	FH	I	01			383.00	0.4533	N	Y	V
	FL	Sumter (119)	PEAS (0067)	BLE	н	1	U1			383.00	0.4533	N	Y	v
	FL	Union (125)	PEAS (0067)	BLE	FH	I	01			383.00	0.4533	N	Υ	V
			,											

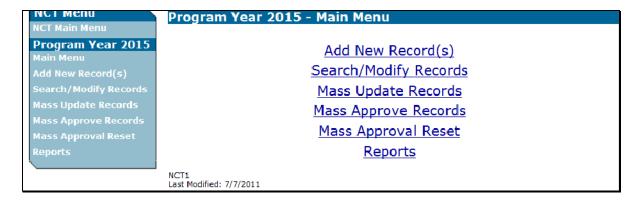
A Resetting Approval Flags

State and/or national approval of a crop record will trigger a download of county and State approved crop records to County Offices. The National Office users or State Office users with State reset authority **must** reset any record previously approved by the State when the State Office requires a change or modification to the crop record.

National Office users will have the option to individually reset "NAP State Approval" flags or mass reset State and national approval flags to allow State Offices to make changes.

From the Program Year - Main Menu, CLICK "Mass Approval Reset".

Note: "Mass Approval Reset" will be displayed at the National level only.



A Resetting Approval Flags (Continued)

After users click "Mass Approval Reset" the Program Year - Mass Reset Records - Search Page will be displayed. Users can query data for the records they want to mass reset and CLICK "Search".

NCI Menu	Program Year 2015 - Mass Re	eset Records - Search Page
NCT Main Menu		
Program Year 2015	State:	Massachusetts ▼
Main Menu Add New Record(s)	County:	▼
Search/Modify Records	Crop:	CURRAN IS (0325) ▼
Mass Update Records	Crop Type:	
Mass Approve Records	Intended Use:	
Mass Approval Reset		
Reports	Practice:	
	Planting Period:	•
	Graduated Price:	•
	Crushing District:	▼
	NAP Pay Crop:	_
	NAP Pay Type:	•
		Search Clear Main Menu
	NCT13 Last Modified: 7/7/2011	•

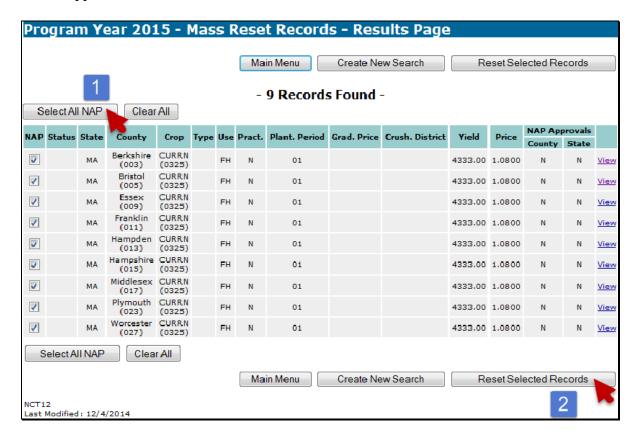
A Resetting Approval Flags (Continued)

After users click "Search", the Program Year - Mass Reset Records - Results Page will be displayed with all records matching the search criteria. Users shall select the records to be reset by checking (\checkmark) next to the records to be reset. If users click:

- "Select All NAP", a check (✓) will be displayed next to all available records for NAP
- "Clear All", all checks (✓) will be cleared from all selected records.

After users have selected the records to be reset, CLICK "Reset Selected Records".

Note: Records that are nationally approved, but **not** State or county approved, do **not** display on the Program Year - Mass Reset Records - Results Page. Nationally approved records are allowed to be reset.



A Resetting Approval Flags (Continued)

After users click "**Reset Selected Records**", the following Program Year - Mass Reset Records - Confirmation Page will be displayed. Click either of the following:

- "Confirm", to confirm the updates and the Program Year Mass Reset Records Results Page will be displayed
- "Back", to return to the Program Year Mass Reset Records Results Page.

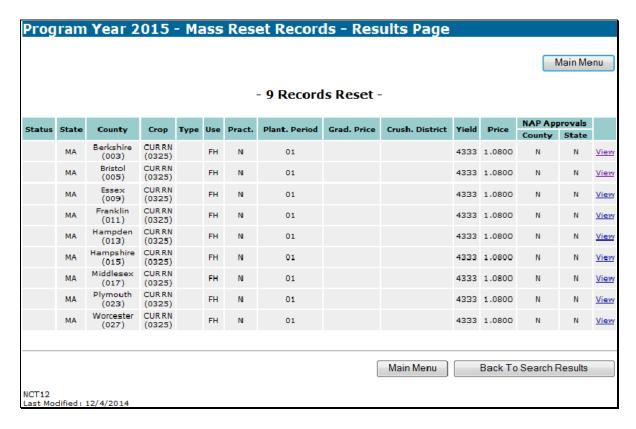
Program Year 2015 - M	Program Year 2015 - Mass Reset Records - Confirmation				
Are you	sure you want to reset	9 of 9 NAP record(s)?			
	Confirm	Back			
NCT2 Last N	lodified: 7/7/2011				

A Resetting Approval Flags (Continued)

If users click "**Confirm**", the following Program Year - Mass Reset Records - Results Page will be displayed, notifying users of the reset records.

- "Main Menu", the Program Year Main Menu will be displayed
- "Back to Search Results", the Program Year Mass Reset Records Results Page will be displayed.

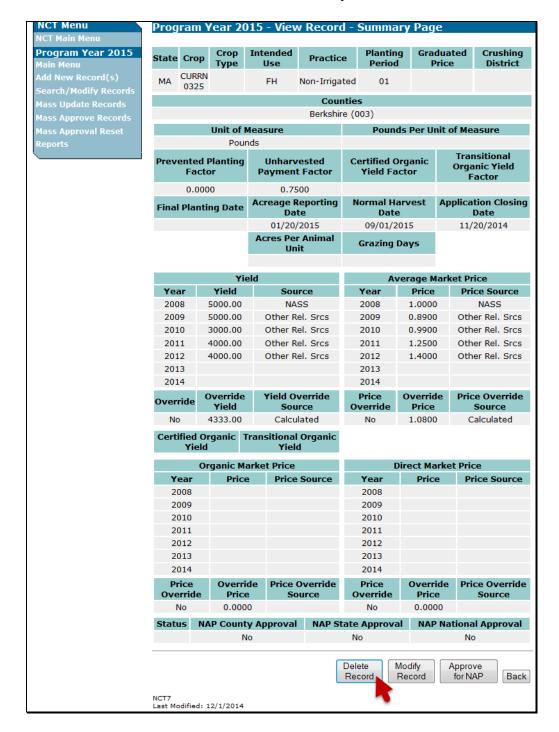
Only National Office users can delete a record. To delete a crop record, users shall locate the record using "Search/Modify Record(s)" according to paragraph 18 D.



B Deleting a Record

After locating the record, and reviewing it on the Program Year - View Record - Summary Page, CLICK "**Delete Record**".

Note: Before a National Office user deletes a record, State Office users **must** ensure that an *--Application for Coverage has **not** been taken for the crop, crop type, intended use, etc. in the associated administrative county.--*



B Deleting a Record (Continued)

After users click "**Delete Record**", the following Program Year - Delete Record - Confirmation Screen will be displayed.

Click either of the following:

- "Confirm", to confirm the updates and the Program Year Delete Record Results Page will be displayed
- "Back", to return to the Program Year View Record Summary Page.

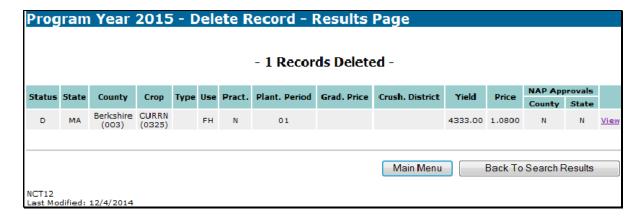
Program Year 2015 - Delete Reco	rd - Confirmation	
Are you sure y	ou want to delete the re	ecord?
Co	onfirm	Back
NCT2 Last Modified: 7/7/2011		

B Deleting a Record (Continued)

If users click "Confirm", the Program Year - Delete Record - Results Page will be displayed, notifying users of the deleted record. As displayed in the following Program Year - Delete Record - Results Page example, the "Status" code is now "**D**" for "deleted".

Click either of the following:

- "Main Menu", the Program Year Main Menu will be displayed
- "Back to Search Results", to search for additional records to delete.



20 NCT Information

A Entering Crop Data

Use the following table when entering crop data information. Data elements **not** included in this table are those that are automatically populated and maintained behind the scenes and therefore are non-editable by county, State, or National Office users.

Action
Select State.
Select county. The county code will be displayed for reference.
Select crop. The 4-digit numeric crop code will be displayed for reference CRM/Product Master (2-CP, paragraph 41 or 2-CP, Exhibit 10.5).
Select 3-alpha character crop type abbreviation. See CRM/Product Master (2-CP, paragraph 41 or 2-CP, Exhibit 10.5) for crop types. Note: If a crop type is not provided, leave blank.
Select 2-alpha character intended use. See 2-CP, Exhibit 11 for intended uses. Note: If an intended use is not provided for the crop, leave blank.

Use the following table when entering crop data information. Data elements **not** included in this table are those that are automatically populated and maintained behind the scenes and therefore are non-editable by county, State, or National Office users.

Drop-Down					
List Title		Action			
Graduated	Select price code, as follows.				
Price	Enter for value loss crops and California processed grapes, with the exception of the following:				
	• finfish, Haplochromine Tropical (HAP), Lamprologuine Tropical (LAM), Mbuna Chichlid Tropical (MBU), Tanganyika Tropical (TAN), and Tropical (TRO)				
	• floriculture flowers, all type	s, except seed			
	• grass, all types, intended use	e, "Sod (SO)"			
	mushrooms, common and shiitake				
	nursery, container and field grown (ornamental and nonornamental)				
	• crops with the intended use "Rootstock (RS)" or "Sets (SE)". The graduated price crops and codes are as follows.				
	The graduated price crops and c	odes are as follows.			
	Christmas Trees (7321)	<u>Finfish (3000)</u>			
	(Age of Growth of Trees)	G. L.			
	Cada Vaana	<u>Code</u> "FIN", Fingerlings			
	<u>Code Years</u> "SED" Seedling	"BRO", Broodfish			
	"001" 1 year	"FRY", Fry			
	"002" 2 years	"FOF", Food Fish			
	"003" 3 years	101 ,100011511			
	"004" 4 years	"009", 9 inch fish			
	"005" 5 years	"012", 12 inch fish			
	"006" 6 years	"015", 15 inch fish			
	"007" 7 years				
	"008" 8 years				
	"009" 9 years				
	"010" 10 years				
	"011" 11 years				
	"012" 12 years				

Drop-Down		
List Title	Action	
Graduated	Mollusk (3001)	Crustacean (3002)
Price	(Size in Millimeters)	
(Continued)		<u>Code</u>
	<u>Code</u>	"SMA", Small
	"000", less than 1 mm	"MED", Medium
	"001", 1 mm	"LAR", Large
	"002", 2 mm	
	"003", 3 mm	<u>Ginseng (0089)</u>
	"004", 4 mm	(Root Age)
	"005", 5 mm	
	"006", 6 mm	<u>Code</u>
	"007", 7 mm	"001", 1 year
	"008", 8 mm	"002", 2 years
	"009", 9 mm	"003", 3 years
	"010", greater than or equal to 10, but less than 12	"004", 4 years
	"012", greater than or equal to 12, but less than 14	"005", 5 years
	"014", greater than or equal to 14, but less than 16	"006", 6 years
	"016", greater than or equal to 16, but less than 18	
	"018", greater than or equal to 18, but less than 20	
	"020", greater than or equal to 20, but less than 22	
	"022", greater than or equal to 22, but less than 24	
	"024", greater than or equal to 24, but less than 26	
	"026", greater than or equal to 26, but less than 28	
	"028", greater than or equal to 28, but less than 30	
	"030", greater than or equal to 30, but less than 35	
	"035", greater than or equal to 35, but less than 40	
	"040", greater than or equal to 40, but less than 45	
	"045- greater than or equal to 45, but less than 50	
	"050", greater than or equal to 50, but less than 60	
	"060", greater than or equal to 60, but less than 70	
	"070", greater than or equal to 70, but less than 80	
	"080", greater than or equal to 80	1 111 1
	The State Office user will enter the graduated price cod	
	price code to establish and enter a price for the size, ago	e, or stage of a crop.
	Notes Cas CDM/Dusdayet Martin (2 CD marin 1 41	2 CD E-1:1-1:4 10 5
	Note: See CRM/Product Master (2-CP, paragraph 41 c	or 2-CP, Exhibit 10.5)
	for types of crops.	

20 NCT Information (Continued)

Drop-Down List Title	Action					
Crushing District	In California , enter crushing districts for processed grapes, Crop code "0053".					
	County Code	District	Crushing District			
	045	1	001			
	033	2	002			
	041, 097	3	003			
	055	4	004			
	095	5	005			
	001, 013, 075, 081, 085	6	006			
	053, 069, 087	7	007			
	079, 083, 111	8	008			
	007, 011, 015, 021, 023, 035, 049, 063, 067, 089, 091, 093, 101, 103, 105, 113, 115,	9	009			
	005, 009, 017, 043, 057, 061, 109	10	010			
	067, 077	11	011			
	047, 077, 099	12	012			
	003, 019, 027, 031, 039, 051, 107	13	013			
	029, 031, 107	14	014			
	037, 071	15	015			
	025, 059, 065, 073	16	016			
	067, 113	17	017			

Drop-Down						
List Title		Action				
Practice	Select irrigated or	Select irrigated or nonirrigated.				
	Note: An entry i	Note: An entry is not required for value loss crops.				
Planting	"01" will be defaulted for value loss crops, honey, and all crops in the					
Period	planting periods '(GZ)", with differ "32", "41", "42",	except crops with intended use, "Grazing (GZ)". Enter "01" through "12". For crops with intended use, "Grazing rent carrying capacities, enter "01", "02", "21", "22", "31", "51", "52", "61", "62", "71", "72", "81", "82", "91", or nodate small grain with different carrying capacities, for:				
	• spring season	on, enter "01" er season, enter "21" ason, enter "31" esignated as warm and cool season, see the following examples.				
	Example 1:	Cool season:				
		 carrying capacity "3", enter planting period "01" carrying capacity "5", enter planting period "21" carrying capacity "10", enter planting period "31". 				
	Example 2: Warm season:					
		 carrying capacity "3", enter planting period "02" carrying capacity "5", enter planting period "22" carrying capacity "10", enter planting period "32". 				

Drop-Down					
List Title	Action				
Unit of	*The following values are valid for unit of measure:				
Measure					
	• "AUD", animal unit days • "CRT", crate • "LUG", lug				
	• "BBL", barrel • "CTN", carton • "OZ", ounce				
	• "BOX", box • "CWT", hundredweight • "PCE", piece				
	• "BU", bushel • "GAL", gallon • "SQY", square yard				
	 "BUN", bunch "IN", inch "STM", stem "CON", container "LBS", pound "TON", ton. 				
	CON, container LBS, pound TON, ton.				
	Enter unit of measure for all the records, except the following:*				
	• finfish, Haplochromine Tropical (HAP), Lamprologuine Tropical (LAM), Mbuna Chichlid Tropical (MBU), Tanganyika Tropical (TAN), and Tropical (TRO)				
	• floriculture flowers, all types and intended uses, except seed				
	mushrooms, common and shiitake				
	nursery, container and field grown				
	• crops with intended use "Rootstock (RS)" or "Sets (SE)".				
	Notes: National and State Office entry only.				
	Unit of measure should be the same as the historical data. If the unit of measure is changed, the NCT software will not convert the historical years; therefore, 30 cwt. may become 30 lbs. If the unit of measure is changed, historical data must be manually updated. An entry of zero or higher will be a valid entry, if the unit of measure is "bunches".				
Pounds Per	When adding barrel, box, bunches, carton, container, crate, or lug as a unit of				
Unit of	measure for a record, the number of pounds for the unit of measure must be				
Measure	updated.				
Prevented	"0.0000" will be defaulted. Enter prevented planting factor (decimal point first),				
Planting	for instance, ".10". The prevented planting factor must be the same factor				
Factor	within the State by crop code, type abbreviation, and intended use. Prevented				
	planting factor can be no greater than the unharvested payment factor. If a				
	prevented planting factor greater than zero is entered, there must be an entry in the "Final Planting Date" field.				
	Notes: National and State Office entry only.				
	Required entry, except for value loss crops and all crops in tropical regions.				
L	\mathcal{L}				

Drop-Down List Title			Action			
Unharvested Payment Factor	Enter decimal point first, for instance, ".30". Unharvested factor must be same factor within the State by crop code, type, and intended use.					
	Note: National and State Office entry only .					
Certified Organic Yield Factor	organic yield	_	the same withi	ut less than 1.00. Cer n the State by crop co		
	Notes: Nation	nal and State Of	ffice entry only			
	Not a	required entry				
	If the record is insurable, the factor will be overridden with the insurable factor.					
Transitional Organic Yield Factor	Enter as a decimal value greater than 0.00 but less than 1.00. Transitional organic yield factor must be the same within the State by crop code, type abbreviation, and intended use.					
	Notes: National and State Office entry only.					
	Not a required entry.					
If the record is insurable, the factor will be insurable factor.				will be overridden wit	h the	
Acres Per Animal Unit	Enter carrying (GZ)".	g capacity for f o	orage crops wi	th the intended use,	"Grazing	
	Note: To accommodate multiple carrying capacities according to 1-NAP (Rev. 2), paragraph 277, see instructions for the "Planting Period" entry.					
	Examples:	Alfalfa Barley Birdsfoot	Grass Kochia Kohlrabi	Mixed Forage Oats Perennial Peanuts	Sorghum Speltz Triticale	
		Clover Corn	Lespedeza Millet	Rye Sorghum, Forage	Vetch Wheat	

Drop-Down	
List Title	Action
Grazing	Enter number of days in a grazing period for each forage crop with the
Days	intended use, "Grazing (GZ)". Must not exceed 365 days.
F: 1	Note: To accommodate multiple carrying capacities according to 1-NAP (Rev. 2), paragraph 277, see instructions for the Planting Period entry.
Final	Enter date for annual crops. Must be before normal harvest date, after the
Planting	application closing date, and have an entry greater than zero in the
Date	"Prevented Planting Factor" field.
	Notes: Date format: mm/dd/yyyy.
	Required entry, except for value loss crops and crops in tropical
	regions.
Acreage	Enter date. STC should establish the earliest date to allow for 15 calendar
Reporting	days in advance of harvest, including onset of grazing (2-CP, Exhibit 6.5).
Date	For value loss crops, the date will default to September 30 of the previous calendar year, except for ornamental nursery and propagation stock
	nonornamental nursery, the date will default to May 31 of the previous crop year.
	Note: Date format: mm/dd/yyyy.
Normal	Enter date the harvest of the crop is normally completed in the county. Must
Harvest	be after final planting date. For value loss crops, the date will default to
Date	September 30 of crop year, except for ornamental nursery and propagation
	stock nonornamental nursery, the date will default to May 31 of the current crop year.
	Note: Date format: mm/dd/yyyy.

Drop-Down					
List Title	Action				
Application	Enter date. Must be before the final planting date. For value loss crops, the				
Closing	date will default to September 1 of previous calendar year, except for				
Date	ornamental nursery and propagation stock nonornamental nursery, the date				
	will default to May 1 of the previous crop year. For all crops in tropical				
	regions, except value loss, date will default to December 1 of the previous				
	calendar years. The "Application Closing Date" must be the same within a				
	county for all crops in the same pay crop and pay type. See 1-NAP (Rev. 2),				
	subparagraph 300 A.				
	Note: National and State Office entry only . Date format: mm/dd/yyyy.				
NAP	Enter county average yield for the applicable (historical) years for all crops,				
Historic	except value loss and forage crops with the intended use, "Grazing (GZ)".				
Yields					
	Note: See paragraph 13 for rules on entering historic yield data.				
NAP Yield	Select source of the yield information from the following:				
Sources					
	average actual production history by year				
	COC's knowledge				
	County Agricultural Commissioner's Office				
	NIFA/CSREES				
	local markets				
	• NASS				
	• other reliable sources, such as universities, AMS Market News, buyers				
	Rural Development				
	• yields in similar areas.				

Drop-Down List Title	Action			
NAP Yield	CHECK (✓) to override the NAP yield.			
Override	CHECK (*) to override the IVAL yield.			
Override	Enter yield.			
NAP Yield	Effect yield.			
	Note: National or State Office entry only .			
NAP Yield	If the National or State Office user overrides the yield, users must select the			
Override	source from 1 of the following:			
Source				
	average actual production history by year			
	County Agricultural Commissioner's Office			
	NIFA/CSREES			
	• FCIC			
	local markets			
	• NASS			
	• other reliable sources, such as universities, AMS Market News, buyers			
	Rural Development			
	• yields in similar areas.			
Average	Enter price for the applicable years for all crops except ornamental nursery			
Market	crops with intended use, "Rootstock (RS)" or "Sets (SE)", tropical finfish,			
Price	mushroom, floriculture (except seed), and forage crops with an intended use,			
	"Grazing (GZ)". For grazing the price will be defaulted for the applicable			
	year according to subparagraph 16 E.			
	Notes: For crops with graduated prices, enter the respective year's estimated			
	price. For example, if a mature Christmas tree's value was \$9.50 for			
	1995 and the first year's value is 14 percent of a mature Christmas			
	tree's value, enter \$1.33 (14 percent of \$9.50) for the 1995 year entry			
	in the first year table, using the same method of calculation for the			
	remaining years to maturity with their respective percentages, and			
	using the same method for the remaining graduated payment			
	databases.			
	State Office entury andry			
	State Office entry only .			
	If historic data has been entered in any previous years, historic data			
	for all subsequent years is required up until 1 of the most recent			
	3 years of history.			

20 NCT Information (Continued)

Drop-Down					
List Title	Action				
NAP	Select source of the price information from the following:				
Average					
Market	COC's knowledge				
Price Source	County Agricultural Commissioner's Office				
	NIFA/CSREES				
	• local markets				
	• NASS				
	• other reliable sources, such as universities, AMS Market News, buyers				
	• prices in similar areas				
	• Rural Development.				
NAP Price	CHECK (✓) to override the price.				
Override	` '				
Override	Enter price.				
NAP Price					
	Note: National Office or State entry only.				
NAP Price	If the National or State Office user overrides the price, users must select the				
Override	source from 1 of the following:				
Source					
	• NIFA/CSREES				
	County Agricultural Commissioner's Office				
	• FCIC				
	• local markets				
	• NASS				
	• other reliable sources, such as universities, AMS Market News, buyers				
	• prices in similar areas				
	• Rural Development.				

Drop-Down				
List Title	Action			
Direct	Enter price, if available, for the applicable years for all crops, except			
Market	ornamental nursery crops with intended use, "Rootstock (RS)" or "Sets			
Price	(SE)", tropical finfish, mushroom, and floriculture (except seed).			
	Notes: For crops with graduated prices, enter the respective year's estimate price. For example, if a mature Christmas tree's value was \$9.50 for 1995 and the first year's value is 14 percent of a mature Christmas tree's value, enter \$1.33 (14 percent of \$9.50) for the 1995 year entring the first year table, using the same method of calculation for the remaining years to maturity with their respective percentages, and using the same method for the remaining graduated payment databases.			
	State Office entry only .			
	If historic data has been entered in any previous years, historic data for all subsequent years is required up until 1 of the most recent 3 years of history.			
	Not a required entry for record approval.			
Direct Market	Select source of the price information from the following:			
Price Source	 COC's knowledge County Agricultural Commissioner's Office NIFA/CSREES local markets NASS other reliable sources, such as universities, AMS Market News, buyers 			
	prices in similar areas			
	Rural Development.			

Drop-Down				
List Title	Action			
Direct Market	CHECK (✓) to override the price.			
Price				
Override				
Override	Enter price.			
Direct Market				
Price	Note: National Office or State entry only .			
Direct Market	If the National or State Office user overrides the price, users must select the			
Price	source from 1 of the following:			
Override				
Source	• NIFA/CSREES			
	County Agricultural Commissioner's Office			
	• FCIC			
	• local markets			
	• NASS			
	• other reliable sources, such as universities, AMS Market News, buyers			
	• prices in similar areas			
	Rural Development.			

Action			
Enter the price, if available, for the applicable years for all crops except			
ornamental nursery crops with intended use, "Rootstock (RS)" or "Sets			
(SE)", tropical finfish, mushroom, and floriculture (except seed).			
(SE), tropical filmish, mushroom, and nonculture (except seed).			
Notes: For crops with graduated prices, enter the respective year's estimated price. For example, if a mature Christmas tree's value was \$9.50 for 1995 and the first year's value is 14 percent of a mature Christmas tree's value, enter \$1.33 (14 percent of \$9.50) for the 1995 year entry in the first year table, using the same method of calculation for the remaining years to maturity with their respective percentages, and using the same method for the remaining graduated payment databases.			
State Office entry only .			
If historic data has been entered in any previous years, historic data for all subsequent years is required up until 1 of the most recent 3 years of history.			
Not a required entry for record approval.			
Select source of the price information from the following:			
COC's knowledge			
County Agricultural Commissioner's Office			
NIFA/CSREES			
• local markets			
• NASS			
• other reliable sources, such as universities, AMS Market News, buyers			
• prices in similar areas			
Rural Development.			

Drop-Down			
List Title	Action		
Organic	CHECK (✓) to override the price.		
Market			
Price			
Override			
Override	Enter the price.		
Organic			
Market	Note: National Office or State entry only .		
Price			
Organic	If the National or State Office user overrides the price, users must select the		
Market	source from 1 of the following:		
Price			
Override	NIFA/CSREES		
Source	County Agricultural Commissioner's Office		
	• FCIC		
	local markets		
	• NASS		
	• other reliable sources, such as universities, AMS Market News, buyers		
	prices in similar areas		
	Rural Development.		

Click either of the following:

- "Next", to review the record after completing all required entries
- "Back", to return to the previous screen.

B Required Data for Value Loss Crops

Use the following table when entering value loss crop data information.

Crop	Type	Data Required	Data Not Required
Christmas	All	Graduated price code, unit of measure,	Prevented planted
Trees		unharvested factor, planting period (default "1"),	factor, final planting
(7321)		acreage reporting date (default 9/30 of previous	date, NAP yield,
		crop year), application closing date (default 9/01	NAP yield source,
		of previous calendar year), normal harvest date	and practice code.
		(default 9/30 of crop year), average market price,	
		average market price source.	
Crustacean	All	Graduated price code, unit of measure,	Prevented planted
(3002)		unharvested factor, planting period (default "1"),	factor, final planting
		acreage reporting date (default 9/30 of previous	date, NAP yield,
		crop year), application closing date (default 9/01	NAP yield source,
		of previous calendar year), normal harvest date	and practice code.
		(default 9/30 of crop year), average market price,	
		average market price source.	

B Required Data for Value Loss Crops (Continued)

Crop	Туре	Data Required	Data Not Required
Finfish (3000)	 Haplochromine Tropical (HAP) Lamprologuine Tropical (LAM) Mbuna Chichlid Tropical (MBU) Tanganyika Tropical (TAN) 	Unharvested factor, planting period (default "1"), acreage reporting date (default 9/30 of previous crop year), application closing date (default 9/01 of previous calendar year), and normal harvest date (default 9/30 of crop year).	Graduated price code, unit of measure, prevented planted factor, final planting date, NAP yield, NAP yield source, average market price, average market price source, practice code.
	• Tropical (TRO)		
	All other Finfish not listed above.	Graduated price code, unit of measure, unharvested factor, planting period (default "1"), acreage reporting date (default 9/30 of previous crop year), application closing date (default 9/01 of previous calendar year), normal harvest date (default 9/30 of crop year), NAP price, NAP price source.	Prevented planted factor, final planting date, NAP yield, NAP yield source, average market price, average market price source, practice code.

B Required Data for Value Loss Crops (Continued)

Crop		Type	Data Required	Data Not Required
Flowers	All		Unharvested factor, planting	Graduated price
(Floriculture)			period (default "1"), acreage	code, unit of
(7501)	Note:	Flowers with	reporting date (default 9/30 of	measure, prevented
		the intended,	previous crop year),	planted factor, final
		"Seed (SD)"	application closing date	planting date, NAP
		are considered	(default 9/01 of previous	yield, NAP yield
		a yield base	calendar year), and normal	source, average
		crop and must	harvest date (default 9/30 of	market price source,
		have all	crop year).	practice code.
		entries.		
Ginseng	All		Graduated price code, unit of	Prevented planted
(intended use,			measure, unharvested factor,	factor, final planting
"Fresh (FH)"	Note:	Ginseng with	planting period (default "1"),	date, yield, yield
(0089)		the intended,	acreage reporting date (default	
		"Seed (SD)" is	9/30 of previous crop year),	code.
		considered a	application closing date	
		yield base crop	(default 9/01 of previous	
		and must have	calendar year), normal harvest	
		all entries.	date (default 9/30 of crop	
			year), average market price,	
			average market price source.	
Grass	All		Unit of measure, unharvested	Graduated price
(intended use			factor, planting period	code, prevented
"Sod (SO)"	Note:	All other	(default "1"), acreage	planted factor, final
(0102)		intended uses,	reporting date (default 9/30 of	planting date, NAP
		except	previous crop year),	yield, NAP yield
		"Grazing	application closing date	source, practice
		(GZ)" are	(default 9/01 of previous	code.
		considered a	calendar year), normal harvest	
		yield base crop	date (default 9/30 of crop	
		and must have	year), average market price,	
		all entries.	average market price source.	

B Required Data for Value Loss Crops (Continued)

Crop	Type	Data Required	Data Not Required
Mollusk (3001)	All	Graduated price code, unit of measure, unharvested factor, default planting period to "1", acreage reporting date (default to 9/30 of previous crop year), application closing date (default to 9/01 of previous calendar year), normal harvest date (default to 9/30 of crop year), average market price, average market price source.	Prevented planted factor, final planting date, NAP yield, NAP yield source, practice code.
Mushrooms (0403)	All	Unharvested factor, planting period (default "1"), acreage reporting date (default 9/30 of previous crop year), application closing date (default 9/01 of previous calendar year), normal harvest date (default 9/30 of crop year).	Graduated price code, unit of measure, prevented planted factor, final planting date, NAP yield, NAP yield source, average market price, average market price source, practice code.
Nursery (Ornamental) (1010)	All	Unharvested factor for Container 100 percent, unharvested factor for Field Grown 75 percent, planting period (default "1"), acreage reporting date (default 9/30 of previous crop year), application closing date (default 9/01 of previous calendar year), normal harvest date (default 9/30 of crop year).	Price, unit of measure, prevented planted factor, final planting date, NAP yield, NAP yield source, average market price, average market price source, practice code.
Crops with intended use, "Root Stock (RS)" and "Sets (SE)"	All	Unharvested factor, planting period (default "1"), acreage reporting date (default 9/30 of previous crop year), application closing date (default 9/01 of previous calendar year), normal harvest date (default 9/30 of crop year).	Graduated price code, unit of measure, prevented planted factor, final planting date, NAP yield, NAP yield source, average market price, average market price source, practice code.

C Error Message Screen

The crop record will **not** be created or validated until users click either "**Create Record(s)**" or "**Create & Approve for NAP**". If entries are invalid, error messages will be displayed. The error screen will provide information about the invalid conditions or entries.

Any errors or invalid conditions **must** be corrected **before** the record can be created and/or approved.

The following table contains error messages that may be encountered in NCT, and the actions necessary for correcting them.

Error Message	Explanation or Action Required
A crop record was not found for the	There are currently no records entered for the
selected crop, crop type, and intended use.	selected crop, crop type, and intended use.
A grazing record must be approved before	See subparagraph 14 A.
a forage record can be approved for county	
code.	
A grazing record must exist before this	See subparagraph 14 A.
record can be approved for county code.	
A grazing record must exist before this	See subparagraph 14 A.
record can be saved for county code.	
Acres Per Animal Unit is required .	Required for all crops with an intended use,
	"Grazing (GZ)" (subparagraph A).
Another user has updated or added affected	User must return to Program Year - Main
record(s) since you began your updates.	Menu and re-enter data.
Please retrieve the record(s) to obtain the	
current data and try again.	
At least 1 historical price is required .	See subparagraph 16 D.
At least 1 historical yield is required .	See subparagraph 16 D.
Crop, crop type, and intended use are not	Warning message only . User is not stopped
approved for NAP.	from creating record (paragraph 11,
	subparagraph 22 G, and 1-NAP (Rev. 2),
	subparagraph 200 G.
Grazing Days is required .	Required for all crops with an intended use,
	"Grazing (GZ)" (subparagraph A).
Grazing Days must be blank.	Required only for crops with an intended use,
	"Grazing (GZ)" (subparagraph A).

C Error Message Screen (Continued)

Error Message	Explanation or Action Required
Historical prices need to be entered in	See subparagraph 16 D.
consecutive years.	
Historical prices need to be entered	See subparagraph 16 D.
through the most recent required year.	
Historical yields need to be entered in	See subparagraph 16 D.
consecutive years.	
Historical yields need to be entered	See subparagraph 16 D.
through the most recent year.	
If the Approved indicator is selected, the	CLICK "N" for National, "S" for State, or "C"
Level of Approval is required .	for county. Must select a level of approval.
If the Level of Approval is selected, the	CLICK "Yes" or "No". Must select an
Approved indicator is required .	approval indicator.
Must select at least 1 criteria field.	Selection criteria must be entered in 1 or more
	fields.
Override price is not allowed on value	Many value loss crops do not require a price
loss crops.	(subparagraph A and 1-NAP (Rev. 2),
	paragraphs 901 through 908.
Override yield is not allowed.	Value loss crops and grazing records do not
	have a yield. See 1-NAP (Rev. 2),
	subparagraph 900 A for value loss crops and
	1-NAP (Rev. 2), subparagraph 277 for grazing
	crops.
Pounds Per Unit of Measure is required .	See subparagraph A.
Prevented Planting Factor must be zero	See subparagraph A.
for value loss crops or crops in tropical	
regions.	
Record addition or modification will	Warning message only . If added or changed,
result in updates to existing records.	unit of measure, pounds per unit of measure,
	payment factors, or price data updated on the
	current record will be updated to all records
	with the same crop, crop type, intended use,
	and planting period (subparagraph 18 D).
Requires a Pay Group	The crop is not approved for NAP eligibility.
	See paragraph 11, subparagraph 22 G, and
	1-NAP (Rev. 2), subparagraphs 200 G.

C Error Message Screen (Continued)

Error Message	Explanation or Action Required
The Acreage Reporting	Required entry. For nonvalue loss crops, must be equal to or
Date is invalid.	later than the application closing date (subparagraph A).
The Acres Per Animal	Required only for crops with an intended use, "Grazing (GZ)"
Unit must be blank.	(subparagraph A).
The Application Closing	Required entry. Must be before the Final Planting Date.
Date is invalid.	Cannot be earlier than 01/01 of the previous crop year
	(subparagraph A).
The Application Closing	Only 1 application closing date is allowed per State, county, pay
Date must be set to	crop, and pay type. Use the search records option to search by
xx/xx/xxxx, because	State, county, pay crop, pay type, and State approval. Examine
there is already an	the records returned in the search to determine the Application
approved record for the	Closing Date that was previously approved. If necessary,
same State, County, Pay	request a record reset from the National Office or State Office
Crop, and Pay Type.	user with reset authority.
The Final Planting Date	Required if there is an entry in the Prevented Planting Factor
is invalid.	field; and must be before the Normal Harvest Date and after
	the Application Closing Date (subparagraph A).
The Historical Price	Historical price must be numeric and not more than 4 decimal
Amount is invalid.	places (subparagraphs A and 1-NAP (Rev. 2),
	subparagraph 2 C).
The Historical price	Historic data not required for value loss crops and forage crops
must be blank.	with intended use, "Grazing (GZ)" (subparagraph A).
The Historical Yield	Historical yield must be numeric and not more than the
Amount is invalid.	applicable number of decimal places based on applicable unit of
	measure (subparagraphs A and 1-NAP (Rev. 2),
	subparagraph 2 B).
The Historical yield	Historic data not required for value loss crops and forage crops
must be blank.	with intended use, "Grazing (GZ)" (subparagraph A).
The Normal Harvest	Required entry. For nonvalue loss crops, must be equal to or
Date is invalid.	later than the application closing date when the final planting
	date is not populated (subparagraph A).
The Override Price	Override price must be numeric and not more than 4 decimal
Amount is invalid.	places (subparagraphs A and 1-NAP (Rev. 2),
	subparagraph 2 C).
The Override Yield	Override yield must be numeric and not more than the
Amount is invalid.	applicable number of decimal places based on applicable unit of
	measure (subparagraphs A and 1-NAP (Rev. 2),
	subparagraph 2 B).

C Error Message Screen (Continued)

Error Message	Explanation or Action Required
The Pounds Per Unit Of	Every county within a State must have the same pounds
Measure is invalid.	per unit of measure by crop, crop type, and intended use.
	Insurable crops must use the current RMA unit of measure
	for crops with RMA prices.
The Pounds Per Unit Of	Only required for units of measure, barrels, box, bushels,
Measure is not required .	bunches, carton, containers, crate, and lug
	(subparagraph A).
The Prevented Planting Factor	Factor must be the same within a State by crop, crop type,
is invalid.	and intended use; must be zero, if the final planting date is
	blank; and is not permitted for value loss crops or tropical
	region crops (subparagraph A).
The selected Unit of Measure	See 1-NAP (Rev. 2), subparagraph 2 B.
does not match the insurable	
record value of '{0}'.	
The Unharvested Factor is	Factor must be the same within a State by crop, crop type,
invalid.	and intended use; and must be equal to 1.00 for records
	with an intended use, "Grazing (GZ)" (subparagraph A).
The certified organic factor is	Factor must be the same within a State by crop, crop type,
invalid.	and intended use; and must be between 0.00 and 1.00.
The transitional organic factor	Factor must be the same within a State by crop, crop type,
is invalid.	and intended use; and must be between 0.00 and 1.00.
The Unit of Measure is	Not required for many value loss crops (subparagraph A).
invalid.	
The Unit of Measure must be	See subparagraph A.
blank.	
Too many records. Please	User must include additional search criteria to reduce the
refine the search criteria.	number of records returned.
Unit of Measure must be	Unit of measure for forage grazing records must be
'Animal Unit Days' for	AUD's (1-NAP (Rev. 2), paragraph 277).
grazing crops.	
There is already an	Warning message. All crops and types within a pay group
Application Closing Date	must have the same application closing date (1-NAP
entered with a different date,	(Rev. 2), subparagraph 300 A). Use the "Search Records"
are you sure you want a	option to find records in the same pay crop and pay type in
different date than {date}?	the county. Modify dates as necessary.
{Year} Historical Yield	Historical yield data is required (1-NAP (Rev. 2),
Amount must be greater than	paragraph 276).
zero.	

21 Approval Flags

A Setting the Approval Flags

The county, State, and National Office approval flags for each program are defaulted to "No".

The record **must** be approved for each program by County and/or State Offices to process the crop record for the applicable program. To approve the record, CLICK "**Search/Modify Records**", according to paragraph 17 or 18, as applicable.

If the record has been approved so that the NAP approval flag is "Yes" for the:

• county, **only** the State or National Office may change the crop data **required** for that program

Note: If a change is **required**, contact the State Office.

• State, the National Office, or State Office user with reset authority, may change the crop record or remove the "NAP State Approval" flag to allow the State Office to make changes.

Note: If a change is **required**, contact the National Office.

Note: A "NAP County Approval" flag is **not required** if the State Office will be entering County Office data. However, the State Office will be **required** to approve the record.

See subparagraph 10 G for additional information about NCT approval flags for NAP.

22 NCT Reports

A Report Options

Users can print reports of crop data previously entered. From the Program Year - Main Menu, CLICK "**Reports**". The following Program Year - Reports - Report Selection Screen will be displayed. The reports can be printed for a specific record (crop, crop type, practice, intended use, planting period, etc.) or numerous records, depending on the selections entered on the query screen.

Important: There are 6 different reports the user can generate. All reports are accessible from the Program Year - Main Menu, "Reports" section.



After a report is created, the report will be displayed on the screen with the following options:

- "View On-Screen" that is **not** recommended for printing
- "Back", to return to search query
- "Export to PDF"
- "Export to CSV".

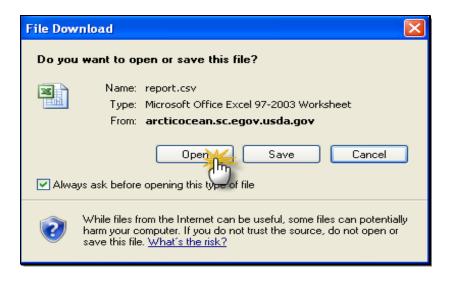
Back Export to PDF Export to CSV

If users click:

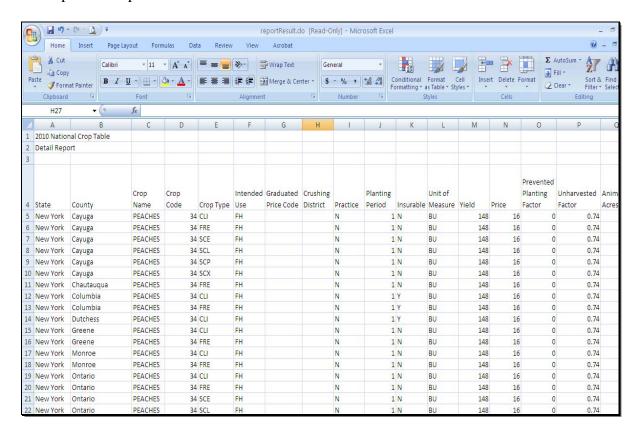
- "Export to PDF", the report will have the same appearance as the screen view; however, the user will be able to zoom in and out and print the report
- "Export to CSV", the report will be exported into a comma separated values file that can be opened and manipulated in Microsoft Excel. This option gives the user the most flexibility with the data and is strongly encouraged.

A Report Options (Continued)

When selecting "Export to CSV", CLICK "Open" on the File Download dialog box.



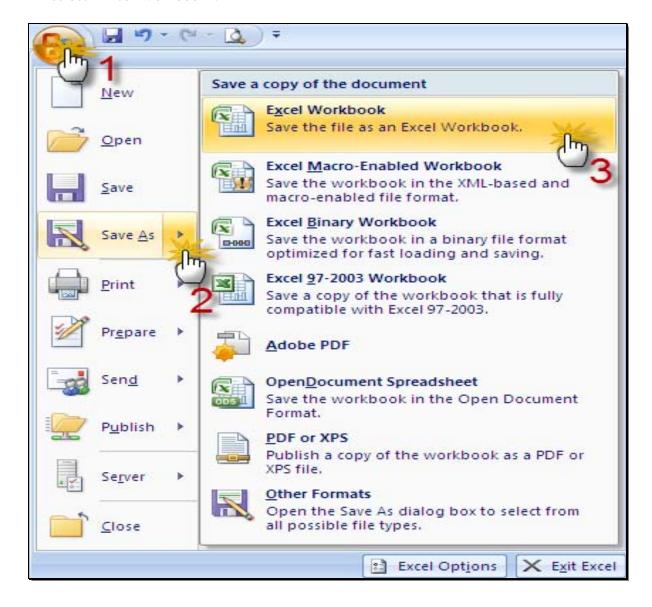
The report will open in Microsoft Excel.



A Report Options (Continued)

The user should immediately save the report in Excel format as follows:

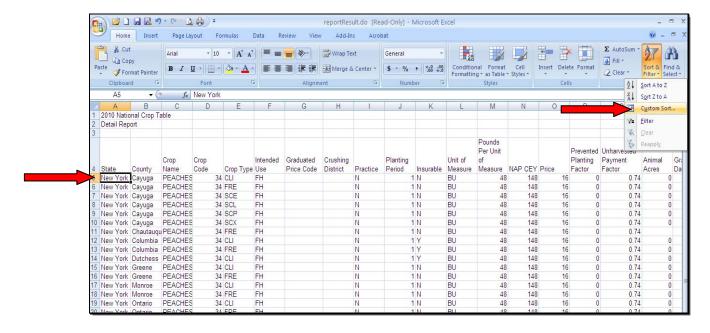
- CLICK " (Office Button)
- select the arrow next to "Save As..."
- select "Excel Workbook".



A Report Options (Continued)

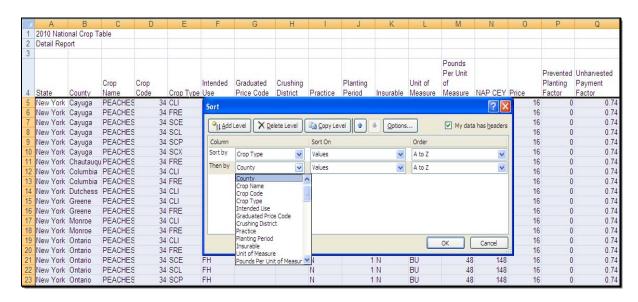
The user may use Excel's "Sort" functionality to make it easier to review the data, as follows:

- click left column, top row of data, as displayed in the following example
- on the "Home" tab, from the "Sort &Filter" drop-down list, CLICK "Custom Sort".

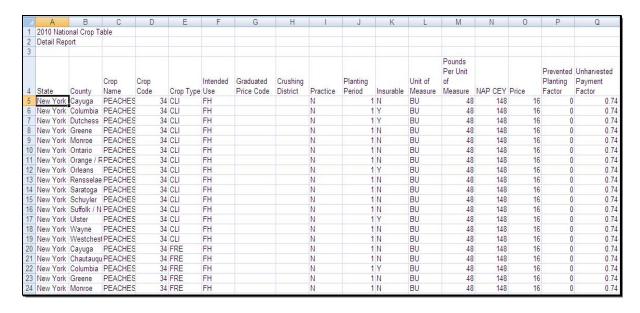


A Report Options (Continued)

After the "Sort" box is displayed, users may sort by whatever column or heading is desired, by clicking "Add Level" button to sort by additional levels.



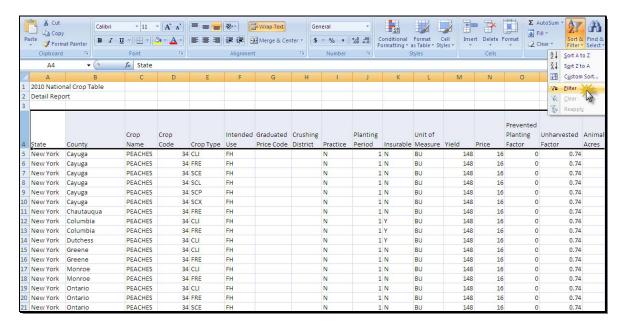
After all sorts are identified, CLICK "OK" to display the sort results.



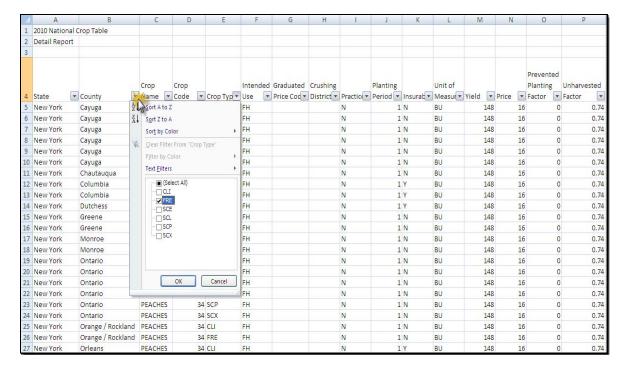
A Report Options (Continued)

Users may also use Excel's "Filter" functionality to filter through and more closely examine the data, as follows:

- highlight the row containing the column headers (row 4)
- on the "Home" tab, from the "Sort &Filter" drop-down list, CLICK "Filter".



After the filter is turned on, use each data column's drop-down list to filter for the information needed.



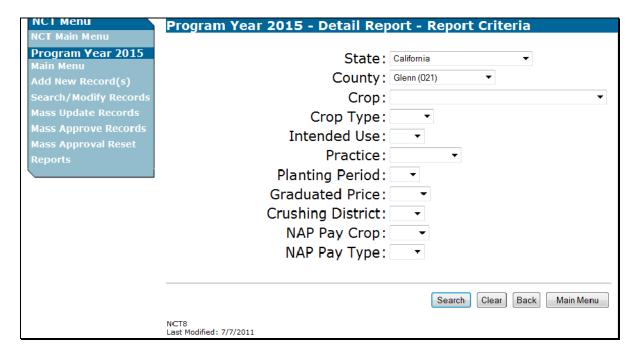
B Detail Report

The Detail Report displays a list of all NAP crop information, **except** historical yield and price data. To access the Detail Report, do the following:

- from the Program Year Main Menu, CLICK "Reports"
- from the Program Year Reports Reports Selection Screen, CLICK "Detail Report".

The following Program Year - Detail Report - Report Criteria Screen will be displayed.

Users are **required** to enter data in at least 1 field on the Program Year - Detail Report - Report Criteria Screen **before** clicking "**Search**".



B Detail Report (Continued)

After users click "Search", the Detail Report will be displayed.



See subparagraph A for report viewing and exporting options.

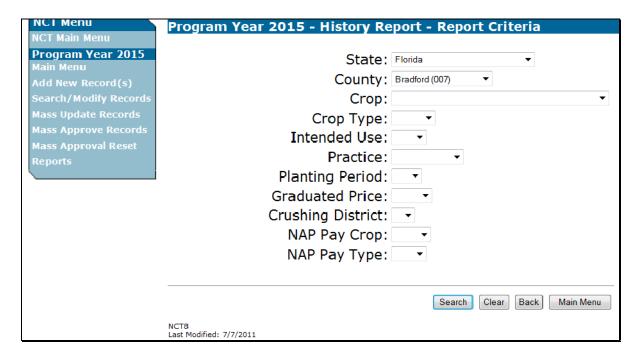
C History Report

For 2015 and subsequent years, the History Report displays 7 years of price and yield historical data for NAP. To access the History Report, do the following:

- from the Program Year Main Menu, CLICK "Reports"
- from the Program Year Reports Reports Selection Screen, CLICK "History Report".

The following Program Year - History Report - Report Criteria Screen will be displayed.

Users are **required** to enter data in at least 1 field on the Program Year - History Report - Report Criteria Screen **before** clicking "**Search**".



C History Report (Continued)

After users click "Search", the History Report will be displayed. See subparagraph A for report viewing and exporting options.

						20	15 Noti	onal C	rop Table				
						20			COMPANY OF THE STATE OF THE STA				
							Hist	ory Re	port				
Florida													
BEANS (0047)													
County		Туре	Int	Use	Craduato Price Cod	e F	ractice	PP	UofM	PayCrop	PayType	Insurable	PP Factor
Bradford		GRN	-	FH		-	1	01	BU	0047	001	N	0.3000
	2009	20	009	20	110	2011	20	12	2013	2013	Price or Yield	Override	S
Average Price	17.5800	15.0	8700	15.8	8700 1	.8700	15.8	700			0.0000	N	
Average Price Source	NAS	N.	AS	N/	AS	NAS	N/	NS .					
Organic Price												N	
Organic Price Source	6				- 4								
Direct Price	1						1					N	Ú
Direct Price Sorce													
Yield	267.00	21	7.00								0.00	N	
Yield Source	NAS	2000	AS				-			8	5000000	457	
County		Туре		Use	Graduate Price Cod	i p	ractice	PP	UofM	PayCrop	PayType	Insurable	PP Factor
Bradford		GRN	-	FH			Ī	02	BU	0047	001	N	0.3000
	2009	_	109	_	10	2011	20	_	2013	2013	Price or Yield	Override	0.0000
Average Price	17.5000		8700	_		.0700	- 1	700	2010	20.0	0.0000	N	
Average Price Source	NAS		AS			NAS	N/				0.0000		
Organic Price	,100	IN.		1 10	170		197	-		3		N	
Organic Price Source				1			+	-	+			IN.	
organic rince source				-			-			-			100
Organic Price Source													
Direct Price							1					N	
Direct Price Sorce													
Yield	509.00	42	7.00								0.00	N	
Yield Source	NAS	N.	AS		,	97			20				
-					Graduate	i					2.5	- Commence	PP
County		Туре	Int	Use	Price Cod	-	ractice	PP	UofM	PayCrop	PayType	Insurable	Facto
County		Туре	Int	Use	Graduate Price Cod	F	ractice	PP	UofM	PayCrop	PayType	Insurable	PP Facto
Bradford		ARG		SO	Price Cou			01	SQY	0102	003	N	0.0000
	2009		009	_	110	2011	20		2013	2013	Price or Yield	Override	
Average Price	1.4175		175			4175	1.4		LUIU	2010	0.0000	N	3
Average Price Source	RAY		AY			000	CO		-		0.0000	- 1	
Organic Price		10					-	-	-			N	
Organic Price Source				1			-					.,	
Direct Price	3			+			+	-	-			N	
Direct Price Sorce		-		+	-		+	-	+	7		18	
Yield				+			_	-+		-	0.00	N	
Yield Source	0			1			+	-		-	0.00	IN	0
neiu source	22			_									
County		Туре		Use	Graduate Price Cod	e F	ractice	PP	UofM	PayCrop	To a second	Insurable	PP Factor
Bradford		BCM	_	80				01	SQY	0102	003	N	0.0000
	2009		109	-		2011	20	- 20	2013	2013	Price or Yield	Override	13
Average Price	1.4175	(000)	175			4175	1.4				0.0000	N	
Average Price Source	RAY	R.	AY	R/	AY	RAY	RA	Y					
Organic Price	9						1					N	
Organic Price Source	1												
Direct Price												N	
Direct Price Sorce													
											0.00	N	
Yield				1				- 1			0.00	IN	

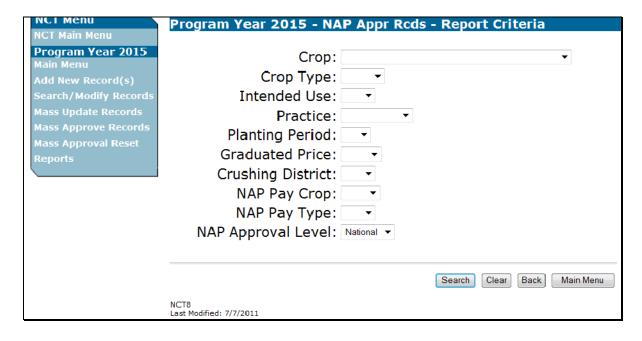
D NAP Approved Records Report

The NAP Approved Records Report allows users to access crop records that are approved either at the National, State, or County level for NAP. The report will contain all of the data elements that are **required** for NAP. To access the NAP Approved Records Report, do the following:

- from the Program Year Main Menu, CLICK "Reports"
- from the Program Year Reports Reports Selection Screen, CLICK "NAP Approved Crop Records Report".

The following Program Year - NAP Appr Rcds - Report Criteria Screen will be displayed.

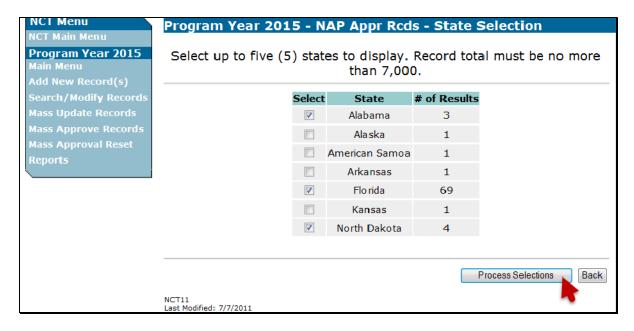
Users are **required** to enter data in at least 1 field on the Program Year - NAP Appr Rcds - Report Criteria Screen **before** clicking "**Search**".



D NAP Approved Records Report (Continued)

After users click "**Search**", the following Program Year - NAP Appr Rcds - State Selection Screen will be displayed. Only States that contain data requested in the query will be displayed.

Users may select up to 5 States in which to view approved records. CLICK "**Process Selections**" to obtain the report.



D NAP Approved Records Report (Continued)

After users click "**Process Selections**", the NAP Approved Records Report will be displayed. See subparagraph A for report viewing and exporting options.

							1111	20111111					
					2015	Natio	nal Crop	Table					
				N/	AP Appro	oved C	rop Reco	ords Re	port				
					NAP A	pprova	Level: N	Vational					
Alabama													_
Alabama						AL MOI	NDS (0028	1					_
			0 1 1 1		DI C			,					
County	Crop	Intended Use	Graduated Price Code	Practice	Planting Period	Insur- able	Unit of Measure	CEY	Price	Prevented Planting Factor	Unharvested Payment	Animal Acres	Gr
Autauga	-			- 1	01	N	LBS	5.00	5.0000	0.0000	0.2500		
Baldwin				1	01	N	LBS	3.00	5.0000	0.0000	0.2500		
						APPL	ES (0054)						
County	Crop Type	Intended Use	Graduated Price Code	Practice	Planting Period	Insur- able	Unit of Measure	CEY	Price	Prevented Planting Factor	Unharvested Payment	Animal Acres	Gr
Autauga	COM	FH		1	01	N	CWT	12.00	15.0433	0.0000	0.6200		
Florida													
						BEAN	NS (0047)						
County	Crop Type	Intended Use	Graduated Price Code	Practice	Planting Period	Insur- able	Unit of Measure	CEY	Price	Prevented Planting Factor	Unharvested Payment	Animal Acres	Gr
Dade / Monroe	GRN	FH		. 1	01	N	BU	238.00	13.9115	0.3000	0.5800	0.0	
Dade / Monroe	GRN	FH		1	02	N	BU	220.00	13.9115	0.3000	0.5800		T
						COR	N (0041)						
County	Crop Type	Intended Use	Graduated Price Code	Practice	Planting Period	Insur- able	Unit of Measure	CEY	Price	Prevented Planting Factor	Unharvested Payment	Animal Acres	Gr
Dade / Monroe	BLU	FH		- 1	01	N	LBS	231,00	12.0000	0.0000	1.0000		
						GINSE	NG (0089))					
County	Crop Type	Intended Use	Graduated Price Code	Practice	Planting Period	Insur- able	Unit of Measure	CEY	Price	Prevented Planting Factor	Unharvested Payment	Animal Acres	Gr D
Dade / Monroe		FH	001		01	N	LBS		16.3545	0.0000	1.0000		
Dade / Monroe		FH	002		01	N	LBS		16.5525	0.6000	1.0000		
Dade / Monroe		FH	003		01	N	IRS		16 8575	0.0000	1 0000		<u> </u>
Dade / Monroe		FH	004	0	01	N	LBS		17.2525	0.0000	1.0000		
						GRA	SS (0102)						
County	Crop Type	Intended Use	Graduated Price Code	Practice	Planting Period	Insur- able	Unit of Measure	CEY	Price	Prevented Planting Factor	Unharvested Payment	Animal Acres	Gr
Dade / Monroe	ARG	FG		N	01	N	TON	9.00	15.2525	0.7500	0.8000	0.0	
Dade / Monroe	ARG	GZ		N	01	N	AUD		1.4130	0.0000	1.0000	2.0	
Dade / Monroe	ARG	SD		N	01	N	LBS	150.00	14.6655	0.0000	0.8000	0.0	1

E NAP Unapproved Records Report

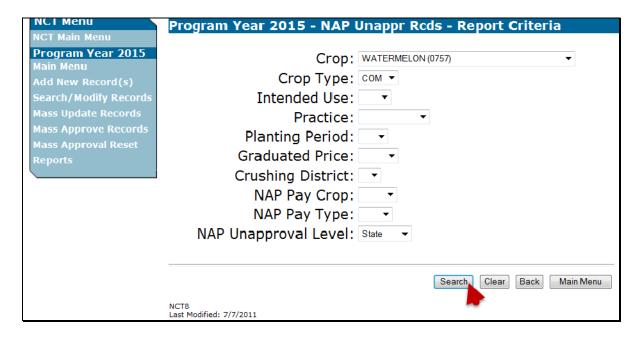
The NAP Unapproved Records Report allows users to access crop records that are unapproved either at the National, State, or County level for NAP. The report will contain all of the data elements that are **required** for NAP. This will assist State users in determining which records still require the NAP approval flag to be set and can provide a report for STC review.

To access the NAP Unapproved Records Report, do the following:

- from the Program Year Main Menu, CLICK "Reports"
- from the Program Year Reports Reports Selection Screen, CLICK "NAP Unapproved Crop Records Report".

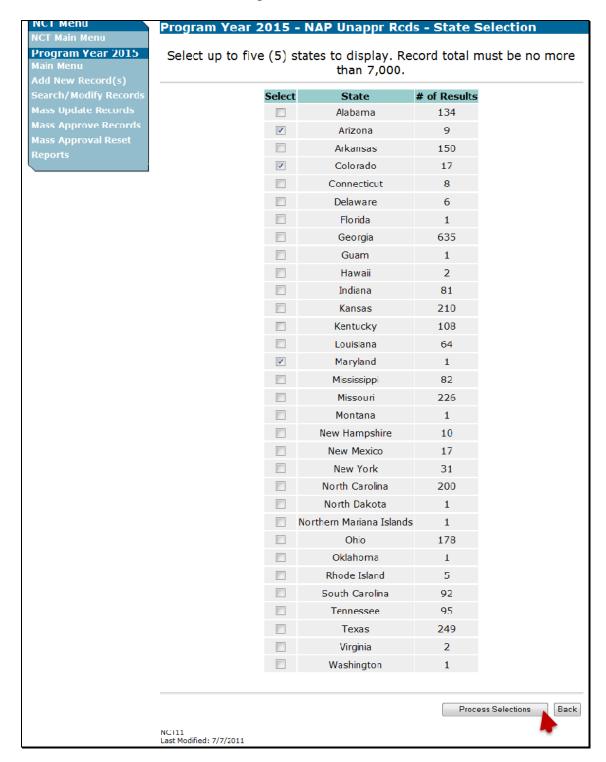
The following Program Year - NAP Unappr Rcds - Report Criteria Screen will be displayed.

Users are **required** to enter data in at least 1 field on the Program Year - NAP Unappr Rcds - Report Criteria Screen **before** clicking "**Search**".



E NAP Unapproved Records Report (Continued)

After users click "Search", the following Program Year - NAP Unappr Rcds - State Selection Screen will be displayed. Only States that contain data requested in the query will be displayed. Users may select up to 5 States in which to view unapproved records. CLICK "Process Selections" to obtain the report.



E NAP Unapproved Records Report (Continued)

After users click "**Process Selections**", the NAP Unapproved Crop Records Report will be displayed. See subparagraph A for report viewing and exporting options.

										pens cons							
								20	15 N	ational	Crop T	able					
							NAP	Una	ppro	ved Cro	p Rec	ords R	eport				
									• •	proval l							
2002/900000 Cartie A							*		Onup	provers	LOVOI.	Tudon.	88				
Arizona																	
									WAT	ERMELO	ON (075	7)					
County	Сгор Туре	Int Use	Grad Price Code	Pract	Plant Period	Insur-	иом	CEY	Price	Prev Plant Factor	Unharv Factor	Animal Acres	Grazing Days	Final Planting Date	Normal Harvest Date	Application Clusing Date	A: Repu
Cochise	COM	FH		-1	01	N	CWT	0.00	0.0000	0.2500	0.6300	0.0	0	03/31/2015	08/31/2015	11/20/2014	07/
Graham	COM	FH		1	01	N	CWT	0.00	0.0000	0.2500	0.6300	0.0	0	03/31/2015	08/31/2015	11/20/2014	07/
Greenlee	COM	FH		1	01	N	CWT	0.00	0.0000	0.2500	0.6300	0.0	0	03/31/2015	08/31/2015	11/20/2014	07/
La Paz	COM	FH		1	02	N	CWT	0.00	0.0000	0.2500	0.6300	0.0	0	07/31/2015	10/31/2015	11/20/2014	07/
Maricopa	COM	FH		1	01	N	CWT	0.00	0.0000	0.2500	0.6300	0.0	0	03/31/2015	08/31/2015	11/20/2014	07/
Maricopa	COM	FH		1	02	N	CWT	0.00	0.0000	0.2500	0.6300	0.0	0	07/31/2015	10/31/2015	11/20/2014	07/
Pinal	COM	HH		1	บา	N	CWI	9.00	0.0000	0.2500	0.6300	0.0	0	03/31/2015	08/31/2015	11/20/2014	97
Pinal	COM	FH		1	02	N	CWT	0.00	0.0000	0.2500	0.6300	0.0	0	07/31/2015	10/31/2015	11/20/2014	07
Yuma	COM	FH		1	02	N	CWT	0.00	0.0000	0.2500	0.6300	0.0	0	07/31/2015	10/31/2015	11/20/2014	07
Colorado																	
									WAT	ERMELO	ON (075	7)					
County	Crop type	Int Use	Grad Price Code	Pract	Plant Period	Insur- able	иом	CEY	Price	Prev Plant Factor	Unharv Factor	Animal Acres	Grazing Days	Final Planting Date	Normal Harvest Jate	Application Closing Date	A: Repo
					01	N	CWT	0.00	0.0000	0.4500	0.6600			06/10/2015	11/15/2015	03/15/2015	07/
Adams	COM	FH		1									0	08/10/2015	11/15/2015		07/
Adams Archuleta	COM	FH		1	01	N	CWT	0.00	0.0000	0.4500	0.6800			00/10/2015	11/10/2010	03/15/2015	
COUNTY IN COUNTY OF THE PARTY O				-	12.2	N N	CWT	0.00	0.0000	0.4500 0.4500	0.6800		0	08/10/2015	11/15/2015	03/15/2015	07/
Archuleta	COM COM	FH FH		1	01 01 01	N	CWT		0.0000	0.4500	0.6800		0	08/10/2015 08/10/2015	11/15/2015 11/15/2015	03/15/2015 03/15/2015	07/
Archuleta Rest	COM COM COM	FH FH FH		1	01 01 01	N N N	CWT CWT	0.00	0.0000 0.0000	0.4500 0.4500	0.6800 0.6800		0	08/10/2015 08/10/2015 08/10/2015	11/15/2015 11/15/2015 11/15/2015	03/15/2015 03/15/2015 03/15/2015	07/
Archuleta Rest Boulder Crowley Crowley	COM COM COM COM	FH FH FH SD		1 1 1 1 1 1	01 01 01 01 01	N N N	CWT CWT CWT LBS	0.00 0.00 0.00	0.0000 0.0000 0.0000	0.4500 0.4500 0.4500 0.4500	0.6800 0.6800 0.6800		0 0	08/10/2015 08/10/2015 08/10/2015 08/10/2015	11/15/2015 11/15/2015 11/15/2015 11/15/2015	03/15/2015 03/15/2015 03/15/2015 03/15/2015	07/ 07/
Archuleta Rest Boulder Crowley Crowley Delta	COM COM COM COM COM	FH FH FH SD FH		1 1 1 1 1 1 1	01 01 01 01 01 01	N N N N	CWT CWT CWT LBS CWT	0.00 0.00 0.00 0.00	0.0000 0.0000 0.0000 0.0000	0.4500 0.4500 0.4500 0.4500 0.4500	0.6800 0.6800 0.6800 0.6800 0.6800		0	08/10/2015 08/10/2015 08/10/2015 08/10/2015 08/10/2015	11/15/2015 11/15/2015 11/15/2015 11/15/2015 11/15/2015	03/15/2015 03/15/2015 03/15/2015 03/15/2015 03/15/2015	07. 07. 07.
Archuleta Rest Boulder Crowley Crowley	COM COM COM COM COM COM	FH FH FH SD FH FH		1 1 1 1 1 1 1	01 01 01 01 01 01	N N N N	CWT CWT CWT LBS CWT CWT	0.00 0.00 0.00 0.00 0.00	0.0000 0.0000 0.0000 0.0000 0.0000	0.4500 0.4500 0.4500 0.4500 0.4500 0.4500	0.6800 0.6800 0.6800 0.6800 0.6800 0.6800		0 0 0 0	08/10/2015 08/10/2015 08/10/2015 08/10/2015 08/10/2015 08/10/2015	11/15/2015 11/15/2015 11/15/2015 11/15/2015 11/15/2015 11/15/2015	03/15/2015 03/15/2015 03/15/2015 03/15/2015 03/15/2015 03/15/2015	07/ 07/ 07/ 07/
Archuleta Rest Boulder Crowley Crowley Deita Larimer	COM COM COM COM COM COM COM	FH FH FH SD FH FH FH		1 1 1 1 1 1 1	D1	N N N N N	CWT CWT LBS CWT CWT	0.00 0.00 0.00 0.00 0.00 0.00	0.0000 0.0000 0.0000 0.0000 0.0000 0.0000	0.4500 0.4500 0.4500 0.4500 0.4500 0.4500 0.4500	0.6800 0.6800 0.6800 0.6800 0.6800 0.6800		0 0 0 0	08/10/2015 08/10/2015 08/10/2015 08/10/2015 08/10/2015 08/10/2015 08/10/2015	11/15/2015 11/15/2015 11/15/2015 11/15/2015 11/15/2015 11/15/2015 11/15/2015 11/15/2015	03/15/2015 03/15/2015 03/15/2015 03/15/2015 03/15/2015 03/15/2015 03/15/2015	07/ 07/ 07/ 07/ 07/ 07/
Archuleta Rent Boolder Crowley Crowley Delta Larimer Logan Montrose	COM COM COM COM COM COM COM	FH FH FH SD FH FH FH FH		1 1 1 1 1 1 1 1 1	D1	N N N N N N	CWT CWT LBS CWT CWT CWT	0.00 0.00 0.00 0.00 0.00 0.00 0.00	0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000	0.4500 0.4500 0.4500 0.4500 0.4500 0.4500 0.4500 0.4500	0.6800 0.6800 0.6800 0.6800 0.6800 0.6800 0.6800 0.6800		0 0 0 0 0 0 0	08/10/2015 08/10/2015 08/10/2015 08/10/2015 08/10/2015 08/10/2015 08/10/2015 08/10/2015	11/15/2015 11/15/2015 11/15/2015 11/15/2015 11/15/2015 11/15/2015 11/15/2015 11/15/2015	03/15/2015 03/15/2015 03/15/2015 03/15/2015 03/15/2015 03/15/2015 03/15/2015 03/15/2015 03/15/2015	07/ 07/ 07/ 07/ 07/ 07/ 07/
Archuleta Rest Bosider Crowley Crowley Deita Larimer Logan Montrose Morgan	COM COM COM COM COM COM COM COM	FH FH FH SD FH FH FH FH FH		1 1 1 1 1 1 1 1 1 1	D1 D1 D1 D1 D1 D1 D1 D1 D1	N N N N N N N	CWT CWT LBS CWT CWT CWT CWT	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0	0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000	0.4500 0.4500 0.4500 0.4500 0.4500 0.4500 0.4500 0.4500 0.4500	0.6800 0.6800 0.6800 0.6800 0.6800 0.6800 0.6800 0.6800		0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	08/10/2015 08/10/2015 08/10/2015 08/10/2015 08/10/2015 08/10/2015 08/10/2015 08/10/2015 08/10/2015	11/15/2015 11/15/2015 11/15/2015 11/15/2015 11/15/2015 11/15/2015 11/15/2015 11/15/2015 11/15/2015 11/15/2015	03/15/2015 03/15/2015 03/15/2015 03/15/2015 03/15/2015 03/15/2015 03/15/2015 03/15/2015 03/15/2015 03/15/2015	07/ 07/ 07/ 07/ 07/ 07/ 07/ 07/
Archuleta Rest Boulder Crowley Crowley Deta Larimer Logan Montrose Morgan Otero	COM	FH FH FH FH FH FH		1 1 1 1 1 1 1 1 1 1 1 1	01 01 01 01 01 01 01 01 01 01	N N N N N N N	CWT CWT LBS CWT CWT CWT CWT CWT	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0	0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000	0.4500 0.4500 0.4500 0.4500 0.4500 0.4500 0.4500 0.4500 0.4500 0.4500 0.4500	0.6800 0.6800 0.6800 0.6800 0.6800 0.6800 0.6800 0.6800 0.6800		0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	08/10/2015 08/10/2015 08/10/2015 08/10/2015 08/10/2015 08/10/2015 08/10/2015 08/10/2015 08/10/2015 08/10/2016	11/15/2015 11/15/2015 11/15/2015 11/15/2015 11/15/2015 11/15/2015 11/15/2015 11/15/2015 11/15/2015 11/15/2015 11/15/2015	03/15/2015 03/15/2015 03/15/2015 03/15/2015 03/15/2015 03/15/2015 03/15/2015 03/15/2015 03/15/2015 03/15/2015 03/15/2015	07/ 07/ 07/ 07/ 07/ 07/ 07/ 07/ 07/
Archuleta Reet Boulder Crowley Crowley Deta Larimer Logan Montrinse Morgan Otero	COM	FH FH FH SD FH FH FH FH FH FH SD		1 1 1 1 1 1 1 1 1 1	01 01 01 01 01 01 01 01 01 01 01 01	N N N N N N N N	CWT CWT LBS CWT CWT CWT CWT CWT CWT LBS	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0	0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000	0.4500 0.4500 0.4500 0.4500 0.4500 0.4500 0.4500 0.4500 0.4500 0.4500 0.4500 0.4500	0.6800 0.6800 0.6800 0.6800 0.6800 0.6800 0.6800 0.6800 0.6800		0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	08/10/2015 08/10/2015 08/10/2015 08/10/2015 08/10/2015 08/10/2015 08/10/2015 08/10/2015 08/10/2015 08/10/2015 08/10/2015 08/10/2015	11/15/2015 11/15/2015 11/15/2015 11/15/2015 11/15/2015 11/15/2015 11/15/2015 11/15/2015 11/15/2015 11/15/2015 11/15/2015 11/15/2015	03/15/2015 03/15/2015 03/15/2015 03/15/2015 03/15/2015 03/15/2015 03/15/2015 03/15/2015 03/15/2015 03/15/2015 03/15/2015 03/15/2015	07/ 07/ 07/ 07/ 07/ 07/ 07/ 07/ 07/ 07/
Archuleta Reet Boilder Crowley Deta Larimer Logan Montrose Morgan Otero Otero	COM	FH FH FH SD FH FH FH FH FH FH FH FH		1 1 1 1 1 1 1 1 1 1 1 1	01 01 01 01 01 01 01 01 01 01 01 01 01	N N N N N N N N N N	CWT CWT LBS CWT	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0	0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000	0.4500 0.4500 0.4500 0.4500 0.4500 0.4500 0.4500 0.4500 0.4500 0.4500 0.4500 0.4500	0.6800 0.6800 0.6800 0.6800 0.6800 0.6800 0.6800 0.6800 0.6800 0.6800 0.6800		0 0 0 0 0 0	08/10/2015 08/10/2015 08/10/2015 08/10/2015 08/10/2015 08/10/2015 08/10/2015 08/10/2015 08/10/2015 08/10/2015 08/10/2015 08/10/2015 08/10/2015	11/15/2015 11/15/2015 11/15/2015 11/15/2015 11/15/2015 11/15/2015 11/15/2015 11/15/2015 11/15/2015 11/15/2015 11/15/2015 11/15/2015 11/15/2015	03/15/2015 03/15/2015 03/15/2015 03/15/2015 03/15/2015 03/15/2015 03/15/2015 03/15/2015 03/15/2015 03/15/2015 03/15/2015	07/ 07/ 07/ 07/ 07/ 07/ 07/ 07/ 07/ 07/
Archuleta Reet Boulder Crowley Crowley Deta Larimer Logan Montrinse Morgan Otero	COM	FH FH FH SD FH FH FH FH FH FH SD		1 1 1 1 1 1 1 1 1 1 1 1	01 01 01 01 01 01 01 01 01 01 01 01	N N N N N N N N	CWT CWT LBS CWT CWT CWT CWT CWT CWT LBS	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0	0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000	0.4500 0.4500 0.4500 0.4500 0.4500 0.4500 0.4500 0.4500 0.4500 0.4500 0.4500 0.4500	0.6800 0.6800 0.6800 0.6800 0.6800 0.6800 0.6800 0.6800 0.6800		0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	08/10/2015 08/10/2015 08/10/2015 08/10/2015 08/10/2015 08/10/2015 08/10/2015 08/10/2015 08/10/2015 08/10/2015 08/10/2015 08/10/2015	11/15/2015 11/15/2015 11/15/2015 11/15/2015 11/15/2015 11/15/2015 11/15/2015 11/15/2015 11/15/2015 11/15/2015 11/15/2015 11/15/2015	03/15/2015 03/15/2015 03/15/2015 03/15/2015 03/15/2015 03/15/2015 03/15/2015 03/15/2015 03/15/2015 03/15/2015 03/15/2015 03/15/2015	07/ 07/ 07/ 07/ 07/ 07/ 07/ 07/ 07/ 07/

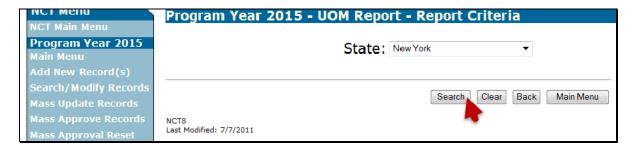
F Unit of Measure Report

The Unit of Measure Report displays the pounds per unit of measure determined within the State that **must** be entered for units of measure according to subparagraph 15 A. To access the Unit of Measure Report, do the following:

- from the Program Year Main Menu, CLICK "Reports"
- from the Program Year Reports Reports Selection Screen, CLICK "Unit of Measure Report".

The following Program Year - UOM Report - Report Criteria Screen will be displayed.

Users shall select a State and CLICK "Search" to obtain the report.



F Unit of Measure Report (Continued)

After users click "Search", the following Unit of Measure Report will be displayed with the defined pounds per unit of measure for applicable crops within the State. See subparagraph A for report viewing and exporting options.

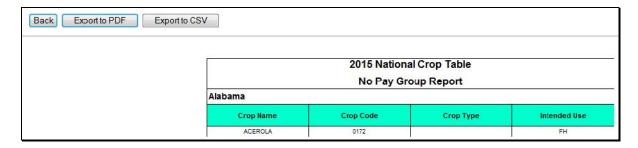
		2015 Nation	al Crop Table		
		Unit of Mea	sure Report		
New York					
Crop Name	Crop Code	Crop Type	Intended Use	Unit of Measure	Pounds Per Unit of Measure
APPLES	0054	COM	FH	BU	42.00
APPLES	0054	COM	PR	BU	42,00
APPLES	0054	SPC	FH	BU	42.00
BARLEY	0091	SPR	GR	BU	48.00
BARLEY	0091	WTR	GR	BU	48.00
BUCKWHEAT	0114		GR	BU	48.00
BUCKWHEAT	0114		SD	BU	48.00
CORN	0041	YEL	GR	BU	56.00
MILLET	0800	COM	GR	BU	56.00
OATS	0016	SPR	GR	BU	32.00
OATS	0016	WTR	GR	BU	32.00
PEACHES	0034	CLI	FH	BU	48.00
PEACHES	0034	CLI	PR	BU	48.00
PEACHES	0034	FRE	FH	BU	48.00
PEACHES	0034	FRE	PR	BU	48.00
PEACHES	0034	SCE	FH	BU	48.00
PEACHES	0034	SCL	FH	BU	48.00
PEACHES	0034	SCP	FH	BU	48.00
PEACHES	0034	SCX	FH	BU	48.00
RYE	0094		GR	BU	58.00
RYE	0094	_	SD	BU	56.00
SORGHUM	0051	GRS	GR	BU	56.00
SOYBEANS	0081	COM	FH	BU	60.00
SOYBEANS	0081	COM	GR	BU	80.00
SOYBEANS	0081	EDA	FH	BU	60.00
SOYBEANS	0081	EDA	GR	BU	60.00
SPELTZ	0131		GR	BU	40.00
TRITICALE	0158		GR	BU	48.00
TRITICALE	0158	LIBS	SD	BU	48.00
WHEAT	0011	HRS	GR	BU	60.00
WHEAT	0011	HRW	GR	BU	60.00
WHEAT	0011	HWR HWS	GR GR	BU BU	60.00 60.00
1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	272.75	500,000	0000		7.7277
WHEAT	0011	SRW	GR GR	BU BU	60.00 60.00

G No Pay Group Report

The No Pay Group Report displays crop, crop type, and intended use for records that are entered in NCT, but for which a group has **not** been established. To access the No Pay Group Report, do the following:

- from the Program Year Main Menu, CLICK "Reports"
- from the Program Year Reports Reports Selection Screen, CLICK "No Pay Group Report".

The following No Pay Group Report will be displayed. See subparagraph A for report viewing and exporting options.



23-39 (**Reserved**)

Part 3 NAP Automation for 2015 and Subsequent Crop Years

Section 1 NAP Software Access

40 Accessing NAP Software

A Basic Information

NAP software for 2015 and subsequent years:

- is intuitive, web-based software with a centralized database
- will be updated by State and county FSA employees with Level II eAuthentication access.

B Definitions

In this part:

- <u>user</u> means State and county FSA employees with Level II eAuthentication access, **except** where specifically noted
- <u>home county</u> means the same as administrative county in the web-based environment.

40 Accessing NAP Software (Continued)

C Accessing NAP Software Through the Intranet

Access NAP software from the FSA Applications Intranet web site at http://fsaintranet.sc.egov.usda.gov/fsa/applications.asp, and:

- under "Applications Directory", CLICK "G-O"
- under "Applications Directory, from G to O", CLICK "NAP Non-Insured Crop Disaster Assistance Program".

Note: Internet Explorer shall be used when accessing NAP software.

The USDA eAuthentication Login Screen will be displayed. To login, do either of the following:

- CLICK "Click Here to Log In With Your LincPass (PIV)"
- enter user ID and password and CLICK "Login".

The Select State, County, and Year Screen will be displayed.

41 Selecting State, County, and Year

A Overview

After user is logged in and has been authenticated, the Select State, County, and Year Screen will be displayed. Users **must** select a State, county, and year to access NAP software in their home county. Users have the option of selecting "Nationwide Customer Service" from the left navigation menu on the Select State, County, and Year Screen. This provides the ability to access NAP software from any Service Center nationwide.

B Example of Select State, County, and Year Screen

Following is an example of the Select State, County, and Year Screen.

Select State, Cour	Select State, County, and Year						
•	Mississippi - Coahoma ▼ 2015 ▼						
rear.	Select Exit NAP						

C Action

User shall use the drop-down lists to select the applicable:

- State and county
- year.

CLICK "Select". Main Menu (paragraph 42) will be displayed.

42 Main Menu

A Overview

After user has selected a State, county, and year, the Main Menu will be displayed. The Main Menu allows users to do any of the following:

- search for a unit by:
 - producer
 - unit number
- add, edit, or cancel the following:
 - application for coverage
 - approved yield by producer
 - approved yield by unit number
 - application for payment * * *
 - notice of loss
 - supplemental process by producer
 - supplemental process by unit number
 - contract marketing percentage
 - historical marketing percentage
 - direct marketing percentage.
- record, manage, or cancel the following:
 - service fee collections
 - premium collections
- view and/or print the following:
 - application for coverage reports
 - notice of loss reports
 - approved yield reports
 - application for payment reports * * *
 - unit maintenance reports
 - supplemental process reports
 - premium management reports
 - contract marketing percentage
 - historical marketing percentage
 - direct marketing percentage
 - blank application for coverage form
 - blank notice of loss form
 - blank approved yield form
 - blank application for payment form * * *.
- sign approved yield
- access Estimated Premium Calculator.

42 Main Menu (Continued)

B Example of Main Menu

Following is an example of the Main Menu.

*_.

Main Menu

Year: 2017 State: Florida County: Dade, Monroe

Application for Coverage

Add, Edit, or Cancel

Calculate Estimated Premium

Reports

Notice of Loss

Add, Edit, or Cancel

Reports

Approved Yield

Search by Producer

Search by Unit Number

Sign Approved Yield

Reports

Marketing Percentages

Add, Edit, or Cancel CMP/HMP

Add, Edit, or Cancel DMP

Reports

Application for Payment

Add, Edit, or Cancel

Reports

Unit Maintenance

Search by Producer

Search by Unit Number

Reports

Supplemental Process

Search by Producer

Search by Unit Number

Reports

Premium Management

Search by Producer

Reports

Notification Center

Search by Producer

Reports

Blank Forms

Application for Coverage Form

Notice of Loss Form

Approved Yield Form

Application for Payment Form

--*

C Action

Following is an explanation of the options available on the Main Menu.

Option	Result						
_	Application for Coverage						
Add, Edit, or Cancel	Search Application for Coverage Screen will be displayed.						
Calculate Estimated Premium	SCIMS Customer Search Screen will be displayed.						
Reports	Reports Screen will be displayed.						
Unit Maintenance							
Search by Producer	SCIMS Customer Search Screen will be displayed.						
Search by Unit Number	Search Unit Screen will be displayed						
Reports	Reports Screen will be displayed.						
Notice of Loss							
Add, Edit, or Cancel	Search Notice of Loss Screen will be displayed.						
Reports	Reports Screen will be displayed.						
_	Supplemental Process						
Search by Producer	SCIMS Customer Search Screen will be displayed.						
Search by Unit Number	Search Supplemental Data Screen will be displayed						
Reports	Reports Screen will be displayed.						
	Approved Yields						
Search by Producer	SCIMS Customer Search Screen will be displayed.						
Search by Unit Number	Search Approved Yield Screen will be displayed.						
Sign Approved Yield	Search Approved Yields to Sign Screen will be displayed.						
Reports	Reports Screen will be displayed.						
	Premium Management						
Search by Producer	SCIMS Customer Search Screen will be displayed.						
Reports	Reports Screen will be displayed.						
	Marketing Percentages						
Add, Edit, or Cancel							
CMP/HMP	Search CMP/HMP Screen will be displayed.						
Add, Edit, or Cancel DMP	Search DMP Screen will be displayed.						
Reports	Reports Screen will be displayed.						
_	Notification Center						
Search by Producer	SCIMS Customer Search Screen will be displayed.						
Reports	Reports Screen will be displayed.						
	Application for Payment * * *						
Add, Edit, or Cancel	Search Application for Payment Screen will be displayed.						
Reports	Reports Screen will be displayed.						
	Blank Forms						
Application for Coverage	Blank CCC-471 will be displayed.						
Notice of Loss	Blank CCC-576 (Page 1) will be displayed.						
Approved Yield	Blank CCC-452 will be displayed.						
Application for Payment	Blank CCC-576 (Page 2) will be displayed * * *.						

43 Nationwide Customer Service

A Overview

The NAP software automatically allows for nationwide customer service. Users can access and enter NAP data for any producer nationwide. This service will be extremely beneficial for travelers, absentee producers, etc. Users entering nationwide NAP data will have limited authority.

B Example of Select State, County, and Year Screen

To access Nationwide Customer Service, from the left navigation menu, CLICK "Nationwide Customer Service". The following Select State, County, and Year Screen will be displayed. Use the drop-down lists to select the applicable:

- State
- county
- year.

CLICK "Select" to continue into the selected NAP process.

Select State, County, and Year					
State:	Alabama ▼				
County:	Autauga				
Year:	2015 🔻				
Select Exit NAP					

C Functionality

All functionality of the NAP processes is the same in Nationwide Customer Service, **except** that **no** COC action can be taken. COC action **must** be taken by the administrative County Office.

D Action

Users that process Nationwide Customer Service must:

- immediately FAX or scan and e-mail a copy of the signed Application for Coverage to the home county
- mail the original signed Application for Coverage to the home county
- maintain a copy of the signed Application for Coverage.

44 State Office Access

A Requesting Access

If State Office administrative access has **not** already been requested for users in a State Office, requests shall be made according to the following:

- provide the National Office with all State employees who are to have access, and include the following:
 - State name
 - employee's legal first and last name
 - employee's USDA eAuthentication user ID
- •*--provide to Todd Pfeifer by e-mail to todd.pfeifer@wdc.usda.gov--*

Note: Include in the e-mail that the request is for NAP State Office administrative access.

• contact PECD, Program Delivery Branch at 202-720-3464 with any questions or concerns.

Note: Additional employees can be added at any time by requesting access according to this subparagraph.

B Access Authority

State Office administrative users have the ability to:

- complete NAP for any producer within their assigned State
- print reports for any county within their assigned State
- access Nationwide Customer Service
- override crop eligibility on the Application for Coverage
- override original approval dates
- authorize refund of manually recorded NAP service fees (2015 only).

Note: Nothing in these software instructions should be interpreted as any deviation from policy that NAP service fees are **not** refundable. These software instructions are **only** applicable to situations where FSA has, for its own reasons, determined that service fees **must** be returned.

45-59 (**Reserved**)

60 SCIMS Customer Search Screen

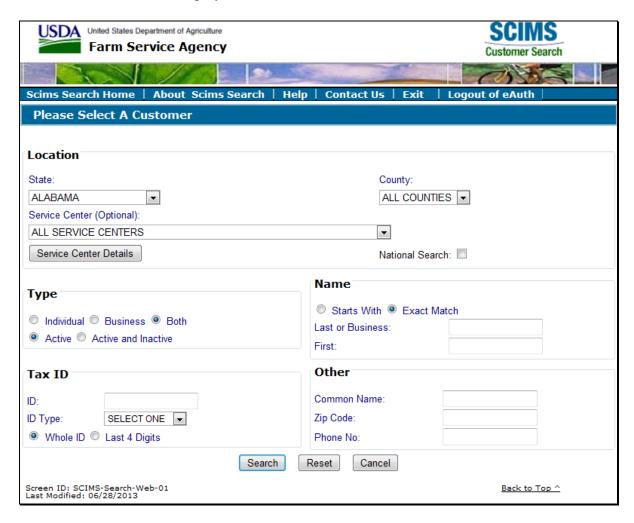
A Overview

After users have clicked "Calculate Estimated Premium", the SCIMS Customer Search Screen will be displayed. The SCIMS Customer Search Screen allows users to select the customer for which the premium will be estimated.

Note: The Estimated Premium Calculator is accessible by County Office users and--* producers from home. The SCIMS Customer Search Screen will **not** be displayed for producers accessing the premium calculator from home.

B Example SCIMS Customer Search Screen

Following is an example of the SCIMS Customer Search Screen. User **must** select customer based on search results by clicking the applicable producer. The Calculate Estimated Premium Screen will be displayed.



61 Calculate Estimated Premium Screen

A Overview

After users have selected a customer, the Calculate Estimated Premium Screen will be displayed. The Calculate Estimated Premium Screen allows users to enter crop information so that a premium can be estimated.

B Example of the Calculate Estimated Premium Screen

Following is an example of the Calculate Estimated Premium Screen.

Calculate Estimated Premium							
Producer: PRODUCER, ANY 1							
State-County: Mississippi - Coahoma Year: 2015 V Limited Resource, Socially Disadvantaged, and/or a Beginning Yes No							
Farmer/Rancher? [Add Crop							
Crop:			•				
Crop Type:	•						
Intended Use:							
Practice: ▼							
Planting Period:							
Add Crop							
Yield Based Crops							
Сгор	Producer Share	Acres	APH/CEY	Market Price			
APPLES, COMMON, Fresh, Non- Irrig, 01, Conventional, 100%	50.00%	10.00	2968	\$.1800			
Dollar Value Based Crops							
Сгор		Producer Share	Doll	Dollar Value			
CHRISTMAS TREES, DOUGLAS, Fresh, 01		100.00%	\$150	\$150,000.00			
Estimate Premium							

C "Add Crop" Section

The Calculate Estimated Premium Screen, "Add Crop" section will change depending on the crop that is selected. Following is an example of the "Add Crop" section for yield based crops.

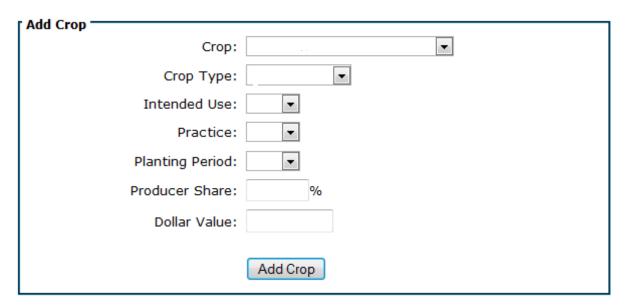
. Add Crop	
Add Crop	
Crop:	▼
Crop Type:	•
Intended Use:	•
Practice:	
Planting Period:	
Market Option:	v
Producer Share:	%
Acres:	
APH/CEY:	•
Market Percent:	
	Add Crop

Following is an example of the "Add Crop" section for value loss crops with graduated prices.

.▼.
•
•
v
%
Add Crop

C "Add Crop" Section (Continued)

Following is an example of the "Add Crop" section for value loss crops **without** graduated prices.



D Field Descriptions and Actions

The following provides the field descriptions and actions on the Calculate Estimated Premium Screen.

Field/Button	Description		
Producer	IF	THEN	
	County Office	the producer selected on SCIMS Customer	
	user	Search Screen will be displayed.	
	producer user	data displayed will be based on producer's	
		eAuthentication information.	
State-County	State and county associated with the selected producer. The		
	NAP software defaults to the first State and county		
	alphabetically.		
Year	Year selected on the Select State, County, and Year Screen		
	according to paragraph 41.		
Limited Resource, Socially	CHECK (✓) "Yes" or "No", to indicate whether producer		
Disadvantaged, and/or	meets the criteria for being a limited resource, SDA, and/or		
Beginning Farmer/Rancher?	beginning farme	er/rancher. CCC-860 must be on file.	

Field/Button	Description
	Add Crop – Yield Based Crops
Crop	Select crop from the drop-down list. Crops listed are from NCT for the
	selected State and county.
Crop Type	Select crop type associated with the selected crop from the drop-down
	list. Crop types listed are from NCT for the selected State and county.
Intended Use	Select intended use associated with the selected crop and crop type from
	the drop-down list. Intended uses listed are from NCT for the selected
	State and county.
Practice	Select practice associated with the selected crop, crop type, and intended
	use from the drop-down list. Practices listed are from NCT for the
	selected State and county.
Planting Period	Select planting period associated with the selected crop, crop type,
	intended use, and practice from the drop-down list. Planting periods
36.1.0	listed are from NCT for the selected State and county.
Market Option	Select the market option from the following list:
	• conventional
	• transitional organic
	certified organic
	• direct.
	The selection of market option will determine the price and yield used in
D 1 01	the estimated premium.
Producer Share	Enter share provided by the producer.
Acres	Enter acres provided by producer.

Field/Button	Description				
	Add Crop – Yield Based Crops (Continued)				
APH/CEY	Select the APH/CEY the producer wants to use for the estimated premium calculation. The drop-down list will list all available yields and the year to which the yield is applicable.				
	approved yea	tware looks for the most current year in NCT and ar database first. If there is no data for the current year, ware will pull APH/CEY from the prior year.			
	IF the selected				
	market option is	THEN APH/CEY displayed will be			
	conventional	 approved yield applicable to the conventional acreage, and/or 			
		CEY from NCT.			
	transitional organic	approved yield applicable to the transitional organic acreage, and/or			
		transitional organic yield from NCT, and/or			
		CEY from NCT.			
	certified organic	approved yield applicable to the certified organic acreage, and/or			
		certified organic yield from NCT, and/or			
		CEY from NCT.			
	direct	 approved yield applicable to the acreage, and/or CEY from NCT. 			
Market	Enter percent provided by the producer. This is the percent marketed to the				
Percent	selected intended use. This percent can also be used to reflect the percent				
	marketed to the conventional or direct market.				
Add Crop	CLICK "Add Crop" and the crop information will be added to the "Yield Based Crops" block. The market price will be automatically determined based on the choices made for the crop.				

Field/Button	Description				
	Add Crop – Value Loss Crops With Graduated Prices				
Crop	Select crop from the drop-down list. Crops in the drop-down list are				
	from NCT for the selected State and county.				
Crop Type	Select crop type associated with the selected crop. Crop types in the				
	drop-down list are from NCT for the selected State and county.				
Intended Use	Select intended use associated with the selected crop and crop type.				
	Intended uses in the drop-down list are from NCT for the selected State				
	and county.				
Practice	Select practice associated with the selected crop, crop type, and intended				
	use. Practices in the drop-down list are from NCT for the selected State				
	and county.				
Planting Period	Select planting period associated with the selected crop, crop type,				
	intended use, and practice. Planting periods in the drop-down list are				
	from NCT for the selected State and county.				
Graduated Price	Select the graduated price associated with the selected crop, crop type,				
	intended use, practice, and planting period. Graduated prices in the drop-				
	down list are from NCT for the selected State and county.				
Producer Share	Enter share provided by the producer.				
Dollar Value	Enter the dollar value to be covered as provided by the producer.				
Add Crop	CLICK "Add Crop" and the crop information will be added to the				
-	"Dollar Value Based Crops" block.				

Field/Button	Description				
A	Add Crop – Value Loss Crops Without Graduated Prices				
Crop	Select crop from the drop-down list. Crops in the drop-down list are from				
	NCT for the selected State and county.				
Crop Type	Select crop type associated with the selected crop. Crop types in the drop-				
	down list are from NCT for the selected State and county.				
Intended Use	Select intended use associated with the selected crop and crop type.				
	Intended uses in the drop-down list are from NCT for the selected State				
	and county.				
Practice	Select practice associated with the selected crop, crop type, and intended				
	use. Practices in the drop-down list are from NCT for the selected State				
	and county.				
Planting Period	Select planting period associated with the selected crop, crop type,				
	intended use, and practice. Planting periods in the drop-down list are from				
	NCT for the selected State and county.				
Producer Share	Enter share provided by the producer.				
Dollar Value	Enter the dollar value to be covered as provided by the producer.				
Add Crop	CLICK "Add Crop" and the crop information will be added to the "Dollar				
	Value Based Crops" block.				

D Field Descriptions and Actions (Continued)

On the Calculate Estimated Premium Screen, after users click "Add Crop", the Calculate Estimated Premium Screen will be redisplayed with the following, based on crop added.

Field/Button	Description				
Yield Based Crops					
Crop	Crop, crop type, intended use, practic				
	and market percent, as selected and enbe displayed.	intered in the Add Crop block will			
Producer Share	Producer share entered in the "Add C	rop" block will be displayed.			
Acres	Acres entered in the "Add Crop" bloc	k will be displayed.			
APH/CEY	APH/CEY selected in the "Add Crop"	" block will be displayed.			
Market Price	IF the selected market option is	THEN the market price will be			
	conventional	average market price from NCT.			
	transitional organic average market price from NCT.				
	certified organic organic market price from NCT.				
	direct	direct market price from NCT.			
Trash Can	Clicking "Trash Can" will delete the line item from the block.				
	Dollar Value Based C	-			
Crop	Crop, crop type, intended use, practice, planting period, and graduated				
	price (if applicable), as selected in the "Add Crop" block will be displayed.				
Producer Share	Producer share entered in the "Add Crop" block will be displayed.				
Dollar Value	Dollar value entered in the "Add Crop" block will be displayed.				
Trash Can	Clicking "Trash Can" will delete the line item from the block.				
Estimate	After all crops are added to the Yield Based Crops and Dollar Value				
Premium	Based Crops tables, CLICK "Estimate Premium" to display the NAP				
	Estimated Premium Report.				

NAP Estimated Premium Report

A Overview

On the Calculate Estimated Premium Screen, after users click "Estimate Premium", the NAP Estimated Premium Report will be displayed. The NAP Estimated Premium Report provides the estimated premium due, based on the crops selected on the Calculate Estimated Premium Screen.

B Example NAP Estimated Premium Report

Following is an example of the NAP Estimated Premium Report.

State: Mississippi County: Coahoma Year: 2015	United States Department of Agriculture Farm Service Agency NAP Estimated Premium Report			Date: 12/24/201 Time: 10:25:5 Page:				
Producer: PRODUCER, ANY 1								
Yield Based Crop	APH/CEY	Market Price	Coverage Level	Premium Factor	Cost/Acre	Share	Acres	Premium Amount
APPLES, COMMON, Fresh, Non-Irrig, 01, Conventional, 100%	2968	\$.1800	65/100 60/100 55/100 50/100	5.25% 5.25% 5.25% 5.25%	\$18.2309 \$16.8286 \$15.4262 \$14.0238	50.00%	10.00	\$91.00 \$84.00 \$77.00 \$70.00
Dollar Value Based Crop		Dollar \	/alue	Coverage Level	Premium Factor		Share	Premium Amount
CHRISTMAS TREES, DOUGLAS, Fresh, 01		\$150,00	00.00	65/100 60/100 55/100 50/100	5.25% 5.25% 5.25% 5.25%	1	100.00%	\$5,119.00 \$4,725.00 \$4,331.00 \$3,938.00
Disclaimer: This is an estimated calculation of p	oremium(s); vis	it your FSA Cou	nty Office to a	pply.				

63-79 (Reserved)

Section 3 Application for Coverage

Subsection 1 Add, Edit, or Cancel Application for Coverage

80 Search Application for Coverage Screen

A Overview

After users have clicked "Add, Edit, or Cancel", the Search Application for Coverage Screen will be displayed. The Search Application for Coverage Screen allows users to:

- add CCC-471
- edit CCC-471
- access an existing CCC-471
- rollover a prior year CCC-471 (crops will be marked Continuous)
- view/print CCC-471
- access Summary of Coverage
- •*--access Coverage Report.--*

B Example of Search Application for Coverage Screen

Following is an example of the Search Application for Coverage Screen.

*--

Search Application for Coverage			
Year: 2015 State: Mississippi		Cou	nty: Coahoma
Add/Search			
Producer	Status	Ac	ction
PRODUCER, ANY A TOMATOES, HYBRID (HYB), Fresh (FH), 01 WATERMELON, ICE BOX/SUGAR BABIES (SUG), Fresh (FH), 01 Summary of Coverage Coverage Report	Signed by Producer	<u>View/Print</u>	<u>Edit</u>
PRODUCER, ANY B BEANS, BUTTER (BUT), Fresh (FH), 01 CANTALOUPES, Fresh (FH), 01 CUCUMBERS, COMMON (COM), Fresh (FH), 01 total 13 crops Summary of Coverage	Canceled	<u>View/Print</u>	Reactivate Service Fee
Add/Search NAP Main Menu			

--*

C Action

To add a new CCC-471 or rollover a prior year CCC-471, CLICK "Add/Search". The SCIMS Customer Search Screen will be displayed.

To view and/or print an existing CCC-471, CLICK "View/Print" for CCC-471 to be viewed and/or printed. CCC-471 will be displayed.

To edit an existing CCC-471, do either of the following.

- CLICK "Edit" for CCC-471 to be edited. The Application for Coverage Summary Screen will be displayed. See paragraph 88.
- CLICK "Add/Search". The SCIMS Customer Search Screen will be displayed.
- *--To print a summary report for an existing CCC-471, CLICK "Coverage Report". The Producer Application for Coverage Summary Report will be displayed. See paragraph 106 for additional information on the Producer Application for Coverage Summary Report. The Coverage Report link will only be displayed when applicable.

To print a Summary of Coverage for an existing CCC-471, CLICK "Summary of Coverage". The Summary of Coverage will be displayed. See paragraph 108 for additional information on the Summary of Coverage. The Summary of Coverage link will only be displayed when applicable.--*

D Status

The "Status" column will display the status of the producer's CCC-471.

"**Initiated**" means CCC-471 has been started, but the producer has not yet signed the application and the fees have not been fully paid.

"Pending" means the producer has signed CCC-471, but the fees have not been fully paid.

"Signed by Producer" means the producer has signed CCC-471 and the fees have been fully paid.

80 Search Application for Coverage Screen (Continued)

D Status (Continued)

"CCC Rep Signed" means the CCC representative has signed CCC-471 verifying that the fees have been fully paid.

"Cancelled" means that CCC-471 has been placed in a cancelled status because of 1 of the following:

- changes to basic program data, such as modification of FSA-578 data
- Business Partner cleansing case
- manual cancellation by the user.

A cancelled CCC-471 must be accessed and modified to ensure that the most current data is on CCC-471. A report is available that provides a list of all cancelled CCC-471's with the reason for the cancellation. See paragraph 107 for additional information.

Note: A Business Partner cleansing case will cancel CCC-471 tied to the merged producer. CCC-471 tied to the producer that was "kept" will not be cancelled. CCC-471 that is suspended because of a Business Partner cleansing case does not need to be accessed and modified.

		·

*--81 SCIMS Customer Search

A Overview

If the user clicked "Add/Search", the SCIMS Customer Search Screen will be displayed. The SCIMS Customer Search Screen provides users with a method of searching SCIMS to find the applicable producer. The producer can be selected by type, name, tax ID, or other. See 1-CM for additional information on SCIMS.

B Example of SCIMS Customer Search Screen

Following is an example of the SCIMS Customer Search Screen.



The user must select the customer based on search results by selecting the applicable producer. The Crop Selection Screen will be displayed. See paragraph 83.

Note: If the selected customer has invalid eligibility determinations, the Subsidiary Status Screen will be displayed. See paragraph 82.--*

*--82 Subsidiary Status Screen

A Overview

The Subsidiary Status Screen displays a list of invalid eligibility determinations for the selected producer. The Subsidiary Status Screen will only be displayed if there are invalid eligible determinations.

Note: These messages are informational only and do not stop CCC-471 from being processed.

B Example of Subsidiary Status Screen

Following is an example of the Subsidiary Status Screen.

Subsidiary Sta	tus					
Year: 2015	State: Florida	County: Dade, Monroe				
Producer: PRODUC	ER, ANY 1					
• AD 1026 Ce	This producer has the following invalid eligibility determination(s): • AD 1026 Certification Status / Not Filed • AGI Commodity Program Determination / Not Filed					
	Continue with Application for Coverag	ge Cancel				

C Action

CLICK "Continue with Application for Coverage" to continue processing CCC-471. The Crop Selection Screen will be displayed. See paragraph 83.

CLICK "Cancel" to cancel processing of CCC-471.--*

*--83 Crop Selection Screen

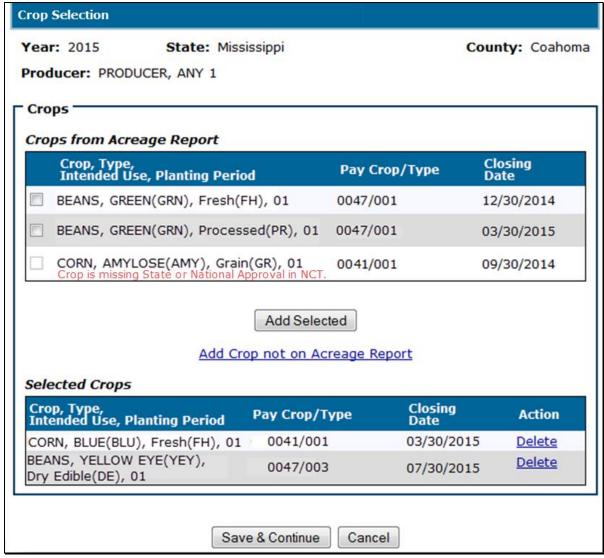
A Overview

The Crop Selection Screen will be displayed for selecting crops to be covered.

Note: If the selected producer had a prior year CCC-471, the crops from the prior year CCC-471 that exist and are approved in the current year NCT will be displayed in the Selected Crops table.

B Example of Crop Selection Screen

Following is an example of the Crop Selection Screen.



*--83 Crop Selection Screen (Continued)

C Field Descriptions and Actions

The following table provides the field descriptions and actions for the Crop Selection Screen.

Field/Button	Description	Action		
	Crops from Acreage Report			
Crop	The crop, type, intended use, and	Select the check box next to the crop, type,		
Type	planting period from the producer's	intended use, planting period, pay crop/type,		
Intended Use	previous year's certified acreage	and closing date to select that crop for		
Planting Period	report, and the pay crop/type and	coverage. The crop will be added to the		
Pay Crop/Type	application closing date from NCT.	Selected Crops table.		
Closing Date				
	Note: Crops that are not approved in			
	NCT, for the applicable			
	program year, will be disabled			
	from being selected and an			
	error/footnote displayed.	GYYGYY//A 11 G 1 IN G 1		
Add Selected	Manual selection.	CLICK "Add Selected" after selecting any		
		applicable crops. The crop will be added to		
A 11 G	N 1 1 1	the Selected Crops table.		
	Manual selection.	CLICK "Add Crop not on Acreage Report"		
Acreage Report		to add a crop that is not displayed in the		
		Crops from Acreage Report table. The Add		
		Crop Not on Acreage Report Screen will be		
		displayed. See paragraph 84.		
C	Selected Cro	ps 		
Crop	Crops selected for coverage.			
Type	Notes An actorial (*) in front of a			
Intended Use	Note: An asterisk (*) in front of a crop means that the crop is not			
Planting Period	eligible because it is past the			
Pay Crop/Type	application closing date.			
Closing Date	Crops added after the			
	application closing date will be			
	marked "ineligible" and State			
	Office override is necessary to			
	change it to "eligible". See			
	Subsection 2 for more			
	information on State Office			
	override functionality.			
Delete	Manual selection.	CLICK "Delete" to delete a crop from the		
		application.		
Save &	Manual selection.	CLICK "Save & Continue" after selecting		
Continue		the crops to be covered. The Select		
		Coverage Level Screen will be displayed.		
		See paragraph 85.		
Cancel	Manual selection.	The Search Application for Coverage Screen		
		will be displayed. See paragraph 80.		

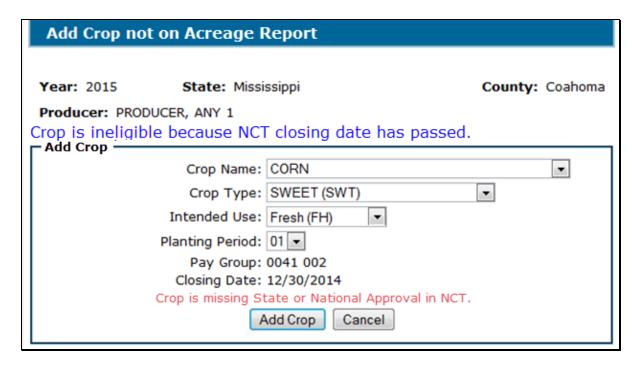
*--84 Add Crop Not on Acreage Report Screen

A Overview

The Add Crop Not on Acreage Report Screen will be displayed for selecting crops to be covered that are **not** reported on the previous year's acreage report.

B Example of Add Crop Not on Acreage Report Screen

Following is an example of the Add Crop Not on Acreage Report Screen.



Notes: The message, "Crop is ineligible because NCT closing date has passed", is informational and indicates that the selected crop will be marked ineligible because the application closing date has passed. Users can CLICK "**Add Crop**", even if this message is displayed.

Crops must be approved in NCT to be selected. The message, "Crop is missing State or National Approval in NCT", will be displayed if the selected crop is not approved in NCT. The crop cannot be added to CCC-471 if the crop is missing State or National approval in NCT.--*

C Field Descriptions and Actions

The following table provides the field descriptions and actions for the Add Crop Not on Acreage Report Screen.

Field/Button	Description	Action
Crop Name	Manual selection of any crop loaded in NCT.	Select the crop to be covered.
Crop Type	Manual selection of crop type applicable to the crop loaded in NCT.	Select the crop type applicable to the selected crop.
Intended Use	Manual selection of intended use applicable to the crop loaded in NCT.	Select the intended use applicable to the selected crop.
Planting Period	Manual selection of the planting period applicable to the crop loaded in NCT.	Select the planting period applicable to the selected planting period.
Pay Group	The pay group applicable to the crop loaded in NCT.	
Closing Date	The closing date applicable to the crop loaded in NCT.	
Add Crop	Manual selection. Note: Crop selections that are not approved in NCT, for the applicable program year, will be disabled from being added and an error/footnote displayed.	CLICK "Add Crop" after selecting the crop, crop type, intended use, and planting period. The Crop Selection Screen will be displayed with the crop added to the Selected Crops table. See paragraph 83.
Cancel	Manual selection.	The Crop Selection Screen will be displayed. See paragraph 83.

__*

*--85 Select Coverage Level Screen

A Overview

The Select Coverage Level Screen will be displayed to allow the user to select coverage levels for each pay group associated with the crops selected for coverage.

B Example of Select Coverage Level Screen

Following is an example of the Select Coverage Level Screen.

Select Covera	ge Level		
Year: 2015 Producer: PRODUC	State: Florida CER, ANY	County: Dade, Monroe	
Pay Crop/Type/Pla	anting Period	Coverage Level	
BARLEY/001/01		Buy-Up 60/100 💌	
* BARLEY/002/01		Buy-Up 65/100 ▼	
GRASS/002/01		Basic 50/55	
(*) Producer selected coverage on a grazing crop, which is limited to Basic coverage at 50/55. Selection of Buy-Up coverage at the pay group level will not apply to the grazing intended use.			
	Save & Continue Ba	ck Cancel	

--*

C Field Descriptions and Actions

The following table provides the field descriptions and actions for the Select Coverage Level Screen.

Field/Button	Description	Action
Pay Crop	The pay groups that represent all	
Type	selected crops for coverage.	
Planting Period		
Coverage Level	Manual selection.	Defaulted to "Basic 50/55" coverage. If the producer elected Buy-Up, select the coverage level applicable to the pay group.
		Note: See subparagraph D for restrictions to pay groups with a grazed (GZ) crop selected.
Save & Continue	Manual selection.	CLICK "Save & Continue" after selecting the coverage levels for all pay groups. The Select Coverage Options Screen will be displayed. See paragraph 86.
Back	Manual selection.	The Crop Selection Screen will be displayed. See paragraph 83.
Cancel	Manual selection.	The Application for Coverage Summary Screen will be displayed. See paragraph 88.

D Pay Groups Containing Grazed (GZ) Crop Selection

Pay groups with **only** a grazed (GZ) crop selected will be defaulted and restricted to "Basic 50/55" coverage.

Pay groups that have **both** a grazed (GZ) and another intended use (such as FG) crop selected, the coverage level will be defaulted to "Basic 50/55", but will allow the user to select a Buy-Up coverage level to apply to the nongrazed crop. The system will only apply a Buy-Up coverage level selection to nongrazed intended uses. An informational footnote will be displayed for the pay groups that meet this criteria.--*

*--86 Select Coverage Options Screen

A Overview

The Select Coverage Options Screen will be displayed to allow the user to:

- select market options for each of the crops selected for coverage
- enter a dollar value of coverage for value loss crops selected for coverage.

B Example of Select Coverage Options Screen

Following is an example of the Select Coverage Options Screen.

Select Coverage Options				
Year: 2015 State: North Da Producer: PRODUCER, ANY	akota		Co	ounty: Burke
Crop, Type, Intended Use, Planting Period	Organic Price	Direct Market Price	HMP Percent	Dollar Value
BEANS, GREEN(GRN), Fresh(FH), 01		V	V	
BEANS, GREEN(GRN), Processed(PR), 01			V	
BEANS, GREEN(GRN), Dry Edible(DE), 01				
BEANS, BLACK TURTLE(BTU), Dry Edible(DE), 01	V			
BEANS, YELLOW EYE(YEY), Dry Edible(DE), 01				
CORN, BLUE(BLU), Fresh(FH), 01		V		
CORN, AMYLOSE(AMY), Grain(GR), 01				
CORN, SWEET(SWT), Fresh(FH), 01		V		
FINFISH, TROUT(TRO), Fresh(FH), 01				\$ 80000
Save & Continu	ıe Cancel	Back		

C Field Descriptions and Actions

The following table provides the field descriptions and actions for the Select Coverage Options Screen.

Field/Button	Description	Action
Crop	The crop, type, intended use, and planting	
Type	period of selected crops for coverage.	
Intended Use		
Planting Period	Note: Crops for an intended use of GZ will	
C	not be displayed.	
Organic Price	Manual selection.	Select this coverage option if the
		producer elected to use the
	Note: This option will not be displayed for	"Organic Price" option for the
	value loss crops that do not require or	applicable crop being covered.
	allow a graduated price code.	
Direct Market	Manual selection.	Select this coverage option if the
Price		producer elected to use the
	Notes: This option will only be displayed if	"Direct Market Price" option for
	Buy-Up coverage was selected for	the applicable crop being
	this crop's pay group.	covered.
	This option will not be displayed for	
	value loss crops or crops with an	
	intended use of FG.	
HMP Percent	Manual selection.	Select this coverage option if the
	NI 4 7791' 4' '11 N 1 1' 1 1'C	producer elected to use the
	Notes: This option will only be displayed if	"HMP Percent" option for the
	Buy-Up coverage was selected for	applicable crop being covered.
	this crop's pay group.	
	This option will not be displayed for	
	value loss crops or crops with an	
	intended use of FG.	
Dollar Value	Manual entry.	Enter the dollar value of
Donar Varue	ivianuai enti y.	coverage for each value loss crop
	Note: This entry will only be displayed for	selected for coverage.
	value loss crops with Buy-Up	selected for coverage.
	coverage selected for the crop's pay	
	group and would be a required entry.	
Save & Continue	Manual selection.	The Application Fee Screen will
		be displayed. See paragraph 87.
Cancel	Manual selection.	The Application for Coverage
		Summary Screen will be
		displayed. See paragraph 88.
Back	Manual selection.	The Select Coverage Level
		Screen will be displayed. See
		paragraph 85.

*--87 Application Fee Screen

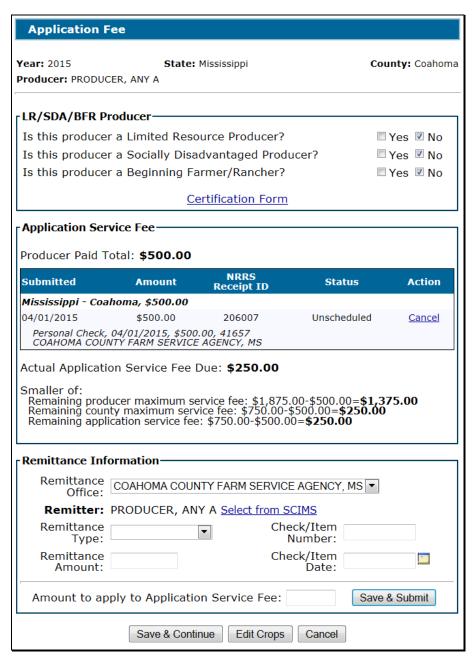
A Overview

The Application Fee Screen provides:

- limited resource, socially disadvantaged, and beginning farmer/rancher selections
- fee calculation
- entry of remittance information for collection of service fee.

B Example of Application Fee Screen

Following is an example of the Application Fee Screen.



*--87 Application Fee Screen (Continued)

C Field Descriptions and Actions

The following table provides the field descriptions and actions for the Application Fee Screen.

Field/Button	Description	Action
	LR/SDA/BFR Producer	
Is this producer a Limited Resource Producer?	Manual selections.	The displayed value can be overridden, if applicable.
Is this producer a Socially Disadvantaged Producer?	Values are defaulted to the determinations in subsidiary for the applicable year.	Note: Limited resource
Is this producer a Beginning		producers must have a completed CCC-860 on
Farmer/Rancher?		file for each applicable program year before "Yes" is selected.
Certification Form	Manual selection.	CLICK "Certification Form" to display or print CCC-860.
	Application Service Fee	
Producer Paid Total	The amount of service fees the producer has paid across all counties thus far.	
Submitted	The submission dates, amounts, NRRS	
Amount	reference numbers, and statuses of	
NRRS Receipt ID Status	previously collected application service fees.	
Status	Note: See subparagraph D for a list of statuses and descriptions.	
Action	County Office users have the authority to	
	cancel collections where the remittance has	
	not yet been placed on a schedule of deposit.	
	The remittance must be in a status of	
	"Unscheduled" or "In-Process" in NRRS.	
	Remittances in all other statuses must be	
	cancelled by the State Office administrative	
	user according to paragraph 98.	
Actual Application Service Fee Due	The smaller of the following:	
	• remaining producer maximum service fee	
	remaining county maximum service fee	
	 remaining application service fee. 	
Remaining producer	The remaining amount the producer can be	
maximum service fee	required to pay across all counties, calculated	
	by taking the maximum service fee a	
	producer can pay across all counties minus	
	the amount of service fees the producer has	
D	paid across all counties.	
Remaining county maximum service fee	The remaining amount the producer can be	
maximum service iee	required to pay in the selected county,	
	calculated by taking the maximum service fee a producer can pay in the selected county	
	minus the amount of service fees the	
	producer has paid in the selected county.	
	producer has paid in the selected county.	

*--87 Application Fee Screen (Continued)

C Field Descriptions and Actions (Continued)

Field/Button	Description	Action
Remaining application	The remaining amount the producer can	
service fee	be required to pay for the application,	
	calculated by taking the fees that were	
	calculated for the application minus the	
	amount of service fees the producer has	
	paid in the selected county.	
	Note: This amount is calculated by	
	multiplying \$250 times the number	
	of pay groups included on the	
	application. The \$750 county	
	maximum is not taken into	
	account. For example, if 5 pay	
	groups are selected, this field will	
	show \$1,250.	
(If the Actue	Remittance Information	ection will be disabled
Remittance Office	1 Application Service Fee Due is zero, this s The administrative County Office will be	If the check is being accepted in a
Remittance Office		county other than the producer's
	defaulted. The drop-down list contains the administrative county and all counties	administrative county, select the
	to which the user is associated.	applicable county from the
	to which the user is associated.	drop-down list.
Remitter	The payer of the application service fee.	If someone other than the applicant is
Kenntter	Manual selection, defaulted to the	paying for the applicant's service
	applicant. Must be modified when	fees, CLICK "Select from SCIMS" to
	applicant is not the remitter.	select the actual remitter from
		SCIMS.
Remittance Type	The form of payment received from the	Select the applicable form of
	remitter. Required selection if a	payment received from the remitter.
	collection is being submitted by:	
	 personal check 	
	• cashier's check	
	money order	
	multi-party check	
	wire transfer	
	• cash and coin.	
Check/Item Number	The identifying number associated with	Enter the item number from the
	the payment received from the remitter.	actual payment, such as check
	Required manual entry if a collection is	number.
	being submitted, with the exception of	
	"Cash and Coin".	
	Casii aliu Cuiii .	

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*--87 Application Fee Screen (Continued)

Field/Button	Description	Action
Remittance Amount	The actual amount of the payment received from the remitter. Required	Enter the amount of the actual payment, such as check amount.
	manual entry if a collection is being submitted.	Note: Amount may be less than, equal to, or greater than the Actual Application Service Fee Due.
		The amount will be less than the Actual Application Service Fee Due if the remitter is not paying the entire fee. The amount will be more than the Actual Application Service Fee Due if the remitter is paying multiple fees (this could be fees for more than 1 person or fees for multiple programs).
Check/Item Date	The date listed on the payment received from the remitter. Required manual entry or selection if a collection is being submitted.	Enter or select the date from the actual payment, such as check date. Note: Date must be less than or equal to the current date.
Amount to apply to Application Service Fee	The portion of the remittance amount to be applied to the application service fee. Required manual entry if a collection is being submitted.	Enter the amount of the remittance to be applied to the NAP service fees due.
		Note: Amount may be less than or equal to, but not greater than, the Actual Application Service Fee Due. If the amount entered is less than the Actual Application Service Fee Due, the application status will be pending until the remaining fees are paid.
Save & Submit	Saves the entered remittance information.	
	The Application for Coverage Summary Screen will be displayed.	
	Buttons	
Save & Continue	Manual selection.	CLICK "Save & Continue" to save any LR/SDA/BFR determination changes and/or submit a remittance of service fees to NRRS. The Application for Coverage Summary Screen will be displayed. See paragraph 88.
Edit Crops	Manual selection	The Crop Selection Screen will be displayed. See paragraph 83.
Cancel	Manual selection.	The Application for Coverage Summary Screen will be displayed. See paragraph 88.

D Application Service Fee Status Descriptions

The following table provides the list of statuses that may be displayed in the Application Service Fee table of previous collections listed on the Application Fee Screen.

Status	Description
Manual	Application service fee collection was recorded in NAP before the automated collections being implemented on March 2, 2015. The actual remittance should have been recorded directly in NRRS by the user.
	Note: If warranted by a change in the application, a manual refund will have to be processed for this collection.
Unscheduled	Application service fee collection was recorded in NAP and submitted directly into NRRS by the system. The remittance has been verified by NRRS as being "unscheduled".
	NRRS (Unscheduled): The remittance has not been placed on a schedule of deposit.
In Process	Application service fee collection was recorded in NAP and submitted directly into NRRS by the system. The remittance has been verified by NRRS as being "in-process".
	NRRS (In-Process): The remittance is in the process of being placed on a schedule of deposit.
Scheduled	Application service fee collection was recorded in NAP and submitted directly into NRRS by the system. The remittance has been verified by NRRS as being "scheduled".
	NRRS (Scheduled): The remittance has been placed on a schedule of deposit, but not verified.
Verified	Application service fee collection was recorded in NAP and submitted directly into NRRS by the system. The remittance has been verified by NRRS as being "funded".
	NRRS (Funded): The remittance is on a verified schedule of deposit.
Active/Verified	Application service fee collection was recorded in NAP and submitted directly into NRRS by the system. The remittance has been verified by NRRS as being "active-verified".
	NRRS (Active-Verified): The remittance is on a verified schedule of deposit and has been activated to allow receipts to be added or deleted.
Dishonored	Application service fee collection was recorded in NAP and submitted directly into NRRS by the system; however, the remittance has been determined "unfunded" by NRRS.
	NRRS (Unfunded): The external collection's associated remittance has been dishonored.
Cancelled	Application service fee collection was recorded in NAP and submitted directly into NRRS by the system; however, the collection was subsequently cancelled within the NAP Application for Coverage System and the remittance has been verified as being "deleted".
	NRRS (Deleted): The remittance is on a schedule of deposit that is deleted.

*--88 Application for Coverage Summary Screen

A Overview

The Application for Coverage Summary Screen:

- provides notification of producer ineligibility determinations
- provides a summary of the selected crops
- provides the limited resource producer, socially disadvantaged producer, and beginning farmer/rancher determinations
- provides summary of application service fees due or received
- allows for entry of signature information.--*

88 Application for Coverage Summary Screen (Continued)

B Example of Application for Coverage Summary Screen

Following is an example of the Application for Coverage Summary Screen. *--

Application for Coverage Su	Application for Coverage Summary				
	This producer has the following invalid eligibility determination (s): Producer or member is not compliant with adjusted gross				
Year: 2015 State: N Producer: PRODUCER, ANY A	Mississippi		Cou	nty: Coahoma	
rCrops —					
Crops with CCC signature					
Crop, Type, Intended Use, Planting Period	Pay Crop/Type	Coverage Level & Options	Producer Signature	CCC Signature Date	
TOMATOES, HYBRID (HYB), Fresh (FH), 01	0087/002	50/55	01/26/2015 by Paper	05/12/2016	
Eligibility override was set on 05/12/ WATERMELON, ICE BOX/SUGAR BABIES (SUG), Fresh (FH), 01	0757/001	50/55	01/26/2015 by Paper	05/12/2016	
Eligibility override was set on 05/12/	2016				
Crops with no CCC signature	Davi	Coverage	Clasina	Dundunge	
Crop, Type, Intended Use, Planting Period	Pay Crop/Type	Level & Options	Closing Date	Producer Signature	
* APPLES, COMMON (COM), Fresh (FH), 01	0054/001	60/100 ODH	11/20/2014		
Edit Crops	Override C	rop Eligibility			
Crops with an asterisk(*) are indate has passed or because of u			application (closing	
Application Service Fee					
Is this producer a Limited Resou	urce Produc	er?		Yes ☑ No	
Is this producer a Socially Disac	dvantaged F	roducer?		Yes ☑ No	
Is this producer a Beginning Far	rmer/Ranch	er?		Yes ☑ No	
Service Fee Due: \$0.00	Service	e Fee Rec	eived: \$750	0.00	
	Collect/View Fe	ee			
Producer Signature					
Signature Type: Signature Date:					
CCC Representative Signature Date					
Date:					
Cancellation—					
Do you want to cancel this Application for Coverage? ☐ Yes Reason: ✓					
Save & Submit Save & Print C	overage Repo	Cancel			

*--88 Application for Coverage Summary Screen (Continued)

C Field Descriptions and Actions

The following table provides the field descriptions and actions for the Application for Coverage Summary Screen.

Field/Button	Description	Action
	Crops	
	Crops with CCC Signature	
Crop, Type, Intended	Crops that are NAP covered will be displayed.	
Use, Planting Period		
Pay Crop/Type	Notes: "Continuous Coverage" will be	
Coverage Level &	displayed for crops that rolled over from	
Options	the producer's previous year CCC-471. No producer signature is required.	
Producer Signature	No producer signature is required.	
CCC Signature Date	The elected coverage options are	
	displayed as codes after the elected	
	coverage level, as follows:	
	 "O" for "Organic Price" option 	
	• "D" for "Direct Market Price"	
	option	
	• "H" for "HMP Percent" option.	
Crop, Type, Intended	Crops with no CCC Signature Crops that are still pending NAP coverage will	
Use, Planting Period	be displayed.	
Pay Crop/Type	be displayed.	
Coverage Level &	Note: Crops with an asterisk (*) are ineligible	
Options	because the NCT application closing	
Closing Date	date has passed.	
Producer Signature		
Edit Crops	Manual selection.	The Crop Selection Screen will be
		displayed. See paragraph 83.
		Crops can be added or deleted from
		CCC-471 at any time. However, if a
		crop is added after the application
		closing date, the crop will be
		marked "ineligible" and State Office
		override is necessary to change it to
		"eligible". See Subsection 2 for
		more information on State Office override functionality.
		Deleting crops from CCC-471 may
		result in a negative fee calculation.
		This indicates that the producer may
		be eligible for a refund of service
		fees already paid. Refunds may
		only be authorized through State Office override. See Subsection 2
		for more information on State Office
		override functionality.
[o. directionality.

*--88 Application for Coverage Summary Screen (Continued)

C Field Descriptions and Actions (Continued)

Field/Button	Description	Action	
	Application Service Fee		
Is this producer a Limited Resource Producer?	The current status of each determination, as defaulted or selected		
Is this producer a Socially Disadvantaged Producer?	on the Application Fee Screen.		
Is this producer a Beginning Farmer/Rancher?			
Service Fee Due	Service fees due for the application.		
Service Fee Received	Amount of service fees collected for the application.		
Collect/View Fee	Manual selection.	The Application Fee Screen will be displayed. See paragraph 87.	
	Producer Signature		
Signature Type	Manual selection of the type of signature provided by the producer. Applicable signature types are paper	Signature type shall only be selected after either of the following occurs:	
	or FAX. Note: "Continuous Coverage" will be displayed for crops that rolled over from the producer's previous year CCC-471. No producer signature is required for continuous coverage crops.	 producer signs and dates CCC-471 FAX with the producer's signature and date has been received in the County Office. 	
Signature Date	Manual entry of the date the producer signed or FAXed CCC-471.	Enter date producer signed CCC-471.	
	CCC Representative Signature	Date	
Date	Manual entry or selection.	Enter or select the date CCC representative signed CCC-471 to verify receipt of service fees. After CCC representative signature is entered, the crops will be considered NAP covered.	
	Cancellation		
Do you want to cancel this Application for Coverage?	Manual selection.	Check (✓) "Yes" to cancel CCC-471. Cancelling CCC-471 does not cancel fee collections. County Offices must	
		follow instructions in paragraph 87 to cancel collections.	
Reason	Manual selection. Applicable reasons are:	Select the reason that CCC-471 is being cancelled.	
	application entered in errorwithdrawn by producer		

__*

*--88 Application for Coverage Summary Screen (Continued)

Field/Button	Description	Action			
Buttons					
Save & Submit	Manual selection.	CLICK "Save & Submit" to save CCC-471. The Confirmation Screen will be displayed. See paragraph 89.			
Save & Print	Manual selection.	CLICK "Save & Print" to save CCC-471. CCC-471 will be displayed in a separate window.			
Coverage Report	Manual selection.	The Producer Application for Coverage Summary Report will be displayed in a separate window. See paragraph 106.			
Cancel	Manual selection.	The Search Application for Coverage Screen will be displayed. See paragraph 80.			

*--89 Confirmation

A Overview

The Confirmation Screen:

- provides confirmation that the application data has been saved
- allows users to print unsigned and signed crop reports
- allows users to print the producer's CCC-471
- provides a shortcut to creating CCC-471 for another producer.

B Example of Confirmation Screen

Following is an example of the Confirmation Screen.



C Link/Button Descriptions

The following table provides the links/buttons available on the Confirmation Screen.

Link/Button	Description	
Print Unsigned Crops	CCC-471 will be displayed in a separate window. CCC-471 will	
	contain only crops that do not contain a producer signature date.	
Print Signed Crops	CCC-471 will be displayed in a separate window. CCC-471 will	
	contain only crops that contain a producer signature date.	
NAP Main Menu	The Main Menu will be displayed. See paragraph 42.	
Print Application for	CCC-471 will be displayed in a separate window. CCC-471 will	
Coverage	contain both signed and unsigned crops.	
Create Application for	The SCIMS Customer Search Screen will be displayed. See	
another Producer	paragraph 81.	
Return to Search	The Search Application for Coverage Screen will be displayed.	
Application for Coverage	See paragraph 80.	

*--Subsection 2 State Office Override

96 Accessing State Office Override

A Overview

State Office override functionality allows State Office administrative users to:

• change the status of crops that were added after the application closing date from "ineligible" to "eligible"

Note: The application closing date **must** always fall on a workday. If the application closing date loaded in NCT falls on a nonworkday, the software application provides a grace period until the next workday.

modify or cancel automated remittances in any status

Note: A future release will provide County Office users with the ability to cancel remittances in an unscheduled status.

• authorize refunds of manual collections (applicable to 2015 only).

For active CCC-471's, State Office administrative users shall access CCC-471 to be overridden and navigate to the Application for Coverage Summary Screen according to paragraph 88.

For canceled CCC-471's, State Office administrative users shall select "Refund/Fee" on the Search Application for Coverage Screen. The Application Fee Screen will be displayed. See:

- paragraph 98 for automated remittance modification or cancellation
- paragraph 99 for refunds of manual collections.

Following is an example of a canceled CCC-471 with the "Refund/Fee" link.

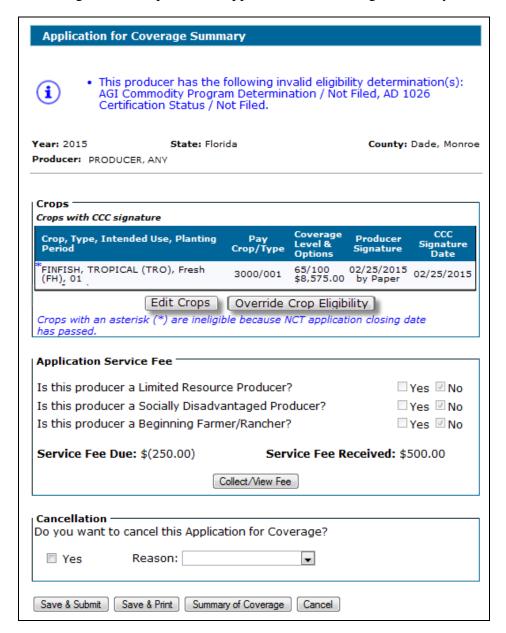
PRODUCER, ANY	Canceled	View/Print	<u>Reactivate</u>
APPLES, COMMON (COM), Fresh (FH), 01			Refund/Fee

Note: See paragraph 44 for instructions on requesting State Office administrative access.--*

*--96 Accessing State Office Override (Continued)

B Example of Application for Coverage Summary Screen

Following is an example of the Application for Coverage Summary Screen.



C Action

To override crop eligibility, CLICK "Override Crop Eligibility". The Override Crop Eligibility Screen will be displayed. See paragraph 97.

To modify or cancel an automated remittance or refund a manual collection, CLICK "Collect/View Fee". The Application Fee Screen will be displayed. See:

- paragraph 98 for automated remittance modification or cancellation
- paragraph 99 for refunds of manual collections.--*

*--97 Override Crop Eligibility

A Overview

The "Override Crop Eligibility" button on the Application for Coverage Summary Screen allows State Office administrative users to override crops determined by the system to be "ineligible" on CCC-471 because they were applied for and/or submitted past the application closing date.

The Override Crop Eligibility Screen:

- will be displayed with crops that are "ineligible"
- allows State Office administrative users to change the status of a crop to "eligible" or leave the status as "ineligible".

Note: Even though a crop has been determined "ineligible" by the system, neither "eligible" nor "ineligible" will be marked on the Override Crop Eligibility Screen. The State Office administrative user **must** take action on each crop by either selecting "eligible" or "ineligible". If "ineligible" is selected, the crop status will remain "ineligible".

B Example of Override Crop Eligibility Screen

Following is an example of the Override Crop Eligibility Screen.

Override Crop Eligibilit	у						
Year: 2015 State Producer: PRODUCER, ANY	e: Mississippi Y		Coun	ty: Coahoma			
Crop, Type, Intended Use, Planting Period	Pay Crop/Type	Closing Date	CCC Signature Date	Status			
ALMONDS, None ,01	0028/001	09/30/2014	02/15/2015	□ Eligible □ Ineligible			
Override/Confirm Date:							
	Save & Continu	e Cancel					

--*

*--97 Override Crop Eligibility (Continued)

C Field Descriptions and Actions

The following table provides the field descriptions and actions for the Override Crop Eligibility Screen.

Field/Button	Description	Action
Crop, Type, Intended Use, Planting Period Pay Crop/Type Closing Date CCC Signature Date	The crop, type, intended use, planting period, pay crop/type, application closing date, and CCC signature date of the ineligible crops.	
Status	Manual selection.	Select "Eligible" to change the status of the crop to eligible. Select "Ineligible" to maintain the status of the crop as ineligible.
Override/Confirm Date	Manual entry or selection.	Enter or select the date the ineligible crops were overridden.
Save & Continue	Manual selection.	CLICK "Save & Continue" after overriding the crop status. The Application for Coverage Summary Screen will be displayed. See paragraph 88. Notes: If the crop status is changed to "eligible", the message, "Ineligibility was overridden on 99/99/9999", will be displayed under the crop on the Application for Coverage Summary Screen. If the crop status remained "ineligible", the message, "Ineligibility was confirmed on 99/99/9999", will be displayed under the crop on the Application for Coverage Summary Screen.
Cancel	Manual selection.	The Application for Coverage Summary Screen will be displayed. See paragraph 88.

*--98 Automated Remittance Modification or Cancellation

A Overview

Automated remittances may need to be modified or cancelled for 1 or more of the following reasons:

- crop was removed from CCC-471
- producer was determined limited resource producer, socially disadvantaged producer, or beginning farmer/rancher, after service fees were collected
- CCC-471 was cancelled
- original remittance information was entered incorrectly.

Note: Nothing in this procedure should be interpreted as any deviation from policy, that NAP service fees are not refundable. These procedures are only applicable to situations where FSA has determined for its own reasons that service fees must be returned.--*

*--98 Automated Remittance Modification or Cancellation (Continued)

B Example of Application Fee Screen

Following is an example of the Application Fee Screen, with the option to "Cancel" an automated remittance.

Application F	ee			
Year: 2015 Producer: PRODUC	State: Miss ER, ANY E	sissippi	Cou	ı nty: Coahoma
·LR/SDA/BFR Pr	oducer			
	a Limited Resourc	e Producer?		Yes 🗷 No
•	a Socially Disadva			Yes Vo
•	a Beginning Farm		_	Yes V No
	Certif	ication Form		
Application Serv	vice Fee			
Producer Paid To		NRRS Receipt ID	Status	Action
Producer Paid To	otal: \$250.00 Amount	NRRS Receipt ID	Status	Action
Producer Paid To	otal: \$250.00 Amount		Status Pending	Action Cancel
Producer Paid To Submitted Mississippi - Coal 03/02/2015	Amount	Receipt ID		
Producer Paid To Submitted Mississippi - Coal 03/02/2015 Personal Check, Actual Application Smaller of: Remaining produ	Amount homa, \$250.00 \$250.00	178049 12345 : \$0.00	Pending 250 00= \$1.6	<u>Cancel</u> 25.00

C Action to Cancel Automated Remittances

This action shall only be taken if the remittance is in an "Unscheduled" or "Scheduled" state in NRRS or a refund is being authorized. Cancelling remittances that were already "Verified" in NRRS will result in a refund of fees being sent to NPS. If the remittance is not "Unscheduled" or "Scheduled" in NRRS or a refund is not being authorized, DO NOT cancel the remittance.

To cancel automated remittances, State Office administrative users shall:

• ensure that the associated remittance is in an "Active-Verified" or "Unscheduled" state in NRRS

Note: If a remittance is in a status other than "Unscheduled" or "Active-Verified", action must be taken in NRRS to change the status to "Active-Verified" or "Unscheduled", as applicable, before the remittance can be cancelled. No refund will be processed for cancellations of "Scheduled" or "Unscheduled" remittances. Cancellations of remittances in all other statuses will result in a refund being processed.

- CLICK "Cancel" next to the applicable automated remittance
- CLICK "OK" on the Confirmation Screen.

Note: The screen will refresh with the status of the collection updated to "Cancelled".

Submitted	Amount	NRRS Receipt ID	Status	Action
Florida - Dade, Mon	roe, \$500.00			
01/28/2015	\$250.00		Manual	
02/25/2015	\$250.00	195001	Cancelled	
Personal Check, 02	2/17/2015, \$250.00, 444	14		

Note: If the associated remittance is not in an "Active-Verified" or "Unscheduled" state, the user will receive a message indicating that the cancellation failed. The State Office administrative user must take action in NRRS before cancelling the automated remittance.

D Action to Modify Automated Remittances

To modify automated remittances, State Office administrative users shall:

- cancel the automated remittance according to subparagraph C
- re-enter the remittance using the corrected information according to paragraph 87.

Note: The only method to correct is through cancellation and re-entry. There is currently no modification functionality.--*

*--99 Manual Collection Refunds

A Overview

Refunds of manual collections can only occur after all automated remittances are cancelled, as applicable. Refunds should only be authorized in very specific situations, such as a crop being selected that was insurable.

Note: Nothing in this procedure should be interpreted as any deviation from policy that NAP service fees are **not** refundable. These procedures are only applicable to those situations where FSA has determined for its own reasons that service fees must be returned.

B Example of Application Fee Screen

Following is an example of the Application Fee Screen.

Year: 2015 Producer:	State	:: Florida	County: Da	ide, Monro
LR/SDA/BFR I	Producer ——			
		source Producer?	□ Ye	s 🗷 No
Is this produc	er a Socially Di	sadvantaged Producer?	□ Ye	s 🗷 No
Is this produc	er a Beginning	Farmer/Rancher?	□ Ye	s 🗷 No
		Certification Form		
Application Se	ervice Fee			
Producer Paid	Total: \$750.0 0	0		
Producer Paid Created	Total: \$750.0 0	NRRS Confirmation Number	Status	Action
Created		NRRS Confirmation Number	Status	Action
Created	Amount	NRRS Confirmation Number	Status Manual	Action
Created Florida - Dade, 06/13/2014 01/30/2015	Amount Monroe, \$750. \$500.00 \$250.00	NRRS Confirmation Number 00 191001		Action Cancel
Created Florida - Dade, 06/13/2014 01/30/2015	Amount Monroe, \$750.0 \$500.00	NRRS Confirmation Number 00 191001	Manual	
Created Florida - Dade, 06/13/2014 01/30/2015 Personal Chec	Amount Monroe, \$750.0 \$500.00 \$250.00 k, 01/29/2015, \$	NRRS Confirmation Number 00 191001	Manual	
Created Florida - Dade, 06/13/2014 01/30/2015 Personal Checo	Amount Monroe, \$750.0 \$500.00 \$250.00 k, 01/29/2015, \$	NRRS Confirmation Number 00 191001 250.00, 65412	Manual	
Created Florida - Dade, 06/13/2014 01/30/2015 Personal Check Actual Applicat Smaller of: Remaining pro	### Amount ###################################	NRRS Confirmation Number 00 191001 250.00, 65412 2 Due: \$(250.00) service fee: \$1,875.00-\$750.	Manual Pending	Cancel
Created Florida - Dade, 06/13/2014 01/30/2015 Personal Check Actual Applicat Smaller of: Remaining pro Remaining cou	### Amount ###################################	NRRS Confirmation Number 00 191001 250.00, 65412 2 Due: \$(250.00)	Manual Pending .00= \$1,125.0	Cancel
Created Florida - Dade, 06/13/2014 01/30/2015 Personal Check Actual Applicat Smaller of: Remaining pro Remaining cou	### Amount ###################################	NRRS Confirmation Number 191001 250.00, 65412 2 Due: \$(250.00) service fee: \$1,875.00-\$750.ervice fee: \$750.00-\$750.00=	Manual Pending .00= \$1,125.0	Cancel
Created Florida - Dade, 06/13/2014 01/30/2015 Personal Check Actual Applicat Smaller of: Remaining pro Remaining cou	Amount Monroe, \$750.0 \$500.00 \$250.00 k, 01/29/2015, \$cion Service Feed ducer maximum service unty maximum service	NRRS Confirmation Number 191001 250.00, 65412 Due: \$(250.00) service fee: \$1,875.00-\$750.0ervice fee: \$750.00-\$750.00=fee: \$500.00-\$750.00=\$(250.00)	Manual Pending .00=\$1,125.0 .\$0.00	Cancel
Created Florida - Dade, 06/13/2014 01/30/2015 Personal Checo Actual Applicat Smaller of: Remaining pro Remaining cou	Amount Monroe, \$750.0 \$500.00 \$250.00 k, 01/29/2015, \$cion Service Feed ducer maximum service unty maximum service	NRRS Confirmation Number 191001 250.00, 65412 2 Due: \$(250.00) service fee: \$1,875.00-\$750.ervice fee: \$750.00-\$750.00=	Manual Pending .00=\$1,125.0 .\$0.00	Cancel

*--99 Manual Collection Refunds (Continued)

C Action

If a refund is authorized, State Office administrative users shall select "Yes" for the question, "Is a refund authorized", then CLICK "Save & Continue". The Application Fee Screen will be redisplayed.

The Application Service Fee section will show a line item with a negative amount and the application service fee will be recalculated.

Submitted	Amount	NRRS Receipt ID	Status	Action
Florida - Dade, Mon	roe, \$500.00			
01/28/2015	\$250.00		Manual	
02/25/2015	\$(250.00)		Manual	
02/25/2015	\$250.00	195001	Cancelled	
Personal Check, 0.	2/17/2015, \$250.00, 44	44		

D Requesting Refund

Authorizing a refund of a manual collection in the system **does not** automatically process the refund to the producer. Refunds of manual collections must be requested from the FSA-FSC-RMO office in Kansas City. To request a refund of a manual collection, the State Office adminstrative user shall have the County Office activate the remittance and send an e-mail request to Cari McQueen at **cari.mcqueen@kcc.usda.gov** with the following information:

- State code
- county code
- producer name
- amount of refund requested
- NRRS receipt ID number
- explanation of circumstances justifying the refund.

Refund requests can also be sent to:

FSA-FSC-RMO, STOP 8212 ATTN: Cari McQueen P.O. Box 419205 Kansas City, MO 64141-6205.

Cari McQueen will delete the original receipt and notify the requestor that the receipt is deleted. The County Office must access the Remittance Detail Screen and process a refund receipt as directed in 64-FI, subparagraph 43 C. Once the refund receipt has been created, the County Office **must** deactivate the remittance to send the refund to NPS in the overnight process. The refund will be processed and notification will be sent back to the State Office administrative user.--*

100-105 (Reserved)

106 Producer Application for Coverage Summary Report

A Overview

The Producer Application for Coverage Summary Report provides a list of crops that are covered by the producer. To access the Producer Application for Coverage Summary Report, CLICK "Summary of Coverage" for the applicable producer on the Search Application for Coverage Screen or the Application for Coverage Summary Screen.

B Example of Producer Application for Coverage Summary Report

Following is an example of the Producer Application for Coverage Summary Report.

State: Florida County: Dade, Monroe Year: 2015		Dade, Monroe Farm Service Agency			
Fee	ducer Name: PRODUCER, ANY Collected: \$ 750.00 ted Resource: N		Crop Ite	ems on Report: 15	
Rec Stat	Crop	Pay Group	Coverage Level & Options	Date Fee Paid	
\vee	APPLES COM FH	0054 001 01	55/100 D	06/11/2014	
	APPLES COM PR	0054 001 01	55/100 D	06/11/2014	
\vee	APRICOTS FH	0326 001 01	55/100 D	06/11/2014	
	APRICOTS PR	0326 001 01	55/100 D	06/11/2014	
	APRICOTS RS	0326 001 01	55/100 D	06/11/2014	
\vee	FLOWERS CUT FH	7501 001 01	60/100 O \$4,575.00	06/11/2014	
	FLOWERS GLA FH	7501 001 01	60/100 O	06/11/2014	
	FLOWERS GLA SD	7501 001 01	60/100 O	06/11/2014	
	FLOWERS SUN FH	7501 001 01	60/100 O	06/11/2014	
\vee	GRASS ARG FG	0102 001 01	60/100 D	06/11/2014	
	GRASS ARG SD	0102 001 01	60/100 D	06/11/2014	
	GRASS RAN SD	0102 001 01	60/100 D	06/11/2014	
\vee	ORANGES SWT FH	0023 001 01	65/100 O	06/11/2014	
	ORANGES TMP FH	0023 001 01	65/100 O	06/11/2014	
	ORANGES TMP PR	0023 001 01	65/100 O	06/11/2014	

C Information on Report

The Producer Application for Coverage Summary Report contains all crops covered on CCC-471. "V" in the "Rec Stat" column denotes the crops that were actually selected for coverage on CCC-471. In the "Coverage Level & Options" column, the elected coverage options are displayed as codes after the elected coverage level, as follows:

- "O" for "Organic Price" option
- "D" for "Direct Market Price" option
- "H" for "HMP Percent" option.--*

107 Standard Reports

A Overview

Several standard reports are available to use as tools within the Application for Coverage system. To access reports, CLICK "Reports" from the Main Menu or from the left navigation menu.

B Example of Reports Screen

Following is an example of the Reports Screen.

*_.

Reports		
Year: 2015	State: Mississippi	County: Coahoma
 Producer S Initiated Cr Pending Cr Canceled R Ineligible C Summary C County Sur 	•	
Start Date: End Date:	Create Report NAP Main Me	enu

C Field Descriptions and Actions

The following table provides the field descriptions and actions for the Reports Screen.

Report/Field/Button	Action	Result
CCC Rep Signed Crops	Manual	Report will be displayed identifying Applications for
Report	selection.	Coverage that have been signed by the CCC representative.
Producer Signed But Not	Manual	Report will be displayed identifying Applications for
CCC Representative	selection.	Coverage that have been signed by the producer, but have not
Signed Crops		been signed by the CCC representative.
Initiated Crops Report	Manual	Report will be displayed identifying Applications for
	selection.	Coverage that have been entered, but the producer has not signed.
Pending Crops Report	Manual	Report will be displayed identifying Applications for
	selection.	Coverage where the producer has signed, but fees remain to be collected.
Canceled Report	Manual	Report will be displayed identifying Applications for
_	selection.	Coverage that have been canceled.
Ineligible Crops Report	Manual	Report will be displayed identifying, by application, crops
	selection.	that are marked "Ineligible".
Summary of Producers	Manual	Report will be displayed identifying all producers with
with Coverage Report	selection.	Applications for Coverage and the crops that were selected
		for coverage.
* * *	* * *	* * *
County Summary Report	Manual	Report will be displayed with a summary of the status of all
	selection.	Applications for Coverage, by pay group, in the county.
State Summary Report	Manual	Report will be displayed with a summary of the status of all
	selection.	Applications for Coverage, by county and by pay group, in the State.
Start Date	Manual	Enter a start date to limit data displayed on any of the reports.
	entry.	
		Note: Start date is not required.
End Date	Manual	Enter an end date to limit data displayed on any of the
	entry.	reports.
		Note: End date is not required.
Create Report	Manual	Selected report will be displayed.
	selection.	
NAP Main Menu	Manual	Main Menu will be displayed. See paragraph 42.
	selection.	

*--108 Summary of Coverage

A Overview

The Summary of Coverage provides a nationwide summary of covered crops and premiums for a producer. There are 2 Summary of Coverage formats:

- CCC-471-SOC (Summary of Coverage long form)
- CCC-471-SOC-EZ (Summary of Coverage short form).

Both formats can be viewed and/or printed by the County Office at any time. The data displayed on the Summary of Coverage printed by the County Office is real-time.

CCC-471-SOC-EZ will be mailed to each producer on a quarterly basis. See subparagraph B for additional information.

B Bulk Mailing Dates

CCC-471-SOC-EZ is mailed to producers from Kansas City each program year on or about the following dates.

Program Year	Initial Mailing	Second Mailing	Third Mailing	Fourth Mailing	Final Mailing
2015			J		TBD
2016			TBD	August 1, 2016	November 1, 2016
2017	November 1, 2016	February 1, 2017	May 1, 2017	August 1, 2017	November 1, 2017
2018	November 1, 2017	February 1, 2018	May 1, 2018	August 1, 2018	November 1, 2018

C Example of CCC-471-SOC

The following is an example of CCC-471-SOC (Summary of Coverage long form).

CCC-471-SOC												
PRODUCER INFORMATION		U	.S. DEPARTM	ENT OF AGR	ICULTUI	RE	RECO	RDING COUN	TY			
ANY A PRODUCER				Commodity Credit Corporation			COAH	COAHOMA COUNTY FARM SERVICE AGENCY				
PO BOX 1234	NON-II			SURED CRO	P DISASTE	R ASSI	STAN	ICE 2655 N	I STATE ST - F	ROOM 101		
FRIARS POINT, MS 38631-0221				PRO	GRAM (NAP	2)		CLAR	(SDALE, MS 3	8614-6246		
Telephone No.				2015 SUMM	ARY OF CO	VERAGI	E	Teleph	one No. (662)	524-8727 x2		
This summary of coverage is informational only. It is not an FSA decision on eligibility or the extent of eligibility nor is it a bill for any premium amount due. It merely reflects the crops and levels of coverage that FSA												
has a record of the producer requesting for the unit for benefits, coverage, payment and premium.	r the covera	age yea	ar, it reflects	acreage report	ed to FSA, it re	flects info	rmatio	n submitted to FS	SA on the unit ar	nd the impact th	at information	has on potential
THIS IS NOT A BILL FOR PREMIUM: Premium is bille Native Sod Conversion Status. Additional service fees											fee is applicat	le to crops with a
				REPORTED	COVERED	CROPS	;					
CROP NAME, TYPE, INTENDED USE, IRRIGATION PRACTICE, PLANTING PERIOD/CARRYING CAPACITY (CROP STATUSES)			VERAGE LEVEL PTIONS)	72 HOUR NOTICE REQUIRED	APPLICA CLOSIN DATE	NG	PI	FINAL _ANTING DATE	FINAL ACREAGE REPORTING DATE	FINA HARVI DAT	EST	FINAL PRODUCTION REPORTING DATE
MS, Coahoma, Unit 1794												
Beans, Green, FH, N, 01		65/	/100 D,H	N	02/01/2	015	05	/31/2015	12/15/2015	08/15/2	2015	12/15/2016
Beans, Green, FH, N, 02		É	55/100	N	02/01/20	015	09	/15/2015	12/15/2015	11/15/2	2015	12/15/2016
Beans, Green, PR, N, 02		55/	/100 D,H	N	02/01/20	015	07	/15/2015	07/15/2015	09/30/2	2015	07/15/2016
Peas, Purple hull, FH, N, 01		5	5/100 H	N	02/28/20	015	05	/31/2015	12/15/2015	08/31/2	2015	12/15/2016
Pecans, Native pecans, N, 01		65/	/100 D,H	N	02/01/2	015			03/15/2015	01/31/2	2016	03/15/2016
Peppers, Cayenne, FH, N, 01		6	5/100 H	N	02/01/2	015	06	/15/2015	12/15/2015	09/30/2	2015	12/15/2016
Peppers, Cayenne, PR, N, 01		6	5/100 H	N	02/01/2	015	06	/15/2015	12/15/2015	09/30/2	2015	12/15/2016
				COVERED Y	IELD BASE	CROP	S					
CROP NAME, TYPE, INTENDED USE, IRRIGATION PRACTICE, PLANTING PERIOD (CROP STATUSES)	COVER/ LEVE (OPTIO	L	SHARE 1	ELIGIBLE PLANTED ACREAGE	ELIGIBLE PREVENTED PLANTED ACREAGE	APPRO YIEL		PRODUCTION GUARANTEE	DIRECT MARKETING %	PRICE PER UNIT	ESTIMATED DOLLAR PER ACRE GUARANTE	ESTIMATED PREMIUM
MS, Coahoma, Unit 1794												
Beans, Green, FH, N, 01	65/100		100.00	4.3000			2600	7267	not applicable	\$0.7184	\$1,214.1	
Beans, Green, FH, N, 02	55/10		100.00	2.3000		missi	ng	pending	not applicable	\$0.7184	pending	pending
Beans, Green, PR, N, 02	55/100		100.00	2.4000		missi		pending	not applicable	\$0.4660	pending	pending
Peas, Purple hull, FH, N, 01	55/100		100.00	31.0000			917		not applicable	\$0.6090	\$307.1	
Pecans, Native pecans, N, 01	65/100		100.00	2.1600			333		not applicable	\$1.1167	\$241.7	
Peppers, Cayenne, FH, N, 01	65/100		100.00	6.1000			3900		not applicable	\$0.3500	\$887.2	
Peppers, Cayenne, PR, N, 01	65/100) H	100.00	3.3000		18	82.52	391.51	not applicable	\$17.7500	\$2,105.8	2 \$182.00

C Example of CCC-471-SOC (Continued)

COVERED YIELD BASED CROPS											
CROP NAME, TYPE, INT IRRIGATION PRA PLANTING PER (CROP STATUS	CTICE,	COVERAGE LEVEL (OPTIONS)	SHARE 1	ELIGIBLE PLANTED ACREAGE	ELIGIBLE PREVENTED PLANTED ACREAGE	APPROVED YIELD	PRODUCTION GUARANTEE	DIRECT MARKETING	PRICE PER UNIT	ESTIMATED DOLLAR PER ACRE GUARANTEE	ESTIMATED PREMIUM
Radishes, Hybrid, FH, 01		50/55	missing	acreaq	e missing	missing	pending	not applicable	pending	pending	not applicable
Squash, Summer squash, FH,	01	50/55	missing	acreag	e missing	missing	pending	not applicable	pending	pending	not applicable
Tomatoes, Hybrid, FH, 01		50/55	missing	acreag	e missing	missing	pending	not applicable	pending	pending	not applicable
Turnips, Hybrid turnip, FH, 01		65/100	missing	acreag	e missing	missing	pending	not applicable	pending	pending	pending
Watermelon, Common, FH, 01		50/55	missing	acreag	e missing	missing	pending	not applicable	pending	pending	not applicable
				AB	BREVIATION	5					
Coverage Options O-Organic Price D-Direct Marketing H-Historical Marketing	Practice Codes I-Irrigated N-Non-irrigated O-Other	Crop Status N-Native So OC-Certified OT-Transitio	d I Organic		Intended Uses FH-Fresh PR-Processed						
ESTIMATED NATIONWIDE SERVICE FEES AND PREMIUMS SERVICE FEES PREMIUM REMAINING ESTIMATED \$0.00											
					ADDITIONAL			0.440.00			
			m Premium:			\$3,281.00	REMAINING PREMIUM	ESTIMATED		\$449.00	
Original Fees Paid:			Premiun	n Paid:			\$276.00	FKLIMIOW			
Additional Fees Paid: Original Fee Receivables: Additional Fee Receivables:		\$0.00 \$0.00 \$0.00	Premiun	n Receivable	es:		\$0.00		L ESTIMATEI LANCE DUE	D	\$449.00
Payment Fee Reductions:		\$0.00	Paymen	t Premium R	Reductions:		\$0.00	PREMIUM BI	LLING DATE	0	5/15/2016
Total Service Fees Paid:		\$250.00	Total Pro	emium Paid:			\$276.00	PREMIUM DI	JE DATE	0	6/15/2016
FOOTNOTE(S): (1) Share is only applicable to the calculated Estimated Premium. The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, narital or family status. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotage, etc.) shoundard USDAs TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W. Whitten Building, 1400 Independence Avenue, S Vashington, D.C. 20250-9410 or call (202) 720-5964 (voice or TDD). USDA is an equal opportunity provider and employer.					ape, etc.) should						

D Fields/Descriptions on CCC-471-SOC

The following table provides the fields on CCC-471-SOC and descriptions of the information in the fields.

Notes: CCC-471-SOC only includes sections that are applicable based on FSA-578 and/or CCC-471.

The word "missing" will be displayed in place of any missing data element (such as Approved Yield) which is required and must be completed before determining or calculating other data elements (such as Estimated Premium).

The word "Pending" will be displayed in place of any data element (such as Estimated Premium) which cannot be determined or calculated because of missing or required data elements (such as Approved Yield)

Field	Description
	Reported Covered Crops
Crop Name, Type, Intended Use, Irrigation Practice, Planting Period/Carrying Capacity (Crop Statuses)	Information available from CARS to include: crop name crop type intended use irrigation practice planting period (yield based crops only) carrying capacity code (grazing crops only) organic status native sod conversion status.
Coverage Level (Options)	Producer selected options for production/yield coverage level and price coverage level from CCC-471, items 14-16.

Field	Description
72 Hour Notice Required	Includes hand-harvested crops and other crops determined by DAFP. See 1-NAP (Rev. 2), paragraph 576 and the
A 1' d' Cl ' D	applicable NCT record.
Application Closing Date	Deadline to file CCC-471, Application for Coverage. See the applicable NCT record.
Final Planting Date	Last date on which a normal yield could be reasonably
	expected for the crop. See the applicable NCT record.
Final Acreage Reporting Date	The established acreage reporting date for the
	crop/commodity for NAP eligibility. See the applicable NCT record.
Final Harvest Date	Final harvest date established by STC necessary for the
	crop to mature. See the applicable NCT record.
Final Production Reporting	Final date established to report production from acreage
Date	reported on the FSA-578. See the applicable NCT record.
	Covered Yield Based Crops
	to crop acreage, honey bee colonies and tree taps)
Crop Name, Type, Intended Use, Irrigation Practice,	Information available from CARS to include:
Planting Period (Crop	crop name
Statuses)	• crop type
	• intended use
	irrigation practice
	• planting period (yield based crops only)
	organic status
	native sod conversion status.
Coverage Level (Options)	Producer selected options for production and/or yield coverage level and price coverage level from CCC-471, items 14-16.
Share %	Producer's share of the crop as recorded on FSA-578 in CARS.
	Note: Share is only applicable to the calculated Estimated Premium.
Eligible Planted Acreage	Calculated by subtracting:
	producer's reported or determined planted acres recorded on FSA-578 in CARS, minus
	• ineligible planted acres recorded in SNAPP.

Field	Description
Eligible Prevented Planted Acreage	Calculated by subtracting:
	 producer's reported or determined prevented planted acres recorded on the FSA-578 in CARS, minus
	ineligible prevented planted acres recorded in SNAPP.
Approved Yield	APH-calculated yield for the unit for the specific crop,
	crop type, irrigated practice, planting period, and native
	sod conversion and/or organic status from CCC-452.
Production Guarantee	Calculated by multiplying:
	eligible planted or prevented planted acres, times
	Approved Yield, times
	Production and/or yield Coverage Level.
	Note: The Production Guarantee equals 100 percent of the unit acreage and is not reduced by the producer's share of the crop.
Direct Marketing %	Producer elected the DMP option on CCC-471, item 15 and all the following apply:
	 eligible crop has intended use as FH recorded in CARS
	CCC-575, Part I, has been completed for the Direct Marketing Percentage
	• the Direct Market Price is available on the NCT.
Price Per Unit	Calculated by multiplying:
	• price per unit of measure recorded on the NCT, times
	• price coverage level selected by the producer (55% for Basic or 100% for Buy-Up) on CCC-471, item 14.

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Field	Description
Estimated Dollar Per Acre	Calculated by multiplying:
Guarantee	
	• price per unit of measure recorded on the NCT, times
	• price coverage level selected by the producer (55% for
	Basic or 100% for Buy-Up) on the CCC-471, item 14,
	times
	a commerced wield disease
	• approved yield, times
	 production and/or yield coverage level selected by the
	producer on the CCC-471, item 14.
	production and doc 1/1, term 1
	Note: The Estimated Dollar Per Acre Guarantee equals
	100 percent of the unit acreage and is not
	reduced by the producer's share of the crop.
Estimated Premium	Only available when Buy-Up option has been selected by
	the producer on the CCC-471, item 14. Premium
	calculation is based on the following:
	a contified courses from CADS times
	• certified acreage from CARS, times
	approved yield, timesapplicable market price, times
	 applicable market price, times coverage level, times
	 producer's share of the crop, times
	 50 percent (if the producer is a LR, SDA and/or BFR).
	50 percent (if the producer is a Lix, 5DA and/of Bix).
	Note: If Basic coverage (50/55) is elected, "n/a" will be
	displayed.

Field	Description
	Covered Grazing Crops
(Crop acreage will	include both "GZ" and "GS" intended acres)
Crop Name, Type, Intended	Information available from CARS to include:
Use, Irrigation Practice,	
Carrying Capacity (Crop	crop name
Statuses)	• crop type
	• intended use
	irrigation practice
	carrying capacity code
	native sod conversion status.
Coverage Level	Producer selected options for production and/or yield
	coverage level and price coverage level from CCC-471,
al a	item 14.
Share %	Producer's share of the crop as recorded on the FSA-578 in CARS.
	III CARS.
	Note: Share is only applicable to the calculated
	estimated premium.
Eligible Planted Acreage	Calculated by subtracting:
	producer's reported or determined planted (including
	biennial or perennial) acres recorded on the FSA-578
	in CARS, minus
	• ineligible planted acres recorded in SNAPP.
Eligible Prevented Planted	Calculated by subtracting:
Acreage	
	• producer's reported or determined prevented planted
	acres recorded on the FSA-578 in CARS, minus
	• ineligible prevented planted acres recorded in SNAPP.
Days In Grazing Period	STC established grazing days for specific crop, crop type,
Days in Grazing I criod	and irrigated practice. See the applicable NCT record.
Acres Per Animal Unit	STC established number of acres of forage based on crop,
	crop type, and irrigated practice to sustain one animal unit
	for the specified grazing days. See the applicable NCT
	record.

Field	Description
AUD Value	Average Market Price based on a DAFP established dollar
(Animal Units/Grazing Days)	value of a daily energy requirement equivalent of 15.7
	pounds of corn determined on the basis of a 5-year
	national average price per pound of corn. See the
	applicable NCT record.
Estimated Dollar Per Acre	Estimated Dollar per Acre Guarantee equals the
Guarantee	following:
	NCT grazing days, divided by
	acres per Animal Unit recorded in NCT, times production and/or yield coverage level (50 percent), times
	unics
	AUD value, times
	• price coverage level (55 percent).
	Note: The Estimated Dollar Per Acre Guarantee equals
	100 percent of the unit acreage and is not reduced
	by the producer's share of the crop.
	Covered Value Loss Crops
(Acreage includes	graduated price crops and dollar based crops)
Crop Name, Type, Intended	Information available from CARS to include:
Use, Irrigation Practice,	
Planting Period (Crop	• crop name
Statuses)	• crop type
	• intended use
	irrigation practice
	 native sod conversion status.
Coverage Level	Producer selected options for production and/or yield coverage level and price coverage level from CCC-471, item 14 and item 17.
Share %	Producer's share of the crop as recorded on the FSA-578 in CARS.
	Note: Share is only applicable to the calculated estimated premium.

Field	Description
Maximum Dollar Value	The maximum total dollar amount elected by the producer
	for which buy-up coverage may be considered for a value
	loss crop in a coverage period from CCC-471, item 17.
	The dollar amount is set by the producer for each value
	loss crop and represents the highest amount of field market
Estimated Drawing	value of the crop before disaster in a coverage period.
Estimated Premium	Only available when Buy-Up option has been selected by the producer on CCC-471, item 14. Premium calculation is based on the following:
	• maximum dollar value recorded on CCC-471, item 17, times
	coverage level, times
	• producer' share of the crop, times
	• premium factor (5.25%), times
	• 50 percent (if the producer is a LR, SDA and/or BFR)).
	Note: If Basic coverage (50/55) is elected, "n/a" will be displayed.
Eligi	ble Non-Covered Reported Crops
Crop Name, Type, Intended Use, Planting Period	NAP eligible crops reported and certified in CARS but one of the following conditions apply:
	• Crop not listed on CCC-471, Application for Coverage in current year.
	• Crop deleted from CCC-471, Application for Coverage in current year.
	Crop listed on CCC-471 Application for Coverage, but missing a CCC Signature date.
Next Application Date	The Next Application Date is the current year's
	Application Closing Date if the date has not yet passed. If
	the Application Closing Date has passed for the current
	crop year, the next Application Date is the subsequent crop
	year's Application Closing Date.

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Field	Description	
Abbreviations		
Coverage Options	O - Organic Price	
	D - Direct Marketing Price	
	H - Historical Marketing Price	
Practice Codes	I - Irrigated	
	NI - Non-irrigated	
	O - Other	
Crop Status Codes	N - Native Sod	
	OC - Certified Organic	
	OT - Transitional Organic	
Intended Uses	DE - Dry Edible	
	FG - Forage	
	FH - Fresh	
	GR - Grain	
	GZ - Grazing	
	JU - Juice	
	LT - Leaf Tips	
	ML - Molasses	
	NT - Non Table	
	PR - Processed	
	RS - Root Stock	
	SD -Seed	
	SE - Sets	
	SG - Silage	
	SO - Sod	
	TB - Table	

Field	Description	
Estimated Nationwide Service Fees and Premiums		
Additional Estimated Fees	Additional Native Sod service fee, equal to the Crop Service Fee (for example \$250.00) shall apply to the covered pay group with certified acreage within the payment group, if the Native Sod provisions are applicable.	
	Note: If the producer is a LR, SDA, and/or BFR, the additional Native Sod service fee is waived.	
Maximum Service Fees	Includes additional native sod service fee calculations for the selected program year and producer.	
Original Fees Paid	The sum of all CCC-471's, Applications for Coverage, fees recorded in item 18B for the selected program year and producer.	
Additional Fees Paid	The sum of all additional native sod service fees for CCC-471's, Applications for Coverage, for the selected program year and producer.	
Original Fees Receivables	The sum of all active service fee receivable amounts applied to service fees established at the time of filing the CCC-471, Application for Coverage, for the selected program year and producer.	
Additional Fees Receivables	The sum of all additional active service fee receivable amounts established for the selected program year and producer.	
Payment Fee Reductions	The sum of all active payment service fee reductions for the selected program year and producer.	

Field	Description
Total Service Fees Paid	The sum of all the following:
	 original fees paid additional fees paid payment fee reductions original fees receivables additional fees receivables Note: If no service fee amounts are recorded as being
	paid from the Application for Coverage or Premium Collection & Management System, reduced from NAP loss payment, or established as a receivable, this field will be displayed as \$0.00.
Total Estimated Premium	Total premium calculated before maximums are applied.
Maximum Premium	Producer Maximum Premium is the maximum amount a producer owes for service fees nationwide and shall be calculated as follows:
	NAP payment limitation amount (\$125,000), times
	number of payment limitations, times
	• 5.25 percent, times
	• 50 percent (if the producer is a LR, SDA and/or BFR).
	Note: Producer's premium is capped at \$6,563 (other than Joint Operations) across all crops being covered, nationwide.
Premium Paid	Total amount of premiums collected for the selected program year and producer.
Premium Receivables	Total amount of premiums established as receivables by the Premium Billing System for the selected program year and producer.
Payment Premium	Total amount of premiums reduced from NAP Producer
Reductions	payments for the selected program year and producer.

Field	Description
Total Premium Paid	Calculated by adding:
	premiums paid by the producer, plus
	payment premium reductions, plus
	premium receivable.
Remaining Estimated	Additional fees due after subtracting additional fees paid.
Additional Fees	
Remaining Estimated	Remaining premium due is the lesser of the following:
Premium	
	calculated producer premium minus total premiums paid
	 producer maximum premium minus total premiums paid.
Total Estimated Balance Due	Total estimated amount due from the producer for
	premiums, service fees, and additional fees.
Premium Billing Date	The date that the final premium bill will be mailed to the
	producer.
Premium Due Date	The date that the final premium is due from the producer.

CCC-471-SOC-EZ

FROM:

E Example of CCC-471-SOC-EZ

The following is an example of CCC-471-SOC-EZ (Summary of Coverage short form).

Date Printed: 05/02/2016 NON-INSURED CROP DISASTER ASSISTANCE PROGRAM (NAP)

2015 SUMMARY OF COVERAGE

SHERIDAN COUNTY FARM SERVICE AGENCY This summary of coverage is informational only. It is not an FSA decision on eligibility or the extent of eligibility nor is it a bill for any premium amount due. It merely reflects the crops and levels of coverage that FSA has a record of the producer requesting for the unit for the PO BOX 257 1100 N MAIN ST HOXIE, KS 67740-0257 Telephone No. (785)675-3591 coverage year, it reflects acreage reported to FSA, it reflects information submitted to FSA on the unit and the

ANY A PRODUCER impact that information has on potential benefits, PO BOX 1234 coverage, payment and premium. THIS IS NOT A BILL FOR PREMIUM: Premium is billed HOXIE, KS 67740-0705 by FSA separately if the premium has not been deducted from a NAP payment due the producer. An additional \$250 service fee is applicable to crops with a Native Sod

Conversion Status. Additional service fees will be billed by FSA separately if the service fees have not been deducted from a NAP payment due the producer.

CROP NAME, TYPE, INTENDED USE, IRRIGATION PRACTICE, PLANTING PERIOD/CARRYING CAPACITY (CROP STATUSES)	COVERAGE LEVEL (OPTIONS)	ELIGIBLE PLANTED ACREAGE	ELIGIBLE PREVENTED PLANTED ACREAGE	72 HOUR NOTICE REQUIRED	PRODUCTION GUARANTEE	MAXIMUM DOLLAR VALUE	ESTIMATED DOLLAR PER ACRE GUARANTEE
	COVE	RED YIELD E	BASED CROP	5			
KS, Allen							
Alfalfa, FG, 01	50/55	acreage	missing	N	pending		pending
Apples, Common, FH, 01	50/55	acreage		Y	pending		pending
Apples, Specialty, FH, 01	50/55	acreage	missing	Y	pending		pending
Asparagus, FH, 01	60/100 D	acreage		Y	pending		pending
Lemons, FH, 01	50/55	acreage	missing	Y	pending		pending
KS, Sheridan, Unit 1							
Apples, Common, FH, I, 01 (OC)	50/100 O,D,H	1.0499		Y	pending		pending
Apples, Common, FH, I, 01 (OC, N)	50/100 O,D,H		1.4000	Y	0		\$131.64
Apples, Common, FH, I, 01 (OT, N)	50/100 O,D,H	0.8900		Y	pending		pending
Wheat, Hard amber durum, GR, I, 01	50/100 D,H		1.0056	N	pending		pending
KS, Sheridan, Unit 16							
Apples, Common, FH, I, 01	50/100 O,D,H	1.3000	0.1011	Υ	164		\$5,412.82
Apples, Specialty, FH, I, 01	50/100 O	3.5000		Υ	pending		pending
KS, Sheridan, Unit 17							
Apples, Common, FH, I, 01 (OC)	50/100 O,D,H	1.1009		Υ	pending		pending
Apples, Common, FH, I, 01	50/100 O,D,H	0.5000		Υ	pending		pending
Apples, Common, PR, I, 01	50/100	0.7000		Y	2		\$10.00
Apples, Specialty, FH, I, 01	50/100 O	1.4678		Y	21		\$198.17
Avocados, FH, I, 01	50/55	2.9999		Y	3		\$11.00
Avocados, PR, I, 01	50/55	2.8888		Y	7.22		\$41.25
Beans, Green, FH, I, 02	60/100 O,D,H	0.3219		Y	pending		pending
Beans, Green, FH, N, 01	50/100 O,D,H	0.5678		Y	pending		pending
KS, Sheridan							
Alfalfa, FG, 01	50/100 O	acreage	missing	N	pending		pending
Almonds, 01	50/100 O,D,H	acreage	missing	Y	pending		pending
Blueberries, Highbush, FH, 01	50/55 O	acreage	missing	Y	pending		pending
Sorghum, dual purpose, FG, 01	50/100	acreage		N	pending		pending
Sorghum, dual purpose, SG, 01	50/100 D,H	acreage		N	pending		pending

E Example of CCC-471-SOC-EZ (Continued)

CROP NAME, TYPE, IRRIGATION I PLANTING PERIOD/CA (CROP STA	PRACTICE, ARRYING CAPACITY	LI	VERAGE EVEL PTIONS)	PLAN	SIBLE NTED EAGE	PREVENTED PLANTED ACREAGE	NOT	IOUR TICE JIRED	PRODUCTION GUARANTEE	MAXIMUM DOLLAR VALUE	ESTIMATED DOLLAR PER ACRE GUARANTEE
(choi sir	HUSES		COVE	RED V	/ALU	E LOSS CROP	25				GUARANTEL
KS. Allen				N-J-	14.7						
Mushrooms, Common,	FH, 01	5!	5/100				Y	r		\$10,000.00	
KS, Sheridan, Unit 16											
Mollusk, Abalone, FH, I	, 01 (OT)	65/	/100 O				Y	ľ		\$20,000.00	
KS, Sheridan, Unit 17											
Apples, Common, RS, I	I, 01	50	0/100				Y	ľ		\$90,000.00	
Mushrooms, Common,	FH, I, 01 (OC)	60	0/100				Y	Y		\$300,000.00	
KS, Sheridan											
Ginseng, FH, 01			0/100					Y		\$10,000.00	
						ED REPORTED					
CROP NAME, TYPE, INTEND	DED USE, PLANTING P	ERIOD N	IEXT APPLIC	ATION D		CROP NAME, TYPE		IDED US	E, PLANTING PER		
KS, Sheridan, Unit 1						Lemons, FH, 01				12	/15/2016
Corn, Sweet, FH, 01		$-\!\!\!-\!\!\!\!+$		ding		KS, Sheridan, U					
Com, Sweet, GR, 01 pending		\longrightarrow	Forage soybean	/sorgh	um, G	Z, 02	05/	/15/2016			
Hazel nuts, 01 03/15/2016 ABBREVIATIONS											
Coverage Options	Practice Codes		p Status Codes Intended Uses				3Z-Graz				
O-Organic Price	I-Irrigated	N-Native				orage		R-Proc			l
D-Direct Marketing	N-Non-irrigated		ified Organic		FH-Fr		-	RS-Root			
H-Historical Marketing	O-Other	O1-Trans	sitional Orga	anic	GR-G	irain	5	G-Silag	je		
	ES	TIMATE	D NATIO	NWID	E SEI	RVICE FEES A	AND P	REMI	UMS		
SERV	VICE FEES				P	REMIUM			REMAINING E		\$745.00
Additional Estimated	Fees:	\$750.00	Total Est	timated	d Pren	nium:	\$12,0	065.00	ADDITIONAL	FEES	
Maximum Service Fee	es: ş	1,875.00	Maximur	m Prem	nium:		\$6,	563.00	REMAINING E	ESTIMATED	\$6,547.00
Original Fees Paid:		\$750.00	Premium	n Paid:				\$16.00	PREMIUM		
Additional Fees Paid:	i	\$5.00	ار						TOTAL ES	TIMATED	
Original Fees Receiva	bles:	\$0.00	Premium	n Recei	ivable	s:		\$0.00	BALANG		\$7,292.00
Additional Fees Recei		\$0.00									
Payment Fee Reduction						Reductions:			PREMIUM BIL		04/15/2016
Total Service Fees Pa	id:	\$755.00	Total Pre	emium	Paid:			\$16.00	PREMIUM DU	IE DATE	05/15/2016

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F Fields/Descriptions on CCC-471 SOC-EZ

The following table provides the fields on CCC-471-SOC-EZ and descriptions of the information in the fields.

Notes: CCC-471 SOC-EZ only includes sections that are applicable based on the FSA-578 and/or CCC-471.

The word "Missing" will be displayed in place of any missing data element (such as acreage data) which is required and must be completed before determining or calculating other data elements (such as Estimated Premium).

The word "Pending" will be displayed in place of any data element (such as Estimated Premium) which cannot be determined or calculated because of missing required data elements (such as acreage data).

Field	Description				
Covered Yield Based Crops					
(Acreage or acres refer to crop acreage, honey bee colonies and tree taps)					
Crop Name, Type, Intended Use, Irrigation Practice, Planting Period (Crop Statuses)	Information available from CARS to include:crop namecrop type				
Statuses)	 intended use irrigation practice planting period (yield based crops only) carrying capacity Code (grazing crops only) organic status native sod conversion status. 				
Coverage Level (Options)	Producer selected options for production and/or yield coverage level and price coverage level from CCC-471, item 14.				
Eligible Planted Acreage	 Calculated by subtracting: producer's reported or determined planted acres recorded on the FSA-578 in CARS, minus ineligible planted acres recorded in SNAPP. 				
Eligible Prevented Planted Acreage	 Calculated by subtracting: producer's reported or determined prevented planted acres recorded on the FSA-578 in CARS, minus ineligible prevented planted acres recorded in SNAPP. 				

Field	Description
72 Hour Notice Required	Includes hand-harvested crops and other crops
	determined by DAFP. See 1-NAP (Rev. 2),
	paragraph 576 and the applicable NCT record.
Production Guarantee	Calculated by multiplying:
	eligible planted or prevented planted acres, times
	approved yield, times
	production and/or yield coverage level.
	Note: The Production Guarantee equals 100 percent of
	the unit acreage and is not reduced by the
	producer's share of the crop.
Maximum Dollar Value	The maximum total dollar amount elected by the
	producer for which buy-up coverage may be considered
	for a value loss crop in a coverage period from CCC-471,
	item 17. The dollar amount is set by the producer for
	each value loss crop and represents the highest amount of
	field market value of the crop before disaster in a
	coverage period.
Estimated Dollar Per Acre	Calculated by multiplying:
Guarantee	
	price per unit of measure recorded on the NCT, times
	• price coverage level selected by the producer (55%
	for Basic or 100% for Buy-Up) on the CCC-471, item
	14, times
	11, 111105
	1
	approved yield, times
	• production/yield coverage level selected by the
	producer on the CCC-471, item 14.
	Note: The Estimated Dollar Per Acre Guarantee equals
	100 percent of the unit acreage and is not reduced
	by the producer's share of the crop.

Field	Description				
Covered Grazing Crops					
(Crop acreage will includes both "GZ" and "GS" intended acres)					
Crop Name, Type, Intended	Information available from CARS to include:				
Use, Irrigation Practice,					
Planting Period (Crop	crop name				
Statuses)	• crop type				
	intended use				
	irrigation practice				
	carrying capacity code				
	 native sod conversion status. 				
Coverage Level (Options)	Producer selected options for production/yield coverage				
	level and price coverage level from CCC-471, item 14.				
Eligible Planted Acreage	Calculated by subtracting:				
	producer's reported or determined planted acres (including biennial and perennial) recorded on the FSA-578 in CARS, minus The desired acres acres and discovered acres.				
El la Discala	• ineligible planted acres recorded in SNAPP.				
Eligible Prevented Planted Acreage	Calculated by subtracting:				
	 producer's reported or determined prevented planted acres recorded on the FSA-578 in CARS, minus 				
	ineligible prevented planted acres recorded in SNAPP.				
72 Hour Notice Required	Not applicable to grazing crops.				
Production Guarantee	Not applicable to grazing crops.				
Maximum Dollar Value	Not applicable to grazing crops.				

--*

Field	Description
Estimated Dollar Per Acre	Estimated Dollar per Acre Guarantee equals the
Guarantee	following:
	NCT grazing days, divided by
	acres per animal unit recorded in NCT, times
	• production and/or yield coverage level (50 percent), times
	AUD Value, times
	• price coverage level (55 percent).
	Note: The Estimated Dollar Per Acre Guarantee equals
	100 percent of the unit acreage and is not reduced
	by the producer's share of the crop.
	Covered Value Loss Crops
	raduated price crops and dollar based crops)
Crop Name, Type, Intended	Information available from CARS to include:
Use, Irrigation Practice,	
Planting Period (Crop Statuses)	crop name
	• crop type
	intended use
	irrigation practice
	• native sod conversion status.
Coverage Level (Options)	Producer selected options for production/yield coverage
	level and price coverage level from CCC-471, item 14
	and item 17.
Eligible Planted Acreage	Not applicable to value loss crops.
Eligible Prevented Planted	Not applicable to value loss crops.
Acreage	
72 Hour Notice Required	Includes hand-harvested crops and other crops
	determined by DAFP. See 1-NAP (Rev. 2), paragraph
D. L. C.	576 and the applicable NCT record.
Production Guarantee	Not applicable to value loss crops.

Field	Description
Maximum Dollar Value	The maximum total dollar amount elected by the
	producer for which buy-up coverage may be considered
	for a value loss crop in a coverage period from CCC-471,
	item 17. The dollar amount is set by the producer for
	each value loss crop and represents the highest amount of
	field market value of the crop before disaster in a
	coverage period.
Estimated Dollar Per Acre	Not applicable to value loss crops.
Guarantee	
Eligib	le Non-Covered Reported Crops
Crop Name, Type Intended	NAP eligible crops reported and certified in CARS but
Use, Planting Period	one of the following conditions apply:
	• crop not listed on CCC-471, Application for
	Coverage in current year
	crop deleted from CCC-471, Application for
	Coverage in current year
	• crop listed on CCC-471 Application for Coverage,
	but missing a CCC Signature date.
Next Application Date	The Next Application Date is the current year's
	Application Closing Date if the date has not yet passed.
	If the Application Closing Date has passed for the current
	crop year, the next Application Date is the subsequent
	crop year's Application Closing Date.

*

Field	Description			
	Abbreviations			
Coverage Options	O - Organic Price			
	D - Direct Marketing Price			
	H - Historical Marketing Price			
Practice Codes	I - Irrigated			
	NI - Non-irrigated			
	O - Other			
Crop Status Codes	N - Native Sod			
	OC - Certified Organic			
	OT - Transitional Organic			
Intended Uses	DE - Dry Edible			
	FG - Forage			
	FH - Fresh			
	GR - Grain			
	GZ - Grazing			
	JU - Juice			
	LT - Leaf Tips			
	ML - Molasses			
	NT - Non Table			
	PR - Processed			
	RS - Root Stock			
	SD - Seed			
	SE - Sets			
	SG - Silage			
	SO - Sod			
	TB - Table			
	ationwide Service Fees and Premiums			
Additional Estimated Fees	Additional Native Sod service fee, equal to the Crop			
	Service Fee (for example \$250.00) shall apply to the			
	covered pay group with certified acreage within the			
	payment group, if the Native Sod provisions are			
	applicable.			
	NIA ICA 1 'IDCDA 1/ DED A			
	Note: If the producer is LR SDA and/or BFR, the			
M · G · F	additional Native Sod service fee is waived.			
Maximum Service Fees	Includes additional native sod service fee calculations for			
Original Franch 1	the selected program year and Producer.			
Original Fees Paid	The sum of all CCC-471's, Applications for Coverage,			
	fees recorded in item 18B for the selected program year			
Additional Erro D. 11	and producer.			
Additional Fees Paid	The sum of all additional native sod service fees for			
	CCC-471's, Applications for Coverage, for the selected			
	program year and producer.			

Field	Description
Original Fees Receivables	The sum of all active service fee receivable amounts applied to service fees established at the time of filing the CCC-471, Application for Coverage, for the selected program year and producer.
Additional Fees Receivables	The sum of all additional active service fee receivable amounts established for the selected program year and producer.
Payment Fee Reductions	The sum of all active payment service fee reductions for the selected program year and producer.
Total Service Fees Paid	 The sum of all the following: original fees paid additional fees paid payment fee reductions original fees receivables additional fees receivables. Note: If no service fee amounts are recorded as being
	paid from the Application for Coverage or Premium Collection & Management System, reduced from NAP loss payment, or established as a receivable, this field will display \$0.00.
Total Estimated Premium	Total premium calculated before maximums are applied.
Maximum Premium	Producer Maximum Premium is the maximum amount a producer owes for service fees nationwide and shall be calculated as follows:
	 NAP payment limitation amount (\$125,000), times number of payment limitations, times
	• 5.25 percent, times
	• 50 percent (if the producer is a LR, SDA and/or BFR).
	Note: Producer's premium is capped at \$6563 (other than Joint Operations) across all crops being covered, nationwide.

Field	Description
Premium Paid	Total amount of premiums collected for the selected
	program year and producer.
Premium Receivables	Total amount of premiums established as receivables by
	the Premium Billing System for the selected program
	year and producer.
Payment Premium Reductions	Total amount of premiums reduced from NAP producer
	payments for the selected program year and producer.
Total Premium Paid	Calculated by adding:
	premiums paid by the producer, plus
	payment premium reductions, plus
	premium receivable.
Remaining Estimated	Additional fees due after subtracting additional fees paid.
Additional Fees	
Remaining Estimated Premium	Remaining premium due is the lesser of the following:
	calculated producer premium minus total premiums
	paid
	producer maximum premium minus total premiums
	paid.
Total Estimated Balance Due	Total estimated amount due from the producer for
	premiums, service fees, and additional fees.
Premium Billing Date	The date that the final premium bill will be mailed to the
	producer.
Premium Due Date	The date that the final premium is due from the producer.

109-129 (Reserved)

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Section 4 Unit Maintenance

130 Options

A Overview

Units are **not** year specific, so any year may be selected on the Select State, County, and Year Screen.

Users may:

• search by producer (paragraph 131)

Notes: After users click "Search by Producer", the SCIMS Customer Search Screen that provides a method for searching SCIMS to find the applicable producer will be displayed.

Producer may be selected by type, name, tax ID, or other. See 1-CM for additional information on SCIMS.

• search by unit number (paragraph 135)

Note: After users click "Search by Unit Number" the Search Unit Screen will be displayed.

• generate reports (paragraph 137).

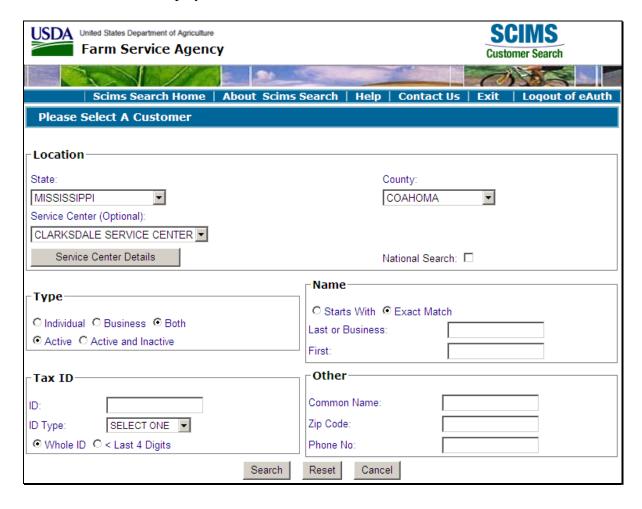
131 Searching by Producer

A Overview

On the Main Menu, under "Unit Maintenance", after users click "Search by Producer", the SCIMS Customer Search Screen will be displayed.

B Example of SCIMS Customer Search Screen

Following is an example of the SCIMS Customer Search Screen. User **must** select a customer based on the search results by clicking the applicable producer. The Producer Units Screen will be displayed.



131 Searching by Producer (Continued)

C Producer Units Screen

If the selected producer is:

• not associated with a unit, the following Producer Units Screen will be displayed



• associated with 1 or more units, the Producer Units Screen (paragraph 134) will be displayed with applicable units.

D Button Descriptions and Actions

The following table provides button descriptions and actions on the Producer Units Screen.

Button	Description	
Create Unit	Create Unit Screen (paragraph 132) will be displayed.	
NAP Main Menu	Main Menu (paragraph 42) will be displayed.	
Print	Informational message will open in a separate window.	

132 Creating Units

A Overview

On the Create Unit Screen:

- the selected producer will be displayed
- additional producers may be selected.

B Example of the Create Unit Screen

Following is an example of the Create Unit Screen.

Create Unit	
State: Mississippi	County: Coahoma
Producer Name	Producer Type Action
PRODUCER, ANY 1	Operator 🔻
PRODUCER, ANY 4	Operator ▼ Remove
PRODUCER, ANY 5	Owner Remove
PRODUCER, ANY 6	Owner Remove
Add Producer	
Submit Cancel	

C Field/Button Descriptions and Actions

The following table provides field and button descriptions and actions on the Create Unit Screen.

Field/Button	Description	
Producer Name	The selected producer will be listed first. This producer may not be removed.	
	Producers will be listed in the order they are added.	
Producer Type	Select "Operator" or "Owner" from the drop-down list. The default producer type is "Operator".	
	Note: See paragraph 1-NAP (Rev. 2), paragraph 101 for an explanation of producer types.	
Remove	Removes the producer from the list.	
Add Producer	SCIMS Customer Search Screen will be displayed.	
Submit	Unit Details Screen will be displayed.	
Cancel	Producer Units Screen will be displayed.	

Note: A unit created using NAP software **must** have at least 1 operator.

*--D Creating Units for Overriding Unit Number in CARS

Unit numbers are provided to CARS when an acreage report is taken in CARS. As each field is reported, CARS sends the following to the unit maintenance process:

- producer or producers sharing in the crop
- producer type or types.

If unit maintenance finds a unit number associated with the relationship, that number is returned to CARS. If the relationship is new to unit maintenance, a unit number is assigned and returned to CARS. In some cases, the returned unit number is not correct for the farming operation for the specific field and can be overridden, according to 2-CP. In cases where the unit number is not reflective of the true operation, a unit number can be created to override the data returned to CARS.

The following is an example of when a unit number needs to be created by the user and be used in place of the system-generated number that is returned to CARS.

Example: Two brothers and their wives have an informal joint operation, each sharing 25 percent. The joint operation operates all farms without regard to owners on the tracts. In some cases, a brother, wife, or couple may own a tract on a farm that is operated by the joint operation. Following established procedure, the unit maintenance software returns a unit number based on the operator and owner of the farm. Since the members of the joint operation share all interest as operators regardless of ownership, the user should establish a unit with all members as operator. This unit number should be used for all occasions when the joint operation maintains control of the farm.--*

133 Unit Details

A Overview

The Unit Details Screen provides additional information about the unit. If more than 3 producers are associated with the unit, the Unit Details Screen will list all producers.

The Unit Details Screen opens in a separate window.

B Example of the Unit Details Screen

Following is an example of the Unit Details Screen.

*__

Unit Details	
State:	County:
Unit Number: 18	36 Unit Status: Active
Producer Name	Producer Type
PRODUCER, ANY 1	Operator
PRODUCER, ANY 2	Owner
Deactivate Unit	

__>

133 Unit Details (Continued)

C Button Descriptions and Actions

The following table provides button descriptions and actions on the Unit Details Screen.

Button	Description	
* * *	***	
Deactivate Unit	 Only displayed if unit is active. Deactivates an active unit. "Confirmation" dialog box will be displayed. CLICK: "OK" to deactivate unit and status will be changed to "Inactive" "Cancel" to not deactivate unit. 	
Activate Unit	Only displayed if unit is inactive. Activates an inactive unit. Status will be changed to "Active".	
* * *	* * *	
Exit	Unit Number entry screen will be displayed	
Print	Unit details will open in a separate window.	

Notes: A unit should **not** be deactivated, **unless** it was created in error.

A unit **cannot** be deactivated if it is used by another application, such as:

- approved yields
- Notice of Loss
- Application for Payment
- CARS.

134 Producer Units

A Overview

The Producer Units Screen displays either of the following:

- all units associated with the selected producer (subparagraph B)
- a message that the producer is **not** associated with a unit (subparagraph 131 C).

B Example of the Producer Units Screen

Following is an example of the Producer Units Screen when the producer is associated with 1 or more units.

*__

Producer Units			
State: Producer:	PRODUCER, ANY 1	County:	
Unit Number	Producers	Status	
<u>259</u>	PRODUCER, ANY 1 (Operator)	Active	
<u>1836</u>	PRODUCER, ANY 1 (Operator) Active PRODUCER, ANY 2 (Owner)		
<u>1837</u>	PRODUCER, ANY 1 (Operator) PRODUCER, ANY 4 (Owner) PRODUCER, ANY 5 (Owner)6 producers total		
	Create Unit NAP Main Menu Select Producer		

C Field/Button Descriptions and Actions

The following table provides field and button descriptions and actions on the Producer Units Screen when the producer is associated with 1 or more units.

Field/Button	Description	
Unit Number	Unit Details Screen will be displayed.	
Producers	Producers associated with the unit and producer type will be displayed. Up to 3 producers will be displayed. If more than 3 producers are associated with the unit, the total number of producers will be displayed.	
* * * Status	"Active" or "Inactive" will be displayed.	
Create Unit	Create Unit Screen will be displayed.	
NAP Main Menu	Main Menu (paragraph 42) will be displayed.	
* * *	* * *	
Select Producer	SCIMS Customer Search Screen will be displayed	

135 Searching by Unit Number

A Overview

On the Main Menu, under "Unit Maintenance", after users click "Search by Unit Number", the Search Unit Screen will be displayed.

B Example of the Search Unit Screen

Following is an example of the Search Unit Screen.

Search Unit	
State: Mississippi	County: Coahoma
Unit Number:	
	Search NAP Main Menu

C Field/Button Descriptions and Actions

The following table provides field and button descriptions and actions on the Search Unit Screen.

Field/Button	Description	
Unit Number	Enter a unit number and CLICK "Search". The Unit Details Screen will be displayed.	
	Note: If the unit does not exist, a message will be displayed.	
NAP Main Menu	Main Menu (paragraph 42) will be displayed.	

136 Auto Creating Units

A Creating Units

When records are added to FSA-578 according to 2-CP, the NAP Unit Table will be accessed for the applicable unit number, based on the farming relationship captured on the Acreage Report. If a corresponding unit number is **not** found, the NAP Unit Maintenance application will generate a unit number based on the relationship captured on the Acreage Report.

B Unit Number Assignment

A unit number will be returned to the Acreage Report **regardless** of NAP coverage on the crop reported.

137 Reports

A Overview

On the Main Menu, under "Unit Maintenance", the "Reports" option provides a list of reports that are available to be viewed and/or printed.

B Example of the Reports Screen

Following is an example of the Reports Screen.

Reports			
State: Missis	sippi	County: C	oahoma
C Auto Cre	ated Units Report		
Start Date:			
End Date:			
	Create Report	NAP Main Menu	

137 Reports (Continued)

C Field/Button Descriptions and Actions

The following table provides report, field, and button descriptions and actions on the Reports Screen.

Report/Field/Button	Action	Result	
Auto Created Units	Manual selection.	Report will be displayed identifying	
Report		units created by the NAP software.	
Start Date	Manual entry.	Enter a start date to limit the data that	
		will be displayed on the report.	
		Note: Start date is not required .	
End Date		Enter an end date to limit the data that	
		will be displayed on the report.	
		Note: End date is not required .	
Create Report	The selected report will be		
	displayed in a separate		
	window.		
NAP Main Menu	Main Menu (paragraph 42)		
	will be displayed.		

D Producer Report

To display or print details of all of a producer's units, do the following:

- select the producer
- on the Producer Units Screen, CLICK "Print".

E Unit Report

To display or print details for a specific unit:

- select a unit
- on the Unit Details Screen, CLICK "Print".

138-149 (Reserved)

Section 5 Notice of Loss

150 Search Notice of Loss Screen

A Overview

From the Main Menu, under "Notice of Loss", after users have clicked "Add, Edit, or Cancel" * * *, the Search Notice of Loss Screen will be displayed. The Search Notice of Loss Screen allows users to:

- add CCC-576 (Page 1)
- edit CCC-576 (Page 1)
- view/print an existing CCC-576 (Page 1).

B Example of Search Notice of Loss Screen

Following is an example of the Search Notice of Loss Screen.

Search Notice Of Loss			
Year: 2015 State: Mississippi		County: Coahoma	
Add/Search			
Disaster Event	Сгор	Status	
PRODUCER, ANY 1			
12/01/2014 Cold Wet Weather	APPLE COM FH I 01 CHRUT DOU FH N 01	Approved	
Cold Wet Weather	CHROT DOO PH IN UI	<u>View/Print</u> <u>Edit</u>	
Add Notice of Loss			
Add/Search NAP	Main Menu		

C Action

To add a new CCC-576 (Page 1), CLICK:

- "Add/Search" and the SCIMS Customer Search Screen will be displayed
- "Add Notice of Loss" for the applicable producer and the Enter Cause of Loss Screen will be displayed.

CLICK "**View/Print**" for CCC-576 (Page 1) to be viewed and/or printed. CCC-576 (Page 1) will be displayed.

To edit an existing CCC-576 (Page 1), do either of the following:

- CLICK "Add/Search" and the SCIMS Customer Search Screen will be displayed
- CLICK "Edit" for CCC-576 (Page 1) to be edited and the Create Notice of Loss Screen will be displayed.

D Status

The "Status" column will display the status of the producer's CCC-576 (Page 1). The following are "Status" column definitions.

<u>Initiated</u> means CCC-576 (Page 1) has been started, but the producer has **not** yet signed the application.

<u>Producer Signed</u> means the producer has signed CCC-576 (Page 1), but COC has **not** approved/disapproved CCC-576 (Page 1).

Approved means COC has approved CCC-576 (Page 1).

Disapproved means COC has disapproved CCC-576 (Page 1).

<u>Canceled</u> means that CCC-576 (Page 1) has been placed in a canceled state because of either of the following:

- changes to basic program data (for example, modification of FSA-578 data)
- Business Partner cleansing case.

A canceled CCC-576 (Page 1) **must** be accessed and modified to ensure that the most current data is on CCC-576 (Page 1). A report is available that provides a list of all canceled CCC-576 (Page 1), along with the reason for the cancellation. See paragraph 156 for additional information.

Note: A Business Partner cleansing case will cancel CCC-576 (Page 1) tied to the merged producer. CCC-576 (Page 1) tied to the producer that was "kept" will **not** be canceled. CCC-576 (Page 1) suspended because of a Business Partner cleansing case does **not** need to be accessed and modified.

A Overview

On the Search Notice of Loss Screen, if users click "Add/Search", the SCIMS Customer Search Screen will be displayed. The SCIMS Customer Search Screen will provide users with a method of searching SCIMS to find the applicable producer. Producer can be selected by type, name, tax ID, or other. See 1-CM for additional information on SCIMS.

Note: Application for Coverage is **not** required to add a Notice of Loss.

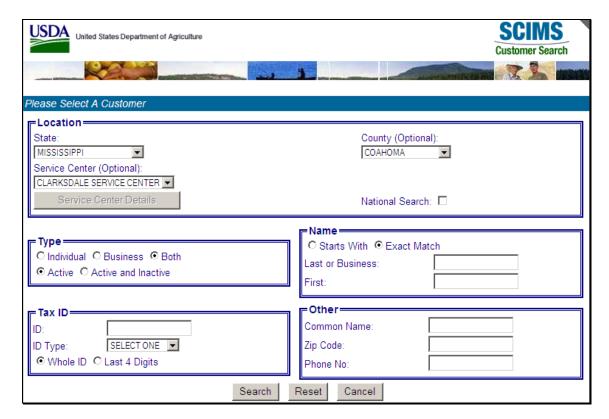
B Example of SCIMS Customer Search Screen

Following is an example of the SCIMS Customer Search Screen. User **must** select customer based on search results by clicking the applicable producer.

If the producer has:

- no existing Notices of Loss, the Search Notice of Loss Screen will be redisplayed with the message, "Notice of Loss for selected Producer **not** found"
- 1 or more existing Notices of Loss, the Search Notice of Loss Screen will be redisplayed listing **only** the selected producer's existing Notices of Loss.

To add a new CCC-576 (Page 1) for the selected producer, on the Search Notice of Loss Screen, CLICK "Add Notice of Loss". The Enter Cause of Loss Screen (paragraph 152) will be displayed.



152 Enter Cause of Loss Screen

A Overview

On the Search Notice of Loss Screen, if users click "Add Notice of Loss", the Enter Cause of Loss Screen will be displayed for entering loss dates and selecting all applicable causes of loss.

B Example of Enter Cause of Loss Screen

Following is an example of the Enter Cause of Loss Screen.

Enter Cause of Loss	
Year: 2015 State: Mississippi Producer: PRODUCER, ANY 1	County: Coahoma
Cause of Loss	
Start Date:	Ending Date:
☐ Drought	Heat
□ Hail	Excess Moisture/Precipitation
☐ Frost	Freeze
Cold Wet Weather	ICH (insufficient chill hrs.)
Flood	☐ Wind/Excess Wind
Cyclone	☐ Tornado
Insects	Plant Disease
Hurricane/Tropical Depression	Earthquake
Volcanic Eruption	
Other	
Continue	Cancel

152 Enter Cause of Loss Screen (Continued)

C Field Descriptions and Actions

The following provides the field descriptions and actions on the Enter Cause of Loss Screen.

Field/Button	Description	
Start Date	Enter start date of the disaster event.	
Ending Date	Enter ending date of the disaster event.	
	Note: Entry is not required.	
Apparent Date	Enter the date the loss was apparent.	
Cause of Loss	Select all applicable causes of loss.	
	Note: If insects and/or plant disease are selected, another disaster event must be selected or CCC-576 (Page 1) will not be eligible for approval. See 1-NAP (Rev. 2), subparagraph 51 A for additional information.	
Continue	Crop Selection Screen will be displayed.	
Cancel	Search Notice of Loss Screen will be displayed.	

153 Crop Selection

A Overview

On the Enter Cause of Loss Screen , if users click "Continue", the Crop Selection Screen will be displayed for selecting crops that were affected by the disaster event.

B Example of Crop Selection Screen

Following is an example of the Crop Selection Screen.

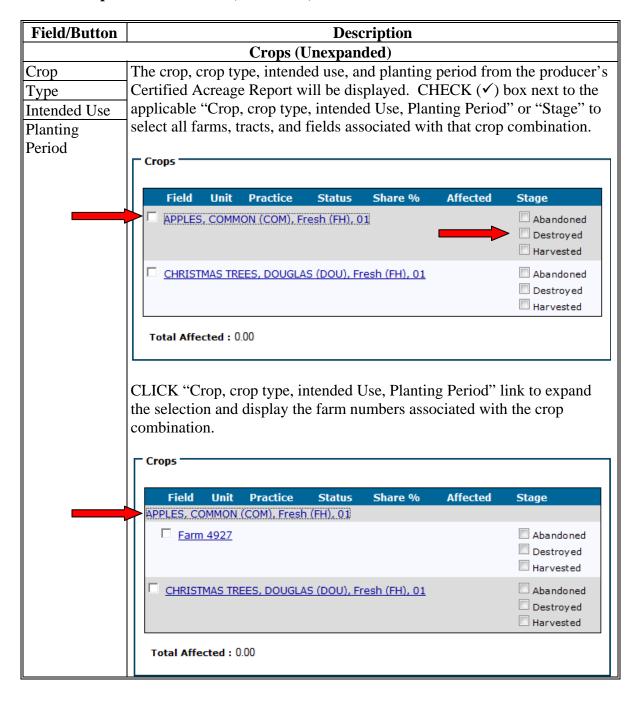
Crop	Sele	ection							
Year: 20	015		State: Mi	ssissipp	oi			County:	Coahoma
Produce	r: Pi	RODUCE	R, ANY 1						
Cause	of Lo)55 —							
		Start D	ate: 12/02	/2014	E	nding Da	te: 12/0	5/2014	
			ate: 12/05						
Disa	istei	Event	(s): Frost						
				Ed	it Cause of Lo	ss			
Crops									
	iold	Unit	Practice	Status	Share %	Affected		Stage	
			COM), Fresh			Affected	10	Stage	
100000000000000000000000000000000000000	1 492								
Tra	act 9	151							
	1	2755	Irrigated	I	100.00		/32.00	Aband Destr	
ACTOR IN								Harve	X 25 7 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
	2		204000					Aband	Control of the Control
	2	2/55	Irrigated	1	100.00		/53.00	Destre	100
							1.6	Aband	
	3	2755	Irrigated	I	100.00		/35.00	Destro	The state of the s
□ <u>CH</u>	RIST	MAS TRE	ES, DOUGLA	S (DOL	J), Fresh (FH)	<u>, 01</u>		Aband	
								Destro	2
T. 1. 1			00						0.7
Total	Arte	cted: 0.	UU .						
			,						
			Į	Save 8	& Continue	Back			

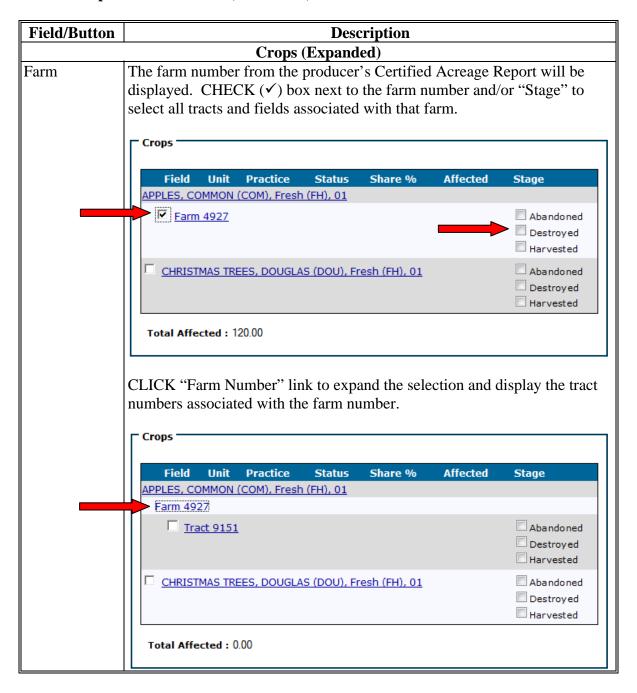
153 Crop Selection (Continued)

C Field Descriptions and Actions

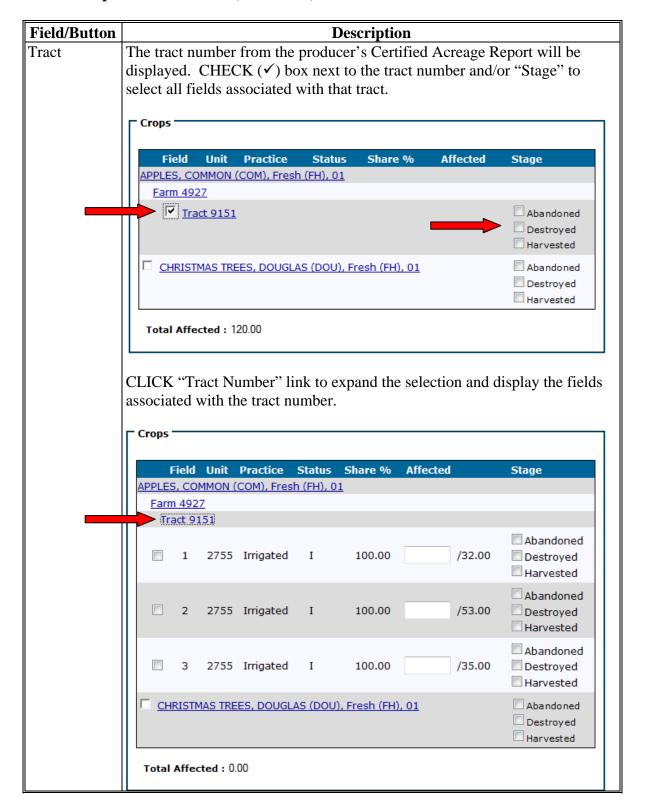
The following provides the field descriptions and actions on the Crop Selection Screen.

Field/Button	Description
	Cause of Loss
Start Date	The start date, ending date, apparent date, and disaster events selected
Ending Date	on the Enter Cause of Loss Screen will be displayed.
Apparent Date	
Disaster Event(s)	
Edit Cause of Loss	CLICK "Edit Cause of Loss" to modify the previously selected cause
	of loss information. The Enter Cause of Loss Screen will be
	displayed.





153 Crop Selection (Continued)



Field/Button	Description
Field	The field, unit, practice, status, share, and acres from the producer's
Unit	Certified Acreage Report will be displayed. CHECK (✓) box next to
Practice	each field that was affected by the disaster event.
Status	
Share %	The affected acres will be populated with the number of acres reported
Affected Acres	on the Acreage Report. Modify the number of acres that were affected
Stage	by the disaster event, if applicable. The affected acres cannot exceed the number of acres that were reported for each field.
	Note: If COC determines that a line item is not eligible, the user shall enter "0.00" acres in the affected acres field. Any line item with 0.00 affected acres will be populated on CCC-576, Part B, item 8 as "Disapproved".
	Select whether the affected acres were abandoned, destroyed, or harvested. Selection is not required .
Save & Continue	Click after selecting the affected crops. Create Notice of Loss Screen will be displayed.
Cancel	Enter Cause of Loss Screen will be displayed.

154 Creating Notice of Loss

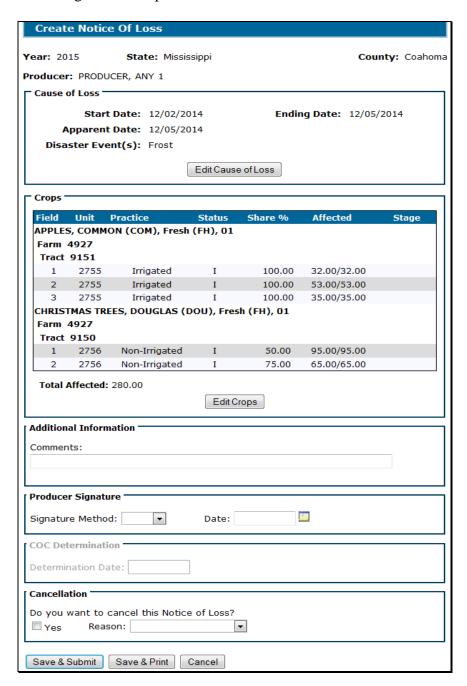
A Overview

After following paragraph 153, the Create Notice of Loss Screen will:

- provide a summary of the selected cause of loss and crop data
- allow for entering signature information.

B Example of Create Notice of Loss Screen

Following is an example of the Create Notice of Loss Screen.



154 Creating Notice of Loss (Continued)

C Field Descriptions and Actions

The following provides the field descriptions and actions on the Create Notice of Loss Screen.

Field/Button	Description	Action
	Cause of Loss	
Start Date	The start date, ending date,	
Ending Date	apparent date, and disaster events	
Apparent Date	previously selected.	
Disaster Event(s)		
Edit Cause of Loss	Enter Cause of Loss Screen will be	
	displayed.	
	Crops	
Crop	Affected crop, crop type, intended	
Туре	use, and planting period	
Intended Use	information previously selected.	
Planting Period		
Farm Number		
Tract Number		
Field Number		
Unit Number		
Practice		
Status		
Share %		
Affected Acres		
Stage		
Total Affected Acres	The total number of affected acres	
	that were entered on the Crop	
	Selection Screen.	
Edit Crops	Crop Selection Screen will be	
	displayed.	

C Field Descriptions and Actions (Continued)

The following provides the field descriptions and actions on the Create Notice of Loss Screen.

Field/Button	Description	Action
	Additional Inforn	nation
Comments	Free form entry.	Enter any comments applicable to CCC-576 (Page 1). Entry is not required . Note: No PII shall be entered.
Will percentage of grazing loss be determined using independent assessments?	Only displayed when there are crops with intended use, "Grazing (GZ)". Independent assessments can be used in place of an Application for Payment. Note: Only applicable to crops with an intended use, "Grazing (GZ)"	CLICK "Yes" or "No". Entry is required for crops with an intended use, "Grazing (GZ)" before a producer signature date can be entered.
	"Grazing (GZ)". Producer Signa	ture
Signature Method	Manual selection of the type of signature provided by the producer. Applicable signature types are: • paper • FAX.	Signature type shall only be selected after either of the following occurs: • producer signs and dates CCC-576 (Page 1) • FAX with producer's signature and date has been received in the County Office.
Date	Manual entry of the date producer signed or FAXed CCC-576 (Page 1).	Enter date the producer signed CCC-576 (Page 1).

154 Creating Notice of Loss (Continued)

Field/Button	Description		Action	
COC Determination				
Determination Date	Manual entry.	Enter date COC made their determination.		
		Note:	There is no approval/disapproval at the Notice of Loss level. Approval/disapproval is completed at the line item level (CCC-576, Part B, item 8). In NAP software, the line item approval/disapproval will be entered in the Crop Selection Screen, "Affected Acres" field, by changing the acres to "0.0", if the line item is disapproved.	
	Cancellation	n		
Do you want to cancel this notice of loss?	Manual selection.		K (✓) next to " Yes " to cancel 576 (Page 1).	
Reason	Manual selection.	Select	reason that CCC-576 (Page 1) is canceled.	
Save & Submit	Confirmation Screen will be displayed.			
Save & Print	CCC576 (Page 1) will be displayed.			
Cancel	Previous screen will be displayed.			

155 Confirmation

A Overview

After following paragraph 154, the Confirmation Screen will provide users the ability to view and/or print CCC-576 (Page 1) and a short cut to create CCC-576 (Page 1) for another producer.

B Example of Confirmation Screen

Following is an example of the Confirmation Screen.

Confirmation	on	
Year: 2015	State: Mississippi	County: Coahoma
Producer: PROI	DUCER, ANY 1	
_	otice of Loss data has been saved successfully. Print Notice of Loss NAP Main Menu	
Cr	reate Notice of Loss for Another Producer	
Re	eturn to Search Notice of Loss	

C Link/Button Descriptions

The following provides the links and/or buttons available on the Confirmation Screen.

Link/Button	Description
Print Notice of Loss	CCC-576 (Page 1) will:
	be displayed in a separate window
	• contain only data that has been entered into the
	NAP software as of the date it is being printed.
NAP Main Menu	Main Menu (paragraph 42) will be displayed.
Create Notice of Loss for Another	SCIMS Customer Search Screen will be displayed.
Producer	
Return to Search Notice of Loss	Search Notice of Loss Screen will be displayed.

156 Reports

A Overview

Several standard reports are available to use as tools within the NAP software Notice of Loss portion. To access reports, from the Main Menu, under "Notice of Loss", CLICK "Reports".

B Example of Reports Screen

Following is an example of the Reports Screen.

Reports		
Year: 2015	State: Mississippi	County: Coahoma
COC DisaProducerNo Produceled	proved Report approved Report r Signed But Not COC Signed Report ucer Signature Report I Report Office Summary Report	
Start Date: End Date:		
	Create Report NAP Main Menu	

156 Reports (Continued)

C Field Descriptions and Actions

The following provides the field descriptions and actions on the Reports Screen.

Report/Field/Button	Action	Result		
COC Approved	Manual	Report will be displayed identifying Notices of		
Report	selection.	Loss that have been approved by COC.		
COC Disapproved		Report will be displayed identifying Notices of		
Report		Loss that have been disapproved by COC.		
Producer Signed But		Report will be displayed identifying Notices of		
Not COC Signed		Loss that have been signed by the by the producer,		
		but have not been approved/disapproved by COC.		
No Producer		Report will be displayed identifying Notices of		
Signature		Loss that have been entered, but have not been		
		signed by the producer.		
Canceled Report		Report will be displayed identifying Notices of		
		Loss that have been canceled.		
County Office		Report will be displayed with a summary, by pay		
Summary Report		group, of the status of all Notices of Loss in the		
		county.		
State Office Summary		Report will be displayed with a summary, by		
Report		county and pay group, of the status of all Notices		
		of Loss in the State.		
		Note: Only available for State Office		
		Administrative users.		
Start Date	Manual entry.	Enter a start date to limit data displayed on any of		
		the reports.		
		Note: Start date is not required .		
End Date		Enter an end date to limit data displayed on any of		
		the reports.		
		Note: End date is not required .		
Create Report	The selected			
	report will be			
	displayed.			
NAP Main Menu	Main Menu			
	(paragraph 42)			
	will be			
	displayed.			

157-169 (Reserved)

*--Section 6 Approved Yields

170 Options

A Overview

Users may:

• add, edit, or cancel an approved yield by producer or by unit number

Note: After users have clicked:

• "Search by Producer", the SCIMS Customer Search Screen will be displayed that provides users with a method of searching in SCIMS to find the applicable producer

Notes: Producer may be selected by type, name, tax ID, or other. See 1-CM for additional information on SCIMS.

See paragraph 171.

• "Search by Unit Number", the Search Approved Yield Screen will be displayed.

Note: See paragraph 179.

• sign approved yields

Note: See paragraph 180.

generate reports.

Note: See paragraph 184.--*

*--171 Adding, Editing, or Canceling Approved Yields by Producer

A Overview

After the users CLICK "Search by Producer", the SCIMS Customer Search Screen will be displayed.

B Example of SCIMS Customer Search Screen

The following is an example of the SCIMS Customer Search Screen.

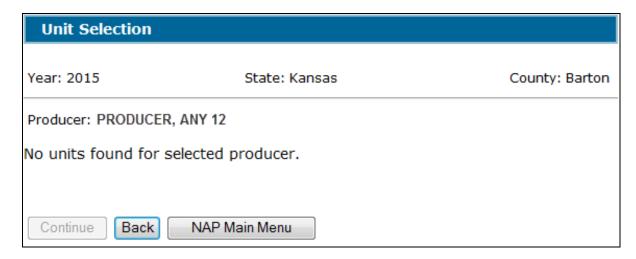
USDA United States Department of Agriculture Farm Service Agency	SCIMS Customer Search
Scims Search Home A	oout Scims Search Help Contact Us Exit Logout of eAuth
Please Select A Customer	
Location State: KANSAS Service Center (Optional): GREAT BEND SERVICE CENTER ▼ Service Center Details	County: BARTON ▼ National Search:
Type ○ Individual ○ Business ◎ Both ◎ Active ○ Active and Inactive	Name Starts With © Exact Match Last or Business: First:
Tax ID ID: ID Type: SELECT ONE ▼ Whole ID Last 4 Digits	Other Common Name: Zip Code: Phone No:
	Search Reset Cancel

*--171 Adding, Editing, or Canceling Approved Yields by Producer (Continued)

B Example of SCIMS Customer Search Screen (Continued)

Users must select a customer based on search results by clicking the applicable producer.

If the producer selected through SCIMS is not associated with a unit, the following Unit Selection Screen will be displayed.



If the selected producer is associated with 1 or more units, the Unit Selection Screen will be displayed with applicable units. See paragraph 172.

C Button Descriptions and Actions

The following table provides button descriptions and actions on the Unit Selection Screen.

Button	Description
Back	The previous screen will be displayed.
NAP Main Menu	The Main Menu will be displayed. See paragraph 42.

*

172 Unit Selection

A Overview

The Unit Selection Screen will display unit numbers associated with the selected producer.

B Example of Unit Selection Screen

The following is an example of the Unit Selection Screen.

*__

Unit Selection			
Yea	r: 2015	State:	County:
Proc	ducer: PRO	DDUCER, ANY 1	
	Unit	Producers	Status
0	259	PRODUCER, ANY 1	Active
0	<u>1836</u>	PRODUCER, ANY 1 (Operator) PRODUCER, ANY 2 (Owner)	Active
0	<u>1837</u>	PRODUCER, ANY 1 (Operator) PRODUCER, ANY 4 (Owner) PRODUCER, ANY 5 (Owner)6 producers total	Active
Со	ontinue	Back NAP Main Menu	

C Field Descriptions and Actions

The following table provides field descriptions and actions on the Unit Selection Screen.

Field/Button	Description	
Unit	The Unit Details Screen will be displayed. See paragraph 173.	
Producers	Producers associated with the unit and producer type. Up to 3 producers will be listed. If more than 3 producers are associated with the unit, the total number of producers will be listed.	
Status	"Active" or "Inactive". Approved yields can be established for active units only .	
Continue	CLICK "Continue" after selecting the unit. Only 1 unit may be selected at a time. See paragraph 174.	
Back	*The SCIMS Customer Search Screen will be displayed*	
NAP Main Menu	The Main Menu will be displayed. See paragraph 42.	

Status

Active

172 Unit Selection (Continued)

Unit

Back

Continue

PRODUCER, ANY 1 (Operator)

NAP Main Menu

◉

D No Application for Coverage on File

The following is an example of the Unit Selection Screen if no one on the unit has an application for coverage on file.

Producers

The search results screens will vary slightly depending on whether the search was by producer or by unit number.--*

173 Unit Details

A Overview

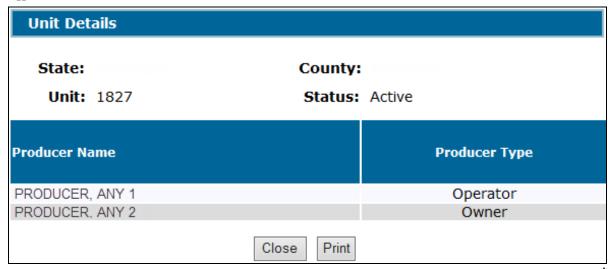
The Unit Details Screen will:

- provide additional information about the unit
- list all producers if more than 3 producers are associated with the unit
- open in a separate window.

B Example of Unit Details Screen

The following is an example of the Unit Details Screen.

*__



C Button Descriptions and Actions

The following table provides button descriptions and actions on the Unit Details Screen.

Button	Description
Close	The Unit Selection Screen will be redisplayed.
Print	The unit will print.

174 Searching Approved Yields

A Overview

When a unit number is selected, applications for coverage are reviewed for all producers associated with the unit number. If an application for coverage is not found for at least 1 producer on the unit, a message will be displayed.

When a unit number is selected, and at least 1 producer on the unit has an application for coverage, the Search Approved Yield Screen will be displayed.

B Example of Search Approved Yield Screen Without Existing Yield

The following is an example of the Search Approved Yield Screen, if the selected unit does **not** have an approved yield established.

*__

Search Approved Yield			
Year: 2015	State:	County:	
Unit: 1885			
No Yield found for	the selected Unit.		
Add Approved	Yield NAP Main Menu		

The search results screens will vary slightly depending on whether the search was by producer or by unit number.--*

174 Searching Approved Yields (Continued)

C Example of Search Approved Yield Screen With Existing Yield

The following is an example of the Search Approved Yield Screen, if an approved yield exists for the selected unit.

*__

Search Approved Yield		
Year: 2015 State:	County:	
Unit: <u>1836</u>		
_		
Стор	Status	
BEANS, BUTTER (BUT), Fresh (FH), Non-Irrigated, 01	Canceled <u>View/Print</u> <u>Reactivate</u>	
BEANS, GREEN (GRN), Fresh (FH), Non-Irrigated, 02	Completed <u>View/Print</u> <u>Edit</u>	
BEANS, SNAP WAX (WAX), Fresh (FH), Non-Irrigated, 02	Unsigned View/Print Edit	
SQUASH, BUTTERNUT SQUASH (BTT), Fresh (FH), Non-Irrigated, 01 Certified Organic	Completed View/Print Edit	
SQUASH, WINTER SQUASH (WTR), Fresh (FH), Non-Irrigated, 01	Completed <u>View/Print</u> <u>Edit</u>	
Add Approved Yield NAP Main Menu		

The search results screens will vary slightly depending on whether the search was by producer or by unit number.

D Status

The "Status" column displays the status of the unit's approved yield as follows:

- "Completed" means the producer signature method and date and COC representative signature date have been entered
- "Unsigned" means the approved yield has been calculated, but the producer and COC representative signature dates have not been entered
- "Canceled" means the approved yield has been placed in a canceled status because of either of the following:
 - changes to data including:
 - CCC-471
 - FSA-578
 - NCT data
 - unit was deleted
 - user canceled CCC-452.

Notes: A canceled CCC-452 can be reactivated.

A SCIMS duplicate resolution merge will cancel CCC-452 tied to the merged producer. CCC-452 tied to the producer that was "kept" will **not** be canceled. CCC-452 canceled because of a SCIMS duplicate resolution merge does **not** need to be reactivated.--*

E Field Descriptions and Actions

The following table provides field descriptions and actions for the Search Approved Yield Screen.

Field/Button	Description	
Unit	The Unit Details Screen will be displayed. See paragraph 173.	
Producer	Producer selected through SCIMS. Displayed only if the initial search	
	was by producer.	
Select Unit	Select another unit associated with the producer. Displayed only if the	
	initial search was by producer. See paragraph 172.	
View/Print	View or print CCC-452.	
Edit	Edit CCC-452. See paragraph 181.	
Reactivate	Reactivate canceled CCC-452. See paragraph 182.	
Add Approved	Click to add an approved yield for the unit. The Crop Selection Screen	
Yield	will be displayed. See paragraph 175.	
NAP Main Menu	The Main Menu will be displayed. See paragraph 42.	

__*

175 Crop Selection

A Overview

The Crop Selection Screen will display all crops, types, intended uses, and planting periods from the producer's application for coverage that do not have an approved yield established for the unit. Practices associated with the crop combination are also displayed.

B Example of Crop Selection Screen

The following is an example of the Crop Selection Screen.

*--

Crop Selection				
Year: 2015	State:		County:	
Unit: <u>1836</u>				
Showing 1-20 of 47	crops < <first 1="" 2="" 3<="" <prev="" th=""><th>Next> Last>></th><th>:</th><th></th></first>	Next> Last>>	:	
Name	Туре	Intended Use	Practice	Planting Period
○ BEANS	BABY LIMA (BBL)	Fresh (FH)	Non-Irrigated	01
O BEANS	BUTTER (BUT)	Fresh (FH)	Non-Irrigated	01
O BEANS	GREEN (GRN)	Fresh (FH)	Non-Irrigated	01
O BEANS	GREEN (GRN)	Fresh (FH)	Non-Irrigated	02
O BEANS	GREEN (GRN)	Processed (PR)	Non-Irrigated	01
O COTTON, UPLAND			Non-Irrigated	01
☐ Certified Orga ☐ Transitional O				
○ GRASS	ARGENTINE BAHIA (ARG)	Forage (FG)	Non-Irrigated	01
Crop is missing St	ate or National Approval in I	NCT		
○ GRASS	COMMON BERMUDA (BCM)	Forage (FG)	Non-Irrigated	01
Showing 1-20 of 47	crops < <first 1="" <prev="" <u="">2 <u>3</u></first>	Next> Last>>	:	
	Continue Back N	IAP Main Menu		

C Field Descriptions and Actions

The following table provides field descriptions and actions for the Crop Selection Screen.

Field/Button	Description
Unit	The Unit Details Screen will be displayed. See paragraph 173.
Name	Crop combination for which an approved yield can be established.
Type	
Intended Use	Click the following:
Practice	
Planting Period	radio button for conventional crop approved yield
Certified Organic	check box for certified or transitional organic crop
Transitional	• check box for native sod.
Organic	
Native Sod	Notes: Crops without a county expected yield and/or State or national approval cannot be selected.
	"Certified Organic" and "Transitional Organic" will be *displayed only if there is a respective yield factor in NCT*
	"Native Sod" will be displayed only in the applicable States according to 1-NAP (Rev. 2), Part 6 and contiguous counties.
	"Native Sod" and "Certified Organic" or "Transitional Organic" may be selected together if applicable
Continue	CLICK "Continue" after selecting the crop. Only 1 crop may be selected at a time. The Approved Yield Data Screen will be displayed. See paragraph 176.
Back	The previous screen will be displayed.
NAP Main Menu	The Main Menu will be displayed. See paragraph 42.

If the NCT crop record is missing the county expected yield, or does not have State or national approval, a message will be displayed and the crop cannot be selected for an approved yield.

The Unit of Measure Conversion Screen will be displayed if the unit of measure has changed, either during the year or between years. See paragraph 185.

176 Approved Yield Data

A Overview

The Approved Yield Data Screen will display all data elements necessary to establish an approved yield.

--A blank screen will be displayed if a completed approved yield for the previous year was not found. A prepopulated screen will be displayed if an approved yield was completed for -- the previous year. See paragraph 186 for copying data to the following year. In either case, enter the acres and production, as required, and calculate the approved yield.

All data elements are displayed on 1 screen, but are broken into the following 3 sections for explanation purposes:

- "Yield Data"
- "Historical Yields"
- "Approved Yield".

176 Approved Yield Data (Continued)

B Example of Approved Yield Data Screen

The following is an example of the Approved Yield Data Screen.

NAP Menu **Approved Yield Data** Welcome: LORETTA **BAXA** Year: 2015 State: County: **Role: National Admin** Main Menu Unit: 1836 View NAP Main Menu Crop: BEANS, GREEN (GRN), Fresh (FH), Non-Irrigated, 01 Select State, County, Unit of Measure: LBS Approved Yield Yield Data Search By Producer Transitional Yield: 4000 Prior Approved Yield: Search By Unit Number Adjusted Transitional Yield: Adjusted Date: ш., Add Approved Yield Adjusted Reason: Sign Approved Yield Substitute Yield: No Cup Rules Apply: Yes ∨ Reports **Blank Form** Historical Yields Go To NAP Cov Actual Production Record Types 1 2 3 4 5 Yield Type Elig Dis Acres Planted Yield NCT Year 2014 🗸 2013 🗸 V 2012 🗸 V V 2011 🗸 V V ~ V 2010 🗸 2009 🗸 V V 2008 🗸 V V 2007 🗸 V V V V 2006 🗸 V 2005 🗸 V Approved Yield Approved Yield: Not Calculated Remarks: Calculate Yield Back NAP Main Menu Save & Continue

176 Approved Yield Data (Continued)

C Example of "Yield Data" Section

The following is an example of the "Yield Data" section.

Approved Yield Data

Year: 2015 State: County:

Unit: 1836 View
Crop: BEANS, GREEN (GRN), Fresh (FH), Non-Irrigated, 01
Unit of Measure: LBS

Yield Data
Transitional Yield: 4000 Prior Approved Yield:
Adjusted Transitional Yield: Adjusted Date:
Adjusted Reason:
Substitute Yield: No V Cup Rules Apply: Yes V

D Field Descriptions and Actions for the "Yield Data" Section

The following table provides field descriptions and actions for the Approved Yield Data Screen, "Yield Data" section.

Field/Button	Description	
Unit	*CLICK "View" to display the producers on the unit*	
Transitional Yield	County expected yield from NCT.	
Prior Approved Yield	d Will be:	
	blank if the unit and crop have never had an approved yield established	
	•*prefilled if an automated approved yield was completed in the previous year*	
	blank if the previous year's approved yield was calculated outside of the system.	
	Note: The prior approved yield must be loaded if an approved yield was established in the prior year.	
Adjusted Transitional Yield	Determined according to 1-NAP (Rev. 2), Part 7.	
Adjusted Date	Date COC or STC minutes documented the determination of the adjusted T-yield.	
Adjusted Reason	Applicable reason for the adjusted T-yield, from the following:	
	age of stand/trees	
	• elevation	
	inconsistent farming/management practice	
	multiple county T-yield variations	
	• soil type	
	• topography.	

D Field Descriptions and Actions for the "Yield Data" Section (Continued)

Field/Button	Description
Substitute Yield	Determines whether substitute yield rules apply. This field is
	defaulted to "No". Select "Yes" only if:
	• current year is the first year of participation starting with 2015 and yield type "V" applies according to 1-NAP (Rev. 2), Part 7
	and yield type v applies according to 1-1VAI (Rev. 2), I alt /
	• data loading a previous year's approved yield that contains yield type "U" or "V".
Cup Rules Apply	Determines whether cup rules apply. This field is defaulted to
	"Yes", meaning that the software will determine whether a cup
	applies to the approved yield. Select "No" if the approved yield
	should not be cupped. See 1-NAP (Rev. 2), Part 7 for instances
	when the cup rules do not apply.
	Note: "Yes" does not mean that the approved yield was cupped,
	only that the rules apply.

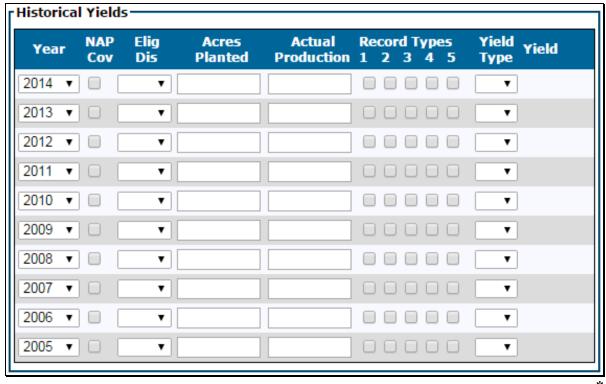
--*

176 Approved Yield Data (Continued)

E Example of "Historical Yields" Section

The following is an example of the "Historical Yields" section.

*_.



See paragraph 177 for the "Historical Yields" section for crops planted on native sod acreage.

--·

F Field Descriptions and Actions for the "Historical Yields" Section

The following table provides field descriptions and actions for the Approved Yield Data Screen, "Historical Yields" section.

Field/Button	Description
Year	Ten crop years will be displayed, with the exception of apples and peaches, which is a maximum of 5 crop years. Years displayed will start with the prior year. Rotation farms only require data to be loaded for the years that the crop is planted.
NAP Cov	Note: Lag year crops will have a 1-year lag. System will check the box if an application for coverage is on file for the pay group for the historical year
Elig Dis	For historical year 2013 and subsequent years, the "Elig Dis" indicator is obtained from the applicable year's notice of loss based on the approval or disapproval of the crop. In the absence of a notice of loss, the user must select "Yes" or "No". "Yes" will allow for the replacement yield rules to apply for that year as provided in 1-NAP (Rev. 2), Part 7. "Elig Dis" indicator applies only if acres are greater than zero and production is equal or greater than zero.
Acres Planted	Acres planted will be obtained from CARS. In the absence of acres from CARS, load the planted acres as determined according to 1-NAP (Rev. 2), Part 6.
	Notes: Planted acres will be obtained from CARS with a combination of the following 2-CP:
	• status codes:
	"D""E""F"
	• "G" • "H"
	"I""O""R"
	• supplemental status of:
	 "failed" "planted" "not planted" for 2011 and 2012 "not applicable" for 2015 and subsequent years.
	Acres reported with all other combinations of 2-CP codes are ineligible for NAP and will be excluded automatically
	Acres from CARS cannot be overridden.
	See subparagraph H for handling additional acres ineligible for NAP.

F Field Descriptions and Actions for the "Historical Yields" Section (Continued)

Field/Button	Description	
Actual	Enter the actual production as determined according to 1-NAP (Rev. 2), Part 7.	
Production	If zero production is entered, the only valid record type is "4".	
* * *	Note: Do not include production from ineligible acres.	
Record Types	Enter the record types that support the production entered. If record type "5" is selected, record the type of production record used in "Remarks" along with the applicable historical year. Record types are as follows:	
	• "1" for sold or commercial storage	
	"2" for on-farm storage, measurement"3" for livestock feeding records	
	• "3" for livestock feeding records • "4" for appraisal	
	• "5" for other. Identify in "Remarks".	
Yield Type	Determined by the system when users CLICK "Calculate Yield". Normally left blank. Yield types "C" and "I" must be entered.	
Yield	Calculated by the system when users CLICK "Calculate Yield".	
3	Displayed after system or user enters a yield type. Click to remove yield type.	

G Yield Types

"Actual Production" and "Record Types" fields are generally the only data items that need to be loaded. The "Eligible Disaster" indicator is based on notice of loss for 2013 and later years. In the absence of a notice of loss, the user must select "Yes" or "No". The "Acres Planted" field for the most recent historical year comes from the acreage report for 2011 and later years. The "Yield Type" and "Yield" fields are calculated based on the data entries.

The following table provides yield types that are generated by the system based on data entries.

Yield	
Type	Remarks
A	Determined by the system when acres planted and actual production are present. The yield
	will be calculated by dividing the acreage into the production.
В	Determined by the system if a prior year approved yield is in the database, the crop was
	not covered by NAP in the applicable year, and there was no report of acres or production.
Е	Determined by the system when acres planted and actual production are blank and there is
	1 actual yield in the database. The yield will be calculated at 80 percent of the effective
	T-yield.

G Yield Types (Continued)

Yield	
Type	Remarks
N	Determined by the system when acres planted and actual production are blank and there are 2 actual yields in the database. The yield will be calculated at 90 percent of the effective T-yield.
О	Determined by the system if in a prior year there is an assigned yield in the database, and either of the following apply:
	•*CCC-471 was filed but acreage and production were not reported*
	• acreage of the crop in the administrative county has increased more than 100 percent over any year in the preceding 7 crop years or increased significantly from the previous crop year. The yield type is set by the user if this applies.
	This yield type may be overridden, if applicable, by a substitute yield as determined by 1-NAP (Rev. 2), Part 7.
Р	Determined by the system for the most recent historical year if a prior year approved yield is in the database, and there are reported acres but no production or the production is unacceptable and the crop was covered by NAP in the applicable year. The missing year's approved yield must be entered for any historical year other than the most recent. The system will calculate 75 percent of the entered value. This yield type may be overridden, if applicable, by a substitute yield as determined by 1-NAP (Rev. 2), Part 7.
R	Determined by the system when acres planted and actual production are entered, *the eligible disaster indicator is "Yes", and the calculated yield is less than* 65 percent of the effective T-yield. The yield will be calculated at 65 percent of the effective T-yield.
S	Determined by the system when acres planted and actual production are blank and there are no actual yields in the database. The yield will be calculated at 65 percent of the effective T-yield.
Т	Determined by the system when acres planted and actual production are blank and there are 3 actual yields in the database. The yield will be calculated at 100 percent of the effective T-yield.

176 Approved Yield Data (Continued)

G Yield Types (Continued)

Yield	
Type	Remarks
U	Effective for program years 2014 and earlier.
	Determined by the system when acres planted are entered, actual production is left *blank, the substitute yield indicator is "Yes", and either of the following* apply:
	 assigned yield is less than 65 percent of the effective T-yield yield type is "O".
	The effective T-yield for the year the substitution was taken must be entered. The system will calculate 65 percent of the effective T-yield.
V	*Effective for 2015 and future years of NAP participation, the first year of participation beginning with 2015.
	Determined by the system when the substitute yield indicator is "Yes" and* yield type "P" and at least 1 yield type "O" are in the database and either of the following apply:
	 assigned yield is less than 65 percent of the effective T-yield yield type is "O".
Z	*Determined by the system when a zero is entered for acres planted or eligible acres is zero. The yield will be left blank.

Note: Yield types "U" and "V" are not applicable to certified or transitional organic crops.--*

The following table provides yield types that must be entered by the user.

Yield	
Type	Remarks
С	Can be loaded in any crop year for units that qualify for the "added practice, type,
	intended use, planting period, or new unit" rule according to 1-NAP (Rev. 2),
	Part 7. The user will select 80, 90, or 100 percent from the drop-down list. The
	yield will be entered by the system. Cannot follow any year with acres and
	production. Up to 4 occurrences are allowed in the database.
I	Can be loaded in any crop year to obtain 100 percent of the effective T-yield for
	the units that qualify for the "new producer" rule according to 1-NAP (Rev. 2),
	Part 7. The yield will be entered by the system. Cannot follow any year with acres
	and production. Two to 4 occurrences are allowed in the database.

H Special Data for "Historical Yields" Section

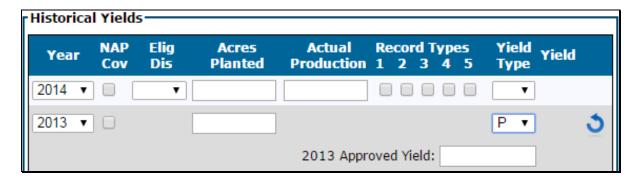
Yield types "C", "I", "P", "U", and "V" have special data needs. An additional data entry field will be provided to enter the applicable data for yield types "C", "P", "U", and "V".

--When yield type "C" is selected, the percentage of T-yield is required. Valid selections-- from the drop-down list are "80%", "90%", and "100%". See 1-NAP (Rev. 2), Part 7. The following is an example of the data entry field for yield type "C". * * *



--When yield type "I" is selected, the system will use 100 percent of the T-yield in the-- approved yield calculation. See 1-NAP (Rev. 2), Part 7. ***

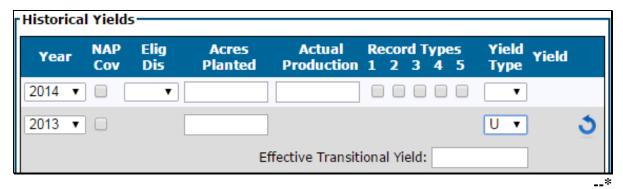
When the system determines yield type "P" is applicable for a year other than the most recent historical year, the approved yield for the missing year is required. After entering the approved yield for the missing year, the system will calculate 75 percent of the entered value to determine the historical yield for the year. See 1-NAP (Rev. 2), Part 7. The following is an example of the data entry field for yield type "P".



176 Approved Yield Data (Continued)

H Special Data for the "Historical Yields" Section (Continued)

When yield type "U" is entered, the effective transitional yield for the year the substitution was taken must be entered. See 1-NAP (Rev. 2), Part 7. The following is an example of the data entry field for yield type "U". Yield type "U" is applicable for historical years 2013 and *--earlier. Yield type "U" is **not** applicable to organic crops.



When yield type "V" is entered, the effective transitional yield for the year the substitution was taken must be entered. See 1-NAP (Rev. 2), Part 7. The following is an example of the data entry field for yield type "V". Yield type "V" is effective the first year of participation *--starting with 2015 for each applicable historical year. Yield type "V" is **not** applicable to organic crops



--*

176 Approved Yield Data (Continued)

H Special Data for the "Historical Yields" Section (Continued)

- *--When acres are populated from CARS for:
 - 2014 and prior years, a data entry field will be provided to capture the number of acres that are ineligible for NAP. Enter the acres that are not eligible for NAP
 - 2015 and subsequent years, the ineligible acres will be obtained from SNAPP. Enter ineligible acres in SNAPP according to Section 8.

Enter ineligible acres on this screen or through SNAPP that have not already been excluded according to subparagraph 176 F.

The following is an example of the data entry field and data displayed from SNAPP.

Historical Yields —						
Year	NAP Cov	Elig Dis	Acres Planted	Actual Production	Record Types 1 2 3 4 5	Yield Type Yield
2015 🗸	✓ [~	20.7000 ¹			~
	In	eligible:	2.2000 ²			
2014 🗸		~	80.3000 ¹			~
Ineligible:						
⁽¹⁾ Load	ed fron	n Acreag	je Report.	⁽²⁾ Loaded	d from Supplemen	ital Process.
			<u> </u>			

I Example of "Approved Yield" Section

The following is an example of the "Approved Yield" section.

Approved Yield ——		
	Approved Yield: Not Calculated	
Remarks:		
		^
	Calculate Yield	
Save & Continue	Back NAP Main Menu	

J Field Descriptions and Actions for the "Approved Yield" Section

The following table provides field descriptions and actions for the Approved Yield Data Screen, "Approved Yield" section.

Field/Button	Description		
Approved Yield	Will display either of the following:		
	• "Not Calculated"		
	an approved yield.		
Remarks	Required for record type "5", "Other". In any other case, remarks are		
	optional and may be used to notate additional information. Include the		
	historical year associated with the remark.		
Calculate Yield	CLICK "Calculate Yield" to calculate an approved yield. The		
	Approved Yield Data Screen will be redisplayed.		
Save & Continue	CLICK "Save & Continue" to calculate the approved yield and		
	continue to the Approved Yield Screen. See paragraph 178.		
Back	Previous screen will be displayed.		
NAP Main Menu	Main Menu will be displayed. See paragraph 42.		

* * *

176 Approved Yield Data (Continued)

*--K "5" Icon

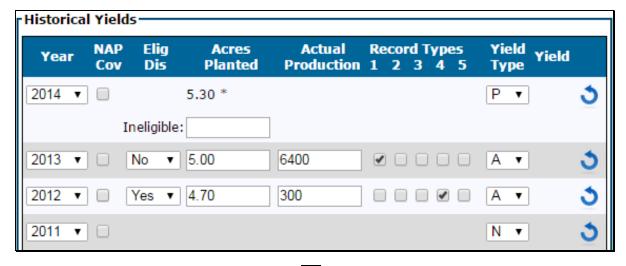
After an approved yield is calculated, the Approved Yield Data Screen will be redisplayed to include:

- an "icon next to the yield for each historical year that contains data--*
- hidden data fields, if 1 or more data fields are **not** applicable for the yield type.

The following tables provide a list of yield types and data fields that will be hidden after an approved yield is calculated.

IF the yield type is	THEN the hidden data fields are:
• "B" • "N"	•*"Elig Dis"*
• "C" • "S"	"Acres Planted"
• "E" • "T"	"Actual Production"
• "I"	"Record Types".
• "O" • "V"	•*"Elig Dis"*
• "P" • "Z"	"Actual Production"
• "U"	• "Record Types".

*--The following is an example of the "Historical Yields" section with the "icon and hidden data fields.



To revise data for a historical year, CLICK "The yield type will be removed and any hidden fields will be displayed for editing.--*

177 Yields on Native Sod Acreage

A Limitation for Native Sod

Native sod acreage is applicable to specific States according to 1-NAP (Rev. 2), Part 6. Approved yields for crops planted on native sod acreage are restricted to 65 percent of the T-yield according to 1-NAP (Rev. 2), Part 7.

B Example of "Yield Data" Section for Native Sod

The following is an example of the Approved Yield Data Screen, "Yield Data" section for native sod.

Approved Yield Data		
Year: 2015	State:	County:
Unit: 282 <u>View</u>		
Crop: OATS, SPRING (SPR),	Grain (GR), Irrigated, 01, Native So	d
Unit of Measure: BU		
┌ Yield Data ──		
Transitional Yield	: 43 Prior Approved Yield	d:
Adjusted Transitional Yield	Adjusted Date	e:
Adjusted Reason:		~

C Field Descriptions and Actions for the "Yield Data" Section for Native Sod

The following table provides field descriptions and actions on the "Yield Data" section for native sod.

Field/Button	Description		
Unit	Unit number selected. CLICK "View" to display the producers on the unit.		
Transitional Yield	County expected yield from NCT.		
Prior Approved Yield	Will be:		
	 blank if the unit and crop have never had an approved yield established *prefilled if an automated approved yield was completed in the previous year* blank if the previous year's approved yield was calculated outside of the system. 		
	Note: Prior approved yield must be loaded if an approved yield was established in the prior year.		
Adjusted Transitional	Determined according to 1-NAP (Rev. 2), Part 7.		
Yield			

177 Yields on Native Sod Acreage (Continued)

*--C Field Descriptions and Actions for the "Yield Data" Section for Native Sod (Continued)

Field/Button	Description	
Adjusted Date	Date COC or STC minutes documented the determination of the adjusted	
	T-yield.	
Adjusted Reason	Applicable reason for the adjusted T-yield, from the following:	
	age of stand/treeselevation	
	• inconsistent farming/management practice	
	multiple county T-yield variations	
	• soil type	
	• topography.	

D Example of "Historical Yields" Section for Native Sod

The following is an example of the "Historical Yields" section for native sod.



__*

E Field Description and Action for the "Historical Yields" Section for Native Sod

"Eligible Disaster" indicator, acres, production, and record type are the only data collected on the Approved Yield Data Screen, but it will not be used in the calculation of the approved yield. The data will be maintained and combined with the nonnative sod database when applicable.

The following table provides field descriptions and actions for the Approved Yield Data Screen, "Historical Yields" section for native sod.

Field/Button	Description
Year	Ten crop years will be displayed, with the exception of apples and peaches, which is a maximum of 5 crop years. Years displayed will start with the prior year. Rotation farms only require data to be loaded for the years that the crop is planted.
	Note: Lag year crops will have a 1-year lag.
NAP Cov	System will check the box if an application for coverage is on file for the pay group for the historical year
Elig Dis	For historical year 2013 and subsequent years, the "Elig Dis" indicator is obtained from the applicable year's notice of loss based on the approval or disapproval of the crop. In the absence of a notice of loss, the user must select "Yes" or "No".
	The "Elig Dis" indicator applies only if acres are greater than zero and production is equal to or greater than zero.
Acres Planted	Acres planted will be obtained from CARS. In the absence of acres from CARS, load the planted acres as determined according to 1-NAP (Rev. 2), Part 6.
	Notes: Planted acres will be obtained from CARS with a combination of the following 2-CP:
	• status codes:
	• "D" • "E"
	• "F"
	• "G" • "H"
	• "["
	• "0"
	• "R"
	supplemental status of:
	 "failed" "planted". not applicable" for 2015 and subsequent years.
	*Acres reported with all other combinations of 2-CP codes are ineligible for
	NAP and will be excluded automatically*
	Acres from CARS cannot be overridden.
	See subparagraph 176 H for handling additional ineligible acres for NAP.

177 Yields on Native Sod Acreage (Continued)

E Field Description and Action for the "Historical Yields" Section for Native Sod (Continued)

Field/Button	Description
Actual	Enter the actual production as determined according to 1-NAP (Rev. 2),
Production	Part 7.
	If zero production is entered, the only valid record type is "4".
	Note: Do not include production from ineligible acres.
* * *	* * *
Record Types	Enter the record types that support the production entered. If record type "5" is selected, record the type of production record used in "Remarks" along with the applicable historical year.
	 "1" for sold or commercial storage "2" for on-farm storage, measurement "3" for livestock feeding records "4" for appraisal "5" for other. Identify in "Remarks".

Add "Remarks", if applicable, and calculate the approved yield according to subparagraph $176~\mathrm{I}.$

178 Approved Yield Summary and Signature Data

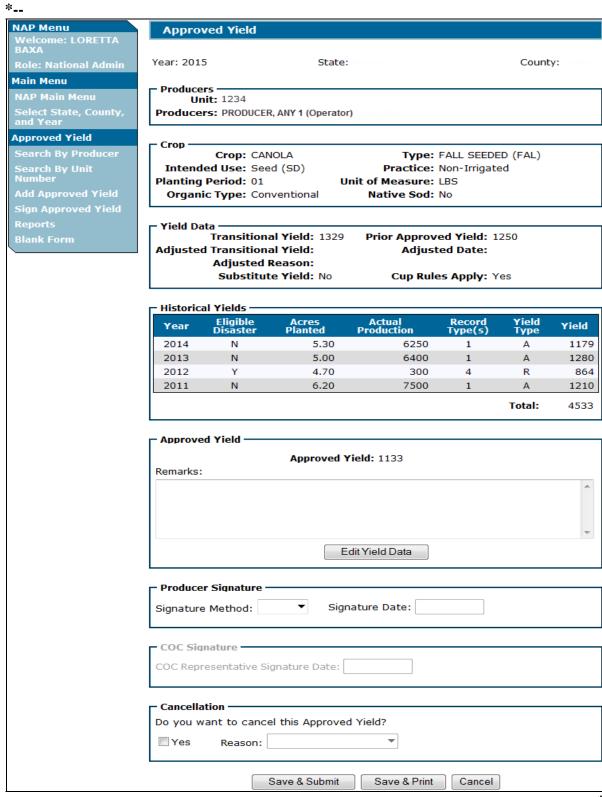
A Overview

The Approved Yield Screen will be displayed.

178 Approved Yield Summary and Signature Data (Continued)

B Example of Approved Yield Screen

The following is an example of the Approved Yield Screen that provides yield summary and signature data.



C Field Descriptions and Actions

The following table provides field descriptions and actions for the Approved Yield Screen.

Field/Button	Description		
Approved Yield	Approved yield is displayed.		
Remarks	Enter remarks as applicable. Field is optional, unless record type "5" was selected in		
	the "Historical Yields" section. Include the historical year associated with the remark.		
Edit Yield Data	If users CLICK "Edit Yield Data" to edit existing yield data, the Approved Yield Data		
	Screen will be redisplayed. See paragraph 176.		
Producer Signature	*Select the applicable signature method and enter date:		
	 Paper – signed copy of CCC-452 is in the office, enter the date producer signed CCC- 452 		
	• Fax – producer faxed CCC-452 containing signature to the office, enter the date producer signed CCC-452		
	Refused to sign – producer refused to sign CCC-452, enter the date producer refused to sign CCC-452		
	No signature on CCC-452 – producer has not returned signed CCC-452, enter the date employee determines CCC-452 is not being returned		
	• Signature on CCC 576 – production from producer signed CCC-576, Page 2, or CCC-576-1, was entered for the most recent historical year, enter the date CCC-576 was signed by producer		
	The production reported without a signed certification on CCC-452, CCC-576, or CCC-576-1 must be removed from the system if it was previously entered.		
	See 1-NAP (Rev. 2), paragraph 400, for additional information on completing signatures*		
	Notes: Both producer and COC representative signature dates must be entered for the approved yield to be available for the next year's approved yield and other NAP applications.		
	A bulk signature option is available by clicking "Sign Approved Yield" on the Main Menu. See paragraph 180.		
COC Signature	Enter COC representative signature date after the representative signs CCC-452.		
	Notes: COC representative signature indicates acceptance of CCC-452. CCC-452's are not approved by COC.		
	Both producer and COC representative signature dates must be entered for the approved yield to be available for the next year's approved yield and other NAP applications.		
	A bulk signature option is available by clicking "Sign Approved Yield" on the Main Menu. See paragraph 180.		
Cancellation	CLICK "Yes" to cancel the approved yield and select the reason.		
Save & Submit	CLICK "Save & Submit" to retain data and display the Confirmation Screen. See paragraph 183.		
	Note: Approved yield must be submitted to retain data that is added, deleted, or changed on the Approved Yield Screen.		
Save & Print	CLICK "Save & Print" to retain data and print CCC-452.		
Cancel	*CLICK "Cancel" to return to the Search Approved Yield Screen*		

178 Approved Yield Summary and Signature Data (Continued)

D Producer and COC Representative Signatures

Producers and COC representative may sign one CCC-452 for all CCC-452's filed on the current date.

County Offices shall:

- print all CCC-452's filed on the current date
- have the producer review the information on each CCC-452
- staple the package together
- enter the individual page number and the total pages on each page of the package, using format of "Page ___ of ___" or "__ of ___"
- have the producer sign and date page 1 of the package
- sign as COC representative and date page 1 of the package.

Note: If the producer refuses to sign, notate reason for refusal in the "Remarks" section.

179 Adding, Editing, or Canceling Approved Yields by Unit Number

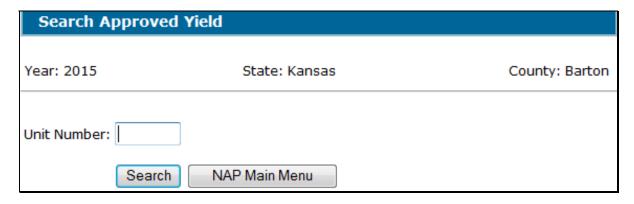
A Overview

After users CLICK "Search by Unit Number", the Search Approved Yield Screen will be displayed.

B Example of Search Approved Yield Screen

The following is an example of the Search Approved Yield Screen. To:

- search for an approved yield, enter a unit number and CLICK "Search"
- return to the Main Menu, CLICK "NAP Main Menu".



If the unit does **not** have an approved yield on file, the following message will be displayed. To:

- establish an approved yield, CLICK "Add Approved Yield" (paragraph 175)
- return to the Main Menu, CLICK "NAP Main Menu".

Search Approved Yield

Year: 2015 State: County:

Unit: 1885

No Yield found for the selected Unit.

Add Approved Yield NAP Main Menu

--[>]

179 Adding, Editing, or Canceling Approved Yields by Unit Number (Continued)

B Example of Search Approved Yield Screen (Continued)

When a unit number is entered, applications for coverage are reviewed for all producers associated with the unit number. If an application for coverage is **not** found for at least 1 producer on the unit, the following message will be displayed.
*--

Search Approved Yield			
Year: 2015	State:	County:	
Unit: 1			
An approved Application for Coverage was not found for any producer on this unit.			
Add Approved '	Yield NAP Main Menu		

The search results screens will vary slightly depending on whether the search was by producer or by unit number.

If the selected unit is **not** found, the following message will be displayed.

Search Approved Yield		
• Unit Not Four	nd	
Year: 2015	State:	County:
Unit Number: 2955		
Search	NAP Main Menu	

*--180 Signing Approved Yields

A Overview

The Sign Approved Yield Screen:

- allows for multiple CCC-452's to be signed at 1 time
- displays entry fields for "Producer Signature Method", "Producer Signature Date", and "COC Representative Signature Date".

B Example of Search Approved Yields to Sign Screen

The following is an example of the Search Approved Yields to Sign Screen. To:

- search for an approved yield that needs to be signed, enter a unit number and CLICK "Search"
- return to the Main Menu, CLICK "NAP Main Menu".

Search Approved Yields to Sign		
Year: 2015	State: Kansas	County: Barton
Unit Number:		
Searc	NAP Main Menu	

__*

180 Signing Approved Yields (Continued)

C Example of Sign Approved Yield Screen

The following is an example of the Sign Approved Yield Screen.

*__

Sign Approved	l Yield	
Year: 2015	State:	County:
Unit: <u>1794</u>		
	Сгор	Producer Signature
BEANS, GREEN (GRN), Fresh (FH), Non-Irrigated, 02		<u>View/Print</u>
□ BEANS, SNAP W	AX (WAX), Fresh (FH), Non-Irrigated,	<u>View/Print</u>
Producer Signatu Signature Method:		
COC Signature COC Representative Signature Date:		
-	Save Select Unit	

If the selected unit does **not** have unsigned approved yields, the following message will be displayed.

*__

Search Approved Yields to Sign		
<u>i</u> .	An unsigned approved yield was not found	for this unit.
Year: 2015	State:	County:
Unit Number:	1837 Search NAP Main Menu	

--*

180 Signing Approved Yields (Continued)

D Field Descriptions and Actions

Select the crop or crops for which signature data will be entered.

The following table provides field descriptions and actions for the Sign Approved Yield Screen.

Field/Button	Description	
Unit	The Unit Details Screen will be displayed. See paragraph 173.	
Crop	The crop, type, intended use, practice, planting period, and organic and native sod status that are awaiting signature.	
Producer Signature	The producer's signature date will be displayed if producer data was entered previously. Note: If producer data has already been entered, only the COC representative	
	signature date needs to be entered.	
View/Print	View/print the specific approved yield.	
Producer Signature	 Select the applicable signature method and enter date: Paper – signed copy of CCC-452 is in the office, enter the date producer signed CCC-452 Fax – producer faxed CCC-452 containing signature to the office, enter the date 	
	 Refused to sign – producer refused to sign CCC-452, enter the date producer refused to sign CCC-452 	
	 No signature on CCC-452 – producer has not returned signed CCC-452, enter the date employee determines CCC-452 is not being returned 	
	• Signature on CCC-576 – production from producer signed CCC-576, Page 2, or CCC-576-1, was entered for the most recent historical year, enter the date CCC-576 was signed by producer.	
	The production reported without a signed certification on CCC-452, CCC-576, or CCC-576-1 must be removed from the system if it was previously entered.	
	See 1-NAP (Rev. 2), paragraph 400, for additional information on completing signatures.	
	Note: Both producer and COC representative signature dates must be entered for the approved yield to be available for the next year's approved yield and other NAP applications.	
COC Signature	Enter COC representative signature date after the representative signs CCC-452.	
	Notes: COC representative signature indicates acceptance of CCC-452. CCC-452's are not approved by COC.	
	Both producer and COC representative signature dates must be entered for the approved yield to be available for the next year's approved yield and other NAP applications.	
Save	CLICK "Save" to save the entered data.	
Select Unit	CLICK "Select Unit" to select another unit with approved yields to be signed.	

E Producer and COC Representative Signatures

See subparagraph 178 D for signature requirements.

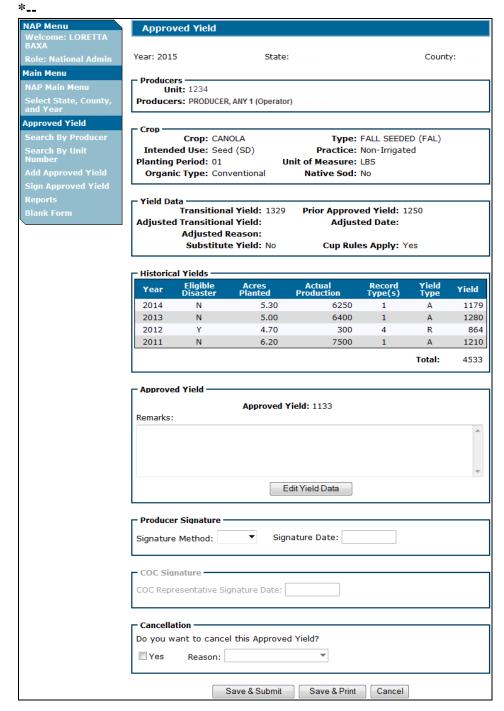
181 Editing Approved Yields

A Overview

The Approved Yield Screen will display the historical data and approved yield that were captured from the approved yield process.

B Example of Approved Yield Screen

The following is an example of the Approved Yield Screen.



C Field Descriptions and Actions

The following table provides field descriptions and action for the Approved Yield Screen.

Field/Button	Description	
Remarks	Enter remarks, as applicable. The field is optional. Include the	
	historical year associated with the remark.	
Edit Yield Data	CLICK "Edit Yield Data" to edit existing yield data.	
Producer Signature	Enter producer's signature method and date after the producer signs CCC-452.	
	Note: Both producer and COC representative signature dates must be entered for the approved yield to be available for the next year's approved yield and other NAP applications.	
COC Signature	Enter COC representative signature date after the representative signs CCC-452.	
	Notes: COC representative signature indicates acceptance of CCC-452. CCC-452's are not approved by COC.	
	Both producer and COC representative signature dates must be entered for the approved yield to be available for the next year's approved yield and other NAP applications.	
Cancellation	CLICK "Yes" to cancel the approved yield and select the reason.	
Save & Submit	CLICK "Save & Submit" to retain revised data and display the Confirmation Screen. See paragraph 183.	
	Note: The approved yield must be submitted to retain data that is added, deleted, or changed on the Approved Yield Screen.	
Save & Print	CLICK "Save & Print" to retain the entered data and print CCC-452.	
Cancel	CLICK "Cancel" to return to the previous screen.	

__*

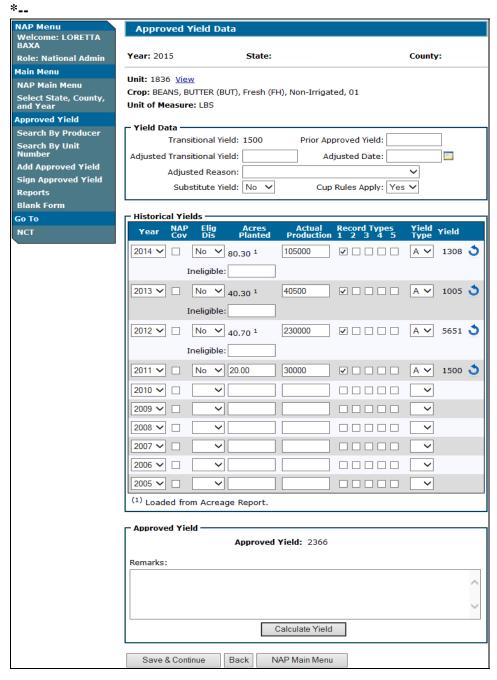
182 Reactivating Approved Yields

A Overview

The Approved Yield Data Screen will display the historical data and approved yield as calculated before cancellation. This applies to approved yields canceled automatically according to subparagraph 174 D or by a user.

B Approved Yield Data Reactivation

The following is an example of the Approved Yield Data Screen that will be displayed when reactivating an approved yield.



*--182 Reactivating Approved Yields (Continued)

C Actions

Edit data that needs to be updated and continue by following instructions in paragraph 176.

If the cancellation was because of a change of unit of measure in NCT, continue with required approved yield changes. See paragraph 185.

183 Confirmation

A Overview

The Confirmation Screen will be displayed after CCC-452 is:

- signed from the Approved Yield Screen
- canceled
- edited
- reactivated.

B Example of Confirmation Screen

The following is an example of the Confirmation Screen.

Confirmation		
Year: 2015	State: Kansas	County: Barton
Approved Yield data has be	een saved successfully	,
Print Approved Yield	NAP Main Menu	
Add Approved Yield for another crop		
Add Approved Yield for another unit		
Search Approved Yield		

*--183 Confirmation (Continued)

C Field Descriptions and Actions

The following table provides field descriptions and actions for the Confirmation Screen.

Field/Button	Description
Print Approved Yield	CCC-452 will be displayed in a separate window.
NAP Main Menu	The Main Menu will be displayed. See paragraph 42.
Add Approved Yield	The Crop Selection Screen for the same unit will be displayed.
for another crop	See paragraph 175.
Add Approved Yield	The Search Approved Yield Screen will be displayed. See
for another unit	paragraph 179.
Search Approved Yield	The SCIMS Customer Search Screen will be displayed. See
	paragraph 171.

184 Reports

A Overview

The reports option provides a list of reports that are available to be viewed or printed.

B Example of Reports Screen

The following is an example of the Reports Screen.

Reports				
Year: 2015	State: Ka	une ne	County: Barton	
Teal. 2013	State, No	111505	Country, Barton	
Review F	Register Report			
Complet	ed Report			
Unsigned	d Report			
Canceled	Canceled Report			
 County Summary Report 				
State Su	ımmary Report			
Chart Date:				
Start Date:				
End Date:				
	Create Report	NAP Main Menu		

C Field Descriptions and Actions

The following table provides field descriptions and actions for the Reports Screen.

Report/Field/Button	Action	Result
Review Register	Manual selection.	Report will be displayed identifying
Report		approved yields that are subject to review.
Completed Report	Manual selection.	Report will be displayed identifying
		approved yields with producer and COC
		representative signature dates entered.
Unsigned Report	Manual selection.	Report will be displayed identifying
		approved yields that have been established,
		but do not have producer and COC
		representative signature dates entered.
Canceled Report	Manual selection.	Report will be displayed identifying
		approved yields that have been canceled.
County Summary	Manual selection.	Report will be displayed with a summary,
Report		by pay group, of the number of unsigned,
		completed, and canceled approved yields in
		the county.
State Summary	Manual selection.	Report will be displayed with a summary,
Report		by county and pay group, of the number of
		unsigned, completed, and canceled
		approved yields in the State.
Start Date	Manual entry.	Enter a start date to limit data displayed on
		any of the reports.
		Exception: Review Register Report
		cannot be limited.
		Note: Start date is not required.
End Date	Manual entry.	Enter an end date to limit data displayed on
		any of the reports.
		Exception: Review Register Report
		cannot be limited.
		Note: End date is not required.
Create Report	The selected report will	
	be displayed.	
NAP Main Menu	The Main Menu will be	
	displayed. See	
	paragraph 42.	

*--185 Required Approved Yield Changes

A Overview

An approved yield is required to be updated if any of the following change:

- unit of measure
- county expected yield
- lag year applicability
- maximum number of historic years in database.

B Unit of Measure Change

If the unit of measure has changed, whether during the year or between years, then several approved yield data elements must be changed. The Unit of Measure Conversion Screen will:

- be displayed when the changed record is accessed
- allow entering a conversion factor that will be applied to the data in the database, including:
 - prior approved yield
 - adjusted T-yield
 - production
 - required dataloaded information.

Notes: A conversion factor will be present if both the previous and current unit of measure are standard, such as ton or cwt.

Required dataloaded information includes:

- approved yield for yield type "P"
- effective transitional yield for yield type "U"
- effective transitional yield for yield type "V".

The unit of measure conversion process **divides** the original value by the conversion factor to determine the converted value for the:

- prior approved yield
- adjusted T-yield
- production
- required dataloaded information.--*

*--185 Required Approved Yield Changes (Continued)

C Example of Manual Unit of Measure Conversion Screen

The following is an example of the manual Unit of Measure Conversion Screen.

Unit of Measure Conversion		
Year: 2015	State: Mississippi	County: Coahoma
The Unit of Measure for the Conversion Factor	this crop changed on the Natio	onal Crop Table. Enter
From Unit of Measure:	CTN	
Conversion Factor:		
To Unit of Measure:	BOX	
	Continue Back	

Determine the conversion factor by **dividing** the pounds of the "To Unit of Measure" by the pounds of the "From Unit of Measure".

When going from a large unit of measure to a smaller unit of measure, the conversion factor will be **less** than 1.

Example: For:

- cwt. to 25 pound cartons, the conversion factor will be $.25 (25 \div 100 = .25)$
- 50 pound cartons to 25 pound boxes, the conversion factor will be .5 $(25 \div 50 = .5)$.

When going from a small unit of measure to a larger unit of measure, the conversion factor will be **greater** than 1.

Example: For:

- 25 pound cartons to cwt., the conversion factor will be $4 (100 \div 25 = 4)$
- 25 pound boxes to 50 pound cartons, the conversion factor will be 2 $(50 \div 25 = 2)$.

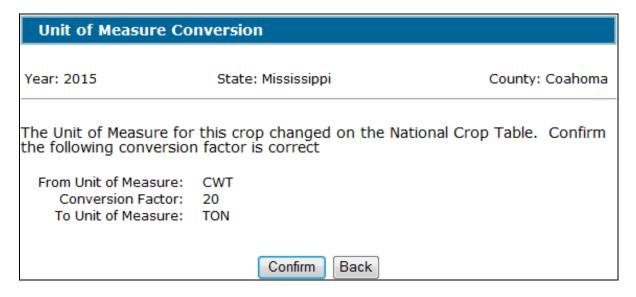
Enter applicable conversion factor and CLICK "Continue".--*

*--185 Required Approved Yield Changes (Continued)

D Example of Automated Unit of Measure Conversion Screen

The following is an example of the automated Unit of Measure Conversion Screen.

CLICK "Confirm" to display the Approved Yield Data Screen. See paragraph 176.



The following table provides the conversion factors for standard units of measure.

IF converting unit of		THEN use conversion
measure from	TO unit of measure	factor
lbs.	cwt.	100.
lbs.	ton	2000.
cwt.	ton	20.
cwt.	lbs.	.01.
ton	cwt.	.05.
ton	lbs.	.0005.

--*

186 **Copying Approved Yield Data**

A Overview

The previous year approved yield database will be copied and recorded as the current year approved yield. Records will **not** be copied:

- from the previous year if both producer and COC representative signature dates are **not** entered
- to or from a year the crop was **not** on CCC-471.

B Copy Process

The copy process is on a record-by-record basis and is initiated by accessing the crop record. The process can only be done once per individual record. The following fields are copied and recorded for the current year:

- •*--"Year"
- "NAP Cov"
- "Elig Dis"--*
- "Planted Acres"
- "Actual Production"
- "Record Type"
- "Yield Type"
- "Yield"
- "Approved Yield", which is copied into the "Prior Approved Yield" field.

If the previous year's approved yield database includes the maximum number of years, 5 or 10, as applicable, then the oldest year in the database that does **not** have an actual or assigned yield is dropped and the most recent historical year is added. If all records are actual or assigned, then the oldest record is dropped.

The yield type and yield are **not** copied and recorded for the current year if a yield was based on a percentage of the transitional yield.

C Update Approved Yield

The current year approved yield database will use the copied data. All applicable changes and additions must be entered, the record updated, and producer and COC representative signature dates entered before the approved yield is valid.

187-199 (Reserved)

*--Section 7 Premium Collection and Management System

Subsection 1 Search by Producer

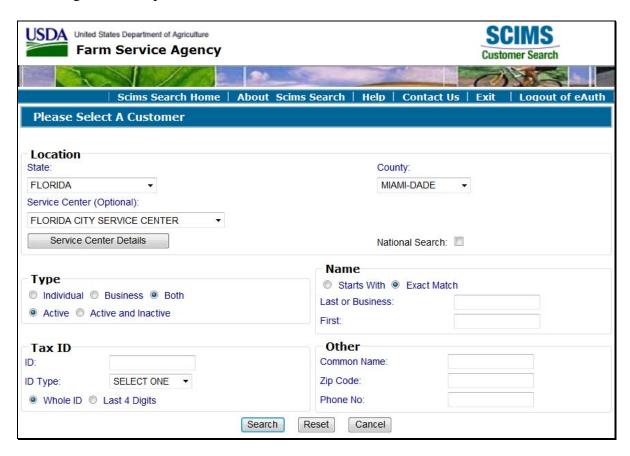
200 SCIMS Customer Search

A Overview

When users select the "Search by Producer" option under "Premium Management", the SCIMS Customer Search Screen will be displayed. The SCIMS Customer Search Screen provides users with a method of searching SCIMS to find the applicable producer. The producer can be selected by type, name, tax ID, or other. See 1-CM for additional information on SCIMS.

B Example of SCIMS Customer Search Screen

Following is an example of the SCIMS Customer Search Screen.



After entering search criteria and clicking "Search", the user must select the applicable customer/producer from the search results screen. The Premium Collection Screen will be displayed. See paragraph 201.--*

201 Premium Collection Screen

A Overview

The Premium Collection Screen:

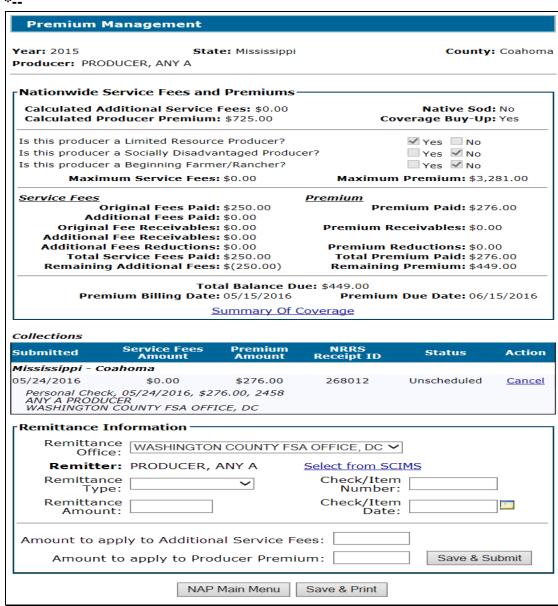
- provides premium collection history
- allows entry of remittance information for premium collection
- •*--provides detailed accounting of fees and premiums.--*

* * *

B Example of Premium Collection Screen

Following is an example of the Premium Collection Screen.

*__



C Field Descriptions and Actions

The following table provides field descriptions and actions for the Premium Collection Screen.

*--

Field/Button	Description	Action	
	Nationwide Service Fees and Premiums		
Calculated	Total amount of additional service		
Additional Service	fees for native sod.		
Fees			
Native Sod	Indicates whether native sod		
	provisions apply to the producer.		
Calculated	Total calculated premium.		
Producer Premium			
Coverage Buy-Up	Indicates whether buy-up coverage was purchased.		
Is this producer a	Provides the values that were		
Limited Resource	selected for the producer.		
Producer?			
Is this producer a			
Socially			
Disadvantaged			
Producer?			
Is this producer a			
Beginning			
Farmer/Rancher?			
Maximum Service	The maximum amount a producer		
Fees	has to pay for service fees		
7.6	nationwide.		
Maximum	The maximum amount a producer		
Premium	owes for premium.		
Original Fees Paid	Total amount of service fees		
	collected at the time of application		
Additional Face	for coverage. Total amount of additional native		
Additional Fees Paid	sod service fees collected.		
	Total amount of service fees		
Original Fee Receivables	established as a receivable.		
Additional Fee	Total amount of additional native		
Receivables	sod service fees established as a		
IXECTIVAUICS	receivable.		
Additional Fees	Total amount of native sod service		
Reductions	fees reduced from NAP payments.		

C Field Descriptions and Actions (Continued)

*__

Field/Button	Description	Action
	Nationwide Service Fees and Premiu	ims
Total Service Fees	Calculated by adding:	
Paid		
	 original fees paid, plus 	
	additional fees paid, plus	
	original fee receivables, plus	
	additional fee receivables, plus	
	additional fee reductions.	
Remaining Additional	The lesser of:	
Fees		
	• the result of subtracting:	
	 calculated additional service fees, 	
	minus	
	additional fees paid, minus	
	additional fees reductions, minus	
	additional fee receivables	
	additional fee receivables	
	• the result of subtracting:	
	the result of subtracting.	
	maximum service fees, minus	
	 total service fees paid. 	
Premium Paid	Total amount of premiums collected.	
Premium Receivables	Total amount of premiums established as	
r tellilulli Receivables	receivables.	
Premium Reductions	Total amount of premiums reduced from	
Fremulii Reductions	NAP payments.	
Total Premium Paid	Calculated by adding:	
Total Trelliani Tala	Calculated by adding.	
	premium paid, plus	
	premium pard, pruspremium reductions, plus	
	1	
Damainina Dramium		
Remaining Premium	Lesser of the following:	
	• the recult of subtracting	
	• the result of subtracting:	
	calculated producer premium, minus	
	total premium paid	
	• the result of subtracting:	
	 maximum premium, minus 	
	 total premium paid. 	
Total Balance Due	The result of adding remaining:	
	• additional fees, plus	
	• premium.	

--*

C Field Descriptions and Actions (Continued)

*__

Field/Button	Description	Action
Premium Billing Date	The date designated as the final date of billing for NAP premiums.	
Premium Due Date	The date designated as the final due date for NAP premiums.	
Summary of Coverage	Displays the producer's Summary of Coverage.	
J	Collections	
Submitted	The submission dates, amounts, NRRS reference	
Service Fees	numbers, and statuses of previously collected	
Amount	additional service fees and/or premiums.	
Premium Amount		
NRRS Receipt ID		
Status		
Action	County Office users have the authority to cancel collections where the remittance has not yet been placed on a schedule of deposit. The remittance must be in a status of "Unscheduled" or "In-Process" in NRRS. Remittances in all other statuses must be cancelled by the State Office administrative user according to paragraph 98.	
	Remittance Information	
Remittance Office	The FSA office receiving and depositing the collection. Defaulted to the office to which the user is associated, unless there is more than one, then required selection. The drop-down list contains all offices to which the user is associated.	Select the county, where the premium is being deposited, from the drop-down list.
Remitter	The payer of the applicant's premium. Manual selection. Defaulted to the selected producer. Must be modified when the applicant is not the remitter.	If someone other than the applicant is paying for the applicant's premium, CLICK "Select from SCIMS" to select the actual remitter from SCIMS.
RemittanceType	The form of payment received from the remitter. Required selection, if a collection is being submitted. The drop-down list contains: Personal Check Cashier Check Money Order Multi-Party Check Wire Transfer Cash and Coin.	Select the applicable form of payment received from the remitter.
Check/ItemNumber	The identifying number associated with the payment received from the remitter. Required manual entry if a collection is being submitted, with the exception of "Cash and Coin".	Enter the item number from the actual payment, such as check number.

C Field Descriptions and Actions (Continued)

Field/Button	Description	Action	
I lold/Duttoll	Remittance Information	11011011	
Remittance Amount	The actual amount of the payment received from the remitter. Required manual entry, if a collection is being submitted.	Enter the amount of the actual payment, such as check amount. Note: Amount may be less than, equal to, or greater than the premium due.	
		The amount will be less than the NAP premium due if the remitter is not paying the entire premium. The amount will be more than the premium due if the remitter is paying multiple fees and/or premiums. (the total remittance is for multiple applicants and/or program fees and/or premiums)	
Check/ItemDate	The date listed on the payment received from the remitter. Required manual entry or selection, if a collection is being submitted.	Enter or select the date from the actual payment, such as check date. Note: Date must be less than or equal to the current date.	
Amount to Apply to Additional Service Fees	The portion of the remittance amount to be applied to the producer's additional service fees. Required manual entry, if a collection is being submitted.	Enter the amount of the remittance to be applied to the producer's additional service fees. Note: Amount may be less than or equal to, but not greater than the producer premium balance due.	
Amount to apply to Premium Producer	The portion of the remittance amount to be applied to the producer's NAP premium. Required manual entry, if a collection is being submitted.	Enter the amount of the remittance to be applied to the producer's NAP premium balance due. Note: Amount may be less than or equal to, but not greater than the producer premium balance due.	
Save & Submit	Saves the entered remittance information and submits to NRRS to be managed. The Premium Collection Screen will be redisplayed with the collection listed.	CLICK "Save & Submit" to send remittance information to NRRS.	
Other			
NAP Main Menu	Manual selection.	The Main Menu will be displayed. See paragraph 42.	
Save & Print	A report of producer premiums paid, after saving pending remittance information and submitting it to NRRS to be managed will be displayed. See paragraph 215 for report details.	CLICK "Save & Print" to create a report of producer premiums paid. The report will open in a separate window.	

D Premium Collection Status Descriptions

The following table provides a list of statuses that may be displayed for previous collections listed in the premium collections table on the Premium Collection Screen and the Producer Premium Collection Report.

Status	Description
Unscheduled	Premium collection was recorded in NAP and submitted directly into NRRS by the system.
	The remittance has been confirmed by NRRS as being "unscheduled".
	NRRS (Unscheduled): The remittance has not been placed on a schedule of deposit.
In Process	Premium collection was recorded in NAP and submitted directly into NRRS by the system.
	The remittance has been confirmed by NRRS as being "in-process".
	NDDG (T. D.) (T.) (1.) (1.) (1.) (1.)
	NRRS (In-Process): The remittance is in the process of being placed on a schedule of
0 1 1 1 1	deposit.
Scheduled	Premium collection was recorded in NAP and submitted directly into NRRS by the system.
	The remittance has been confirmed by NRRS as being "scheduled".
	NRRS (Scheduled): The remittance has been placed on a schedule of deposit, but not
	verified.
Verified	Premium collection was recorded in NAP and submitted directly into NRRS by the system.
, 5111150	The remittance has been confirmed by NRRS as being "funded".
	and the same of th
	NRRS (Funded): The remittance is on a verified schedule of deposit.
Active/Verified	Premium collection was recorded in NAP and submitted directly into NRRS by the system.
	The remittance has been confirmed by NRRS as being "active-verified".
	NRRS (Active-Verified): The remittance is on a verified schedule of deposit and has been
	activated to allow receipts to be added or deleted.
Dishonored	Premium collection was recorded in NAP and submitted directly into NRRS by the system;
	however, the remittance has been determined "unfunded" by NRRS.
	NDDC(II 6 I I) TO 1 1 11 2 1 1 1 1 1 1 1 1 1
	NRRS (Unfunded): The external collection's associated remittance has been dishonored.
Canceled	Premium was recorded in NAP and submitted directly into NRRS by the system; however,
	the collection was subsequently canceled within the NAP Premium Collection and
	Management System and the remittance has been confirmed by NRRS as being "deleted".
	NDDS (Deleted). The remittence is on a schedule of denesit that has been deleted
	NRRS (Deleted): The remittance is on a schedule of deposit that has been deleted.

*

A Overview

State Office functionality allows State Office administrative users to cancel remittances that are in an "unscheduled" or "active-verified" status.

Note: County Office users have the ability to cancel remittances that are in an "unscheduled" status only.

State Office administrative users shall navigate to the Premium Collection Screen according to paragraphs 42 and 200. See paragraph 203 to cancel a remittance.

Note: See paragraph 44 for instructions on requesting State Office administrative access.

B Example of Premium Collection Screen

Following is an example of the Premium Collection Screen.

fear: 2015		State: Florida		County: Lee
Producer: PROD	UCER, ANY A			
Premium Colle	ctions			
Total Premium	Paid: \$1.056	45		
		NRRS		
Submitted	Amount	Receipt ID	Status	Action
Florida - Dade, I	Monroe			
08/07/2015	\$475.95	164019	Verified	
Wire Transfer, MIAMI-DADE C	08/03/2015, \$475 OUNTY FARM SER	5.95, 123654W VICE AGENCY, FL		
08/07/2015	\$245.35	164020	Active/Verified	Cancel
PRODUCER, A	08/04/2015, \$245 NY B OUNTY FARM SER			
Florida - Lee				
08/07/2015	\$335.15	164021	Unscheduled	Cancel
Wire Transfer,	08/05/2015, \$335 ARM SERVICE AGE	5.15, 369258W		

C Action

See paragraph 203 to cancel a collection.--*

--*

*--203 Modifying or Canceling a Collection

A Overview

Premium collections may need to be modified or canceled for 1 or more of the following reasons:

- erroneous crop was removed from CCC-471
- the producer was determined to be a limited resource producer, socially disadvantaged producer, or beginning farmer/rancher, after the premium was collected at non-reduced rate
- CCC-471 was canceled
- remittance information was entered incorrectly.

Note: Nothing in this procedure should be interpreted as any deviation from policy that NAP premiums are **not** refundable. These procedures are **only** applicable to situations where FSA has, for its own reasons, determined that premiums **must** be returned.--*

B Example of Premium Collection Screen

The following is an example of the Premium Collection Screen with the option to "Cancel" specific premium collections only.



C Modifying a Collection

To modify a collection, users shall:

- cancel the collection, according to subparagraph D
- re-enter the remittance using the corrected information, according to paragraph 201.

Note: There is currently no other modification functionality. A remittance can only be corrected by canceling and re-entering.--*

*--203 Modifying or Canceling a Collection (Continued)

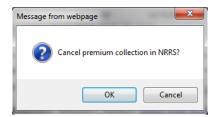
D Canceling a Collection

To cancel a remittance:

- County Office users shall ensure that the remittance is in "unscheduled" status in NRRS
- State Office administrative users shall ensure that the remittance is in "unscheduled" or "active-verified" status in NRRS

Note: If a remittance is in a status other than "unscheduled" or "active-verified", action must be taken in NRRS to change the status to "active-verified" or "unscheduled", as applicable, before the collection can be canceled. No refund will be processed for cancellations of "unscheduled" remittances. Canceling a remittance in "active-verified" status will result in an out-of-balance on the remittance, which can be applied to another program, by creating a new receipt, or the balance can be refunded through NRRS as "REFREP". Once the remittance is back in balance (that is has a zero outstanding amount), the remittance must be de-activated to complete the correction process. It is highly recommended that the activation and de-activation of the receipt be done on the same day.

- CLICK "Cancel" next to the applicable collection
- CLICK "OK" on the Confirmation Screen.



Note: The screen will refresh with the status of the collection updated to "Canceled".



Note: If the remittance is not in an "active-verified" or "unscheduled" status, the "Cancel" option will not be available. The user must take action in NRRS before canceling the collection from NAP.--*

204-214 (Reserved)

••			

215 Producer Premium Collection Report

A Overview

The Producer Premium Collection Report provides a list of premiums paid for the producer.

To access the Producer Premium Collection Report, CLICK "Save & Print" on the Premium Collection Screen for the applicable producer, see paragraph 201.

B Example of Producer Premium Collection Report

The following is an example of the Producer Premium Collection Report.

Year: 2015		United States Department of Agriculture Farm Service Agency NAP Premium Collection				Date: 8/20/2015 Time: 17:12:18	
	DDUCER, ANY A						
Submitted	Remittance Type	Check/Item Number	Check/Item Date	Remittance Amount	Applied Amount	Status	
08/07/2015	Wire Transfer	123654W	08/03/2015	\$475.95	\$475.95	Verified	
08/07/2015	Wire Transfer	147258W	08/04/2015	\$245.35	\$245.35	Active/Verified	
08/07/2015	Wire Transfer	369258W	08/05/2015	\$335.15	\$335.15	Unscheduled	
08/07/2015	Wire Transfer	369258W	08/05/2015	\$335.15	\$335.15	Unsched	

C Report Information

The Producer Premium Collection Report lists all premiums paid for the selected producer. The details for each collection are displayed, with the current NRRS status for each remittance. See subparagraph 201 D for more information about NRRS statuses.--*

216 Standard Reports

A Overview

Several standard reports are available to use as tools within the Premium Collection and Management System. To access the reports, CLICK "Reports" from the Main Menu or from the left navigation menu.

B Example of Reports Screen

The following is an example of the Reports Screen.

*__

Reports		
Year: 2015	State: Mississippi	County: Coahoma
AdditionalPremium aCounty Pro	overage Premium Summar Native Sod Service Fees S and Additional Service Fee oducer Premium Exception ucer Premium Exception F	Summary Report Transactions Report Report
Start Date: End Date:	Create Report NAP Main Me	enu

--*

216 Standard Reports (Continued)

C Field Descriptions and Actions

The following table provides field descriptions and actions for the Reports Screen.

Report/Field/Button	Action	Result
*Buy-Up Coverage	Manual	Report will list all producers with an "approved"
Premium Summary	selection.	Application for Coverage on file with at least
Report		1 pay group with a buy-up coverage level elected.
Additional Native Sod	Manual	Report will provide a detailed view of service
Service Fees Summary	selection.	fees and additional service fees.
Report		
Premium and Additional		Report will list all producers with premium
Fee Transactions Report	selection.	and/or additional fee collections on file in any
		office to which the user is associated. The total
		premiums and/or additional fees paid for each
		producer will be displayed on the report.
County Producer	Manual	Report will provide a list, by producer, of
Premium Exception	selection.	exceptions that apply to each crop in the county.
Report		This report should be used to clean up data to
		ensure that premiums can be correctly calculated.
State Producer Premium		Report will provide a list, by producer, of
Exception Report	Selection.	exceptions that apply to each crop, in each
		county in the State. This report is only available
C D	N. 1	for State Office users*
Start Date	Manual entry.	Enter a start date to limit data displayed on the
		selected report.
		Note: Start date is not required.
End Date	Manual entry.	Enter an end date to limit data displayed on the
		selected report.
		1
		Note: End date is not required.
Create Report	Manual	Selected report will be displayed in a new
	selection.	window.
NAP Main Menu	Manual	Main Menu will be displayed. See paragraph 42.
	selection.	

217-229 (Reserved)

230 Options

A Overview

Users may:

• add, edit, or cancel a SNAPP record by producer or unit number

Note: After users have clicked:

• "Search by Producer", the SCIMS Customer Search Screen will be displayed that provides users with a method of searching in SCIMS to find the applicable producer

Notes: Producer may be selected by type, name, tax ID, or other. See 1-CM for additional information on SCIMS.

See paragraph 231.

• "Search by Unit Number" the Search Supplemental Data Screen will be displayed.

Note: See paragraph 233.

generate reports.

Note: See paragraph 237.--*

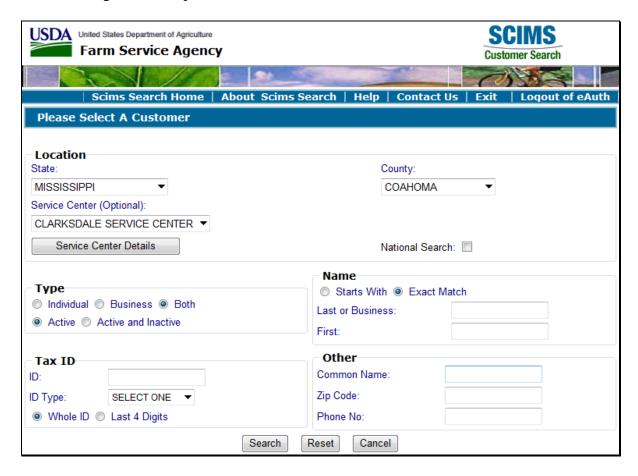
*--231 Adding, Editing, or Canceling SNAPP Records

A Overview

After users CLICK "Search by Producer", the SCIMS Customer Search Screen will be displayed.

B Example of SCIMS Customer Search Screen

The following is an example of the SCIMS Customer Search Screen.



Users must select a customer based on search results by clicking the applicable producer.--*

*--231 Adding, Editing, or Canceling SNAPP Records (Continued)

B Example of SCIMS Customer Search Screen (Continued)

If the producer selected through SCIMS is:

- not associated with a unit, the following Unit Selection Screen will be displayed
- associated with 1 or more units, the Unit Selection Screen will be displayed with applicable units. See paragraph 232.

Unit Se	lection						
Year: 2015	S	tate: Mississippi	County: Coahoma				
Producer: PRODUCER, ANY 8							
No units fo	ound for selected Select Producer	producer. NAP Main Menu					

C Button Descriptions and Actions

The following table provides button descriptions and actions on the Unit Selection Screen.

Button	Description
Select Producer	SCIMS Customer Search Screen will be displayed. See paragraph 231
NAP Main Menu	Main Menu will be displayed. See paragraph 42.

__*

232 Unit Selection

A Overview

The Unit Selection Screen displays unit numbers associated with the selected producer.

B Example of the Unit Selection Screen

Following is an example of the Unit Selection Screen.

*__

Unit	t Selection				
Year: 2015 State: County: Producer: PRODUCER, ANY 1					
	Unit Number	Producers	Status		
0	259	PRODUCER, ANY 1 (Operator)	Active		
0	1836	PRODUCER, ANY 1 (Operator) PRODUCER, ANY 2 (Owner)	Active		
0	1837	PRODUCER, ANY 1 (Operator) PRODUCER, ANY 4 (Owner) PRODUCER, ANY 5 (Owner)6 producers total <u>View</u>	Active		
Contin	nue Select	Producer NAP Main Menu			

__*

C Field Descriptions and Actions

The following table provides field descriptions and actions on the Unit Selection Screen.

Field/Button	Description					
Unit Number	Unit numbers associated with selected producer.					
Producers	Producers associated with the unit and producer type. Up to 3 producers will be listed. If more than 3 producers are associated with the unit, the total number of producers will be listed.					
View	Click to display the additional producers on the unit. Link is displayed only if there are more than 3 producers associated with the unit.					
Status	"Active" or "Inactive". Supplemental data can be entered for active units only .					
Continue	Click after selecting the unit. Only 1 unit may be selected at a time. See paragraph 233.					
Select Producer	SCIMS Customer Search Screen will be displayed. See paragraph 231.					
NAP Main Menu	Main Menu will be displayed. See paragraph 42.					

__*

233 Searching Supplemental Data

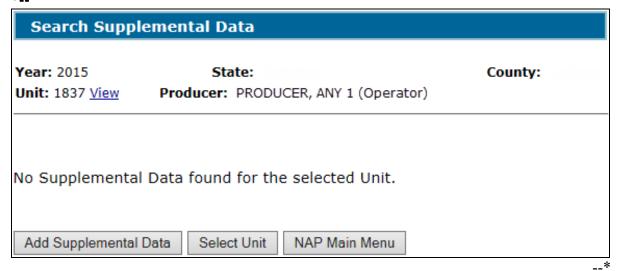
A Overview

When a unit number is selected, an initial search of supplemental records is made to determine if supplemental data exits for the unit.

B Example of Search Supplemental Data Screen Without Existing Data

The following is an example of the Unit Selection Screen if **no** data has been entered for the selected unit.

*



C Field Descriptions and Actions

The following table provides field descriptions and actions on the Unit Selection Screen.

Field/Button	Description
View	Click to display the producers on the unit.
Add Supplemental	Click to add supplemental data for the unit. Crop Selection Screen will
Data	be displayed according to paragraph 234 if eligible crops are found.
Select Unit	Unit Selection Screen will be displayed. See paragraph 232. Button
	will be displayed only if the initial selection was by producer.
NAP Main Menu	Main Menu will be displayed. See paragraph 42.

233 Searching Supplemental Data (Continued)

D Example of Search Supplemental Data Screen with Existing Data

The following is an example of the Search Supplemental Data Screen, if data exists for the selected unit.

*__

Search Supplemental Data						
Year: 2015 State: Unit: 1836 View Producer: PRODUCER, ANY 1 (C	County:					
Стор	Status	Act	ion			
WHEAT, SOFT RED WINTER (SRW), Grain (GR), Non- Irrig, 01	Completed	View/Print	<u>Edit</u>			
WHEAT, SOFT RED WINTER (SRW), Grazing (GZ), Non- Irrig, 01	Completed	<u>View/Print</u>	<u>Edit</u>			
SQUASH, BUTTERNUT SQUASH (BTT), Fresh (FH), Non-Irrig, 01	Completed	<u>View/Print</u>	<u>Edit</u>			
SQUASH, BUTTERNUT SQUASH (BTT), Fresh (FH), Non-Irrig, 01, Transitional Organic	Canceled	<u>View/Print</u>	Reactivate			
Add Supplemental Data Select Unit NAP Main N	Menu					

Search results will vary slightly depending on whether the search was by producer or by unit number.

E Field Descriptions and Actions

The following table provides field descriptions and actions for the Search Supplemental Data Screen.

Field/Button	Description
Unit	Unit number selected. CLICK "View" to display the producers on the
	unit.
Status	"Completed" or "Canceled".
View/Print	View or print the supplemental data.
Edit	Edit the supplemental data. See paragraph 236.
Reactivate	Reactivate canceled supplemental data. See paragraph 236.
Add Supplemental	Click to add ineligible acres for the unit. Crop Selection Screen will be
Data	displayed. See paragraph 234.
*Select Unit	Select another unit associated with the producer. Displayed only if the
	initial search was by producer. See paragraph 232*
NAP Main Menu	Main Menu will be displayed. See paragraph 42.

*--233 Searching Supplemental Data (Continued)

F Status

The "Status" column displays the status of the unit's supplemental data as follows:

- "Completed" means that ineligible acres have been entered and saved
- "Canceled" means the data has been placed in "Canceled" status because of either of the following:
 - changes to data including the following:
 - CCC-471
 - FSA-578
 - NCT data
 - unit was deleted
 - user canceled supplemental data.

Canceled supplemental data can be reactivated using the "Reactivate" link.--*

234 Crop Selection

A Overview

The Crop Selection Screen will display all crops, types, intended uses, planting periods, practices, organic status, and native sod status that are common to the producer's application for coverage and acreage report that do **not** have ineligible acres entered for the unit.

B Example of Crop Selection Screen

The following is an example of the Crop Selection Screen.

*_.

Crop Selection				
Year: 2015 Unit: 1836 <u>View</u>	State:	County:		
Сгор				
O BEANS, SNAP WAX ((WAX), Fresh (FH), Non-Irrig, 01			
O BEANS, SNAP WAX ((WAX), Fresh (FH), Non-Irrig, 02			
O OATS, WINTER (WT	R), Grain (GR), Non-Irrig, 01, Tra	nsitional Organic		
O PEACHES, CLING PE	ACHES (CLI), Fresh (FH), Non-Irr	rig, 01		
O PEACHES, CLING PE	ACHES (CLI), Fresh (FH), Non-Irr	rig, 01, Transitional Organic		
O PEACHES, CLING PE	ACHES (CLI), Processed (PR), No	n-Irrig, 01, Certified Organic		
O WATERMELON, STRI	IPED (STR), Fresh (FH), Non-Irrig	, 01		
Display crop not on A	Application for Coverage			

The initial crop display contains crops that are on a producer's application for coverage and have certified reported or determined acres in CARS.

If none of the producers associated with the selected unit have an application for coverage on file but do have certified reported or determined acres in CARS, a message will be displayed along with the link to display crops not on the application for coverage.--*

234 Crop Selection (Continued)

C Field Descriptions and Actions

The following table provides field descriptions and actions for the Crop Selection Screen.

Field/Button	Description
Unit	Unit number selected. CLICK "View" to display the producers on the unit.
Crop	Crop combination for which ineligible acres can be entered.
*Display crop	CLICK link to display all NAP eligible crops with certified reported or
not on Application	determined acres in CARS for selected unit.
for Coverage	
Hide crop not on	CLICK link to redisplay initial list of crops common to application for
Application for	coverage and CARS.
Coverage	
	Link is displayed only if "Display crop not on Application for Coverage" link
	was clicked*
Continue	Click after selecting a crop combination. Only 1 crop may be selected at a
	time. The Supplemental Data Screen will be displayed. See paragraph 235.
Cancel	Search Supplemental Data Screen will be displayed. See paragraph 233.

D No Application for Coverage and Acreage Report

Display crop not on Application for Coverage

This is an example of the Crop Selection Screen if there are **no** crops with an application for coverage and acreage report on file for the selected unit.

Year: 2016 State: County:
Unit: 1701 View

No crops found with Application for Coverage and Acreage Report.

E Field Descriptions and Actions

Cancel

Continue

The following table provides field descriptions and actions for the Crop Selection Screen.

Field/Button	Description
Unit	Unit number selected. CLICK "View" to display the producers on the unit.
Cancel	Search Supplemental Data Screen will be displayed. See paragraph 233.

235 **Entering Supplemental Data**

A Overview

Supplemental Data Summary Screen will be displayed allowing entry of ineligible acres.

B Example of the Supplemental Data Screen

The following is an example of the Supplemental Data Screen. *--

Supplemental Data			
Year: 2015 State: Unit: 1836 <u>View</u>		Cou	nty:
Crop			
Crop: BEANS Type: E Intended Use: Fresh (FH) Practice: N	BUTTER (BU Non-Irrig	JT)	
Planting Period: 01 Organic Type: 7 Native Sod: No	_	Organic	
PRODUCER, ANY 1 50.00% PRODUCER, ANY 2 50.00%	Reported Acres/ Colonies/ Taps	Determined Acres/ Colonies/ Taps	Ineligible Acres/ Colonies/ Taps
Planted:	3.6000	3.6000	
Prevented:			N/A
PRODUCER, ANY 1 75.00% PRODUCER, ANY 2 25.00%	Reported Acres/ Colonies/ Taps	Determined Acres/ Colonies/ Taps	Ineligible Acres/ Colonies/ Taps
Planted:	1.6000	1.6000	
Prevented:			N/A
Save & Submit Save & Print Cancel			

C Field Descriptions and Actions

The following table provides field descriptions and actions for the Supplemental Data Screen.

Field/Button	Description		
Unit	Unit number selected. CLICK "View" to display the producers on the unit.		
Crop	Crop combination for which ineligible acres can be entered.		
Producer and	Producers associated with the selected unit and shares from CARS for each		
Share	*producer. For acres reported with the intended use of GZ, the carrying		
	capacity, as reported in CARS, will be displayed*		
Reported	Acres, colonies, or taps reported in CARS.		
Acres/			
Colonies/Taps	See note following table.		
Determined	Acres, colonies, or taps from CARS entered as:		
Acres/			
Colonies/Taps	determined		
	reported in the absence of determined.		
	See note following table.		
Ineligible	Enter acres that are not eligible for NAP. Only ineligible acres that have		
Acres/	not already been excluded should be entered.		
Colonies/Taps			
	*For acres reported with the intended use of GS, the:		
	• crop will be displayed on the crop selection screen for both GR and GZ		
	crop will be displayed on the crop selection selection both GR and GZ		
	• ineligible acres must be the same for the GR and GZ records for the		
	acres reported as GS*		
	Leave blank if there are no ineligible acres, colonies, or taps.		
	beave oftank if there are no mengiore acres, colonies, or taps.		
	See note following table.		
Planted,	Supplemental status from CARS associated with the reported acres,		
Prevented	colonies, or taps.		
Save &	Click to retain data and redisplay the Search Supplemental Data Screen.		
Submit	See paragraph 233.		
Save & Print	Click to retain data and print the information.		
Cancel	Search Supplemental Data Screen will be displayed. See paragraph 233.		

235 Entering Supplemental Data (Continued)

C Field Descriptions and Actions (Continued)

Note: SNAPP will obtain certified reported and determined acres that are recorded in CARS with a combination of the following 2-CP:

- status codes:
 - "D"
 - "E"
 - "F"
 - "G"
 - "H"
 - "T"
 - "O"
 - "R"
- supplemental status of:
 - "failed"
 - "planted"
 - "prevented"
 - "not applicable".

^{*--}Acres reported with all other combinations of 2-CP codes are ineligible for NAP and will be excluded automatically.--*

236 Editing and Reactivating Supplemental Data

A Overview

Supplemental Data Summary Screen will be displayed with the ineligible acres, colonies, or taps that were captured from the data entry process.

B Example of the Supplemental Data Summary Screen

*__

Supplemental Data				
Year: 2015 St Unit: 1836 <u>View</u>	ate:		Cou	nty:
Crop: BEANS Intended Use: Fresh (FH) Planting Period: 01 Native Sod: No		_		
PRODUCER, ANY 1 50.00% PRODUCER, ANY 2 50.00%		Reported Acres/ Colonies/ Taps	Determined Acres/ Colonies/ Taps	Ineligible Acres/ Colonies/ Taps
	Planted:	3.6000	3.6000	.6321
	Prevented:			N/A
PRODUCER, ANY 1 75.00% PRODUCER, ANY 2 25.00%		Reported Acres/ Colonies/ Taps	Determined Acres/ Colonies/ Taps	Ineligible Acres/ Colonies/ Taps
	Planted:	1.6000	1.6000	
	Prevented:			N/A
Cancellation Do you want to cancel this ☐Yes Reason:	Supplemental D	ata?		
Save & Submit Save & Print	Cancel			

236 Editing and Reactivating Supplemental Data (Continued)

C Field Descriptions and Actions

The following table provides field descriptions and actions for the Supplemental Data Summary Screen.

Field/Button	Description
Unit	Unit number selected. CLICK "View" to display the producers on the
	unit.
Ineligible Acres/	,
Colonies/Taps	not already been excluded should be entered.
	*For acres reported with the intended use of GS, the:
	• crop will be displayed on the crop selection screen for both GR and GZ
	• ineligible acres must be the same for the GR and GZ records for the acres reported as GS*
	Leave blank if there are no ineligible acres, colonies, or taps.
	See note in subparagraph 235 C.
Cancellation	CLICK "Yes" to cancel the supplemental data and select the reason.
Save & Submit	Click to retain data and redisplay the Search Supplements Data Screen.
	See paragraph 233.
	Note: The supplemental data must be submitted to retain the data that is added, deleted, or changed on the Supplemental Data Summary Screen.
Save & Print	Click to retain data and print the information.
Cancel	Search Supplemental Data Screen will be displayed. See paragraph 233.

237 Reports

A Overview

The "Reports" option provides a list of reports that are available to be viewed or printed.

B Example of Reports Screen

The following is an example of the Reports Screen.

*__

Reports			
Year: 2015	State: Mississippi	County: Coahoma	
Canceled County	ed Report d Report Summary Report mmary Report		
Start Date: End Date:			
	Create Report NAP Main Me	nu	

237 Reports (Continued)

C Field Descriptions and Actions

The following table provides field descriptions and actions for the Reports Screen.

Report/Field/Button	Action	Result
Completed Report	Manual selection.	Report will be displayed identifying supplemental data that has been entered and saved.
Canceled Report	Manual selection.	Report will be displayed identifying supplemental data records that have been canceled.
*County Summary Report	Manual selection.	Report will be displayed with a summary by pay group of the number of completed and cancelled records in the county.
State Summary Report	Manual selection.	Report will be displayed with a summary, by county and pay group, of the number of completed and cancelled records in the State*
Start Date	Manual entry.	Enter a start date to limit data displayed on either of the reports. Note: Start date is not required.
End Date	Manual entry.	Enter an end date to limit data displayed on either of the reports. Note: End date is not required.
Create Report	Selected report will be displayed.	•
NAP Main Menu	Main Menu will be displayed. See paragraph 42.	

238-249 (Reserved)

*--Section 9 Marketing Percentages

250 Marketing Percentages Options

A Overview

Users may select any of the following options from the Marketing Percentages Menu:

- Add, Edit, or Cancel CMP/HMP, see paragraph 251
- Add, Edit, or Cancel DMP, see paragraph 256
- Reports, see paragraph 261.

The SCIMS Customer Search Screen will be displayed when the "Add/Search" button is clicked on either of the following screens:

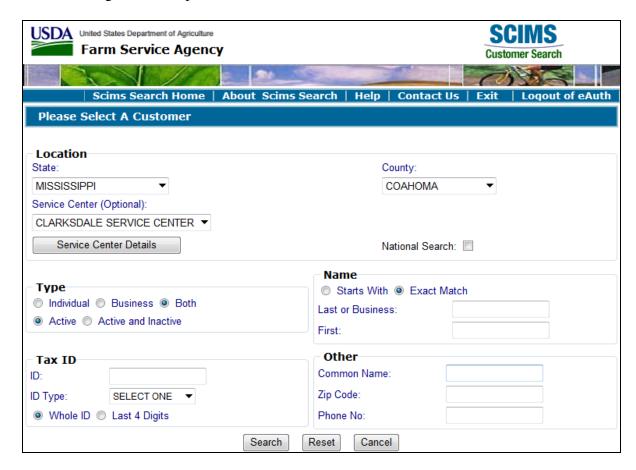
- CMP/HMP Search Screen
- DMP Search Screen.

B SCIMS Customer Search

The SCIMS Customer Search Screen provides users with a method of searching in SCIMS to find the applicable producer. A producer may be selected by type, name, tax ID, or other. See 1-CM for additional information.--*

C Example of SCIMS Customer Search Screen

The following is an example of the SCIMS Customer Search Screen.



The user must select a customer based on search results by selecting the applicable producer. The crop selection screen for the applicable process will be displayed. See paragraph:

- 252 for CMP/HMP
- 257 for DMP.--*

*--251 CMP/HMP Search Screen

A Overview

The CMP/HMP Search Screen allows users to:

- add CCC-575
- edit CCC-575
- view/print CCC-575.

B Example of CMP/HMP Search Screen

The following is an example of the CMP/HMP Search Screen.

CMP/HMP - Search		
Year: 2015	State: Mississippi	County: Coahoma
Add/Search		
Crop	Status	Action
PRODUCER, ANY 1 BEANS, GREEN (GRN)	Canceled	<u>View/Print</u> <u>Reactivate</u>
PEAS, PURPLE HULL (PHL)	Initiated	<u>View/Print</u> <u>Edit</u>
Add CMP/HMP		
Add/Search NAP Main M	enu	

C Status

The "Status" column displays the status of the producer's CCC-575:

- "Initiated" means the CCC-575 has been started but producer has not yet signed
- "Signed by Producer" means the producer has signed CCC-575
- "FSA Rep Signed" means the FSA representative has signed CCC-575
- "Canceled" means CCC-575 has been placed in canceled status because of either of the following:
 - changes to basic program data, for example, modification of CCC-471
 - manual cancellation by the user.--*

D Field Descriptions and Actions

The following table provides field descriptions and actions on CMP/HMP Search Screen.

Field/Button	Description
Add/Search	The SCIMS Customer Search Screen will be displayed. See
	paragraph 250.
View/Print	View or print CCC-575, Parts A through F.
Reactivate	Reactive canceled CCC-575. The CMP/HMP Data Entry Screen will
	be displayed. See paragraph 253.
Edit	Edit CCC-575. The CMP/HMP Summary Screen will be displayed.
	See paragraph 254.
Add CMP/HMP	The crop selection screen will be displayed. See paragraph 252.
NAP Main Menu	The Main Menu will be displayed. See paragraph 42.

__*

*--252 CMP/HMP Crop Selection Screen

A Overview

The CMP/HMP Crop Selection Screen will be displayed for selecting crops to enter CMP/HMP data.

The crops displayed for CMP/HMP will be those with HMP Option elected on CCC-471.

B Example of the CMP/HMP Crop Selection Screens

Following is an example of the CMP/HMP Crop Selection Screen.

C	CMP/HMP - Crop Selection						
	r: 2015 lucer : F	PRODUCER	State: Mississippi , ANY 1	County: Coahoma			
	Crop						
\circ	○ BEANS, SNAP WAX (WAX)						
0	○ GREENS, TURNIP (TUR)						
0	O PEPPERS, CAYENNE (CAY)						
O PEPPERS, GREEN BELL (GRN)							
Co	ntinue	Cancel					

C Field Descriptions and Actions

The following table provides field descriptions and actions for the CMP/HMP Crop Selection Screen.

Field/Button	Description
Crop	Crop with HMP election on CCC-471.
Continue	CMP/HMP Data Entry Screen will be displayed for the selected crop.
Cancel	Previous screen will be displayed.

--*

*--253 CMP/HMP Data Entry

A Overview

The CMP/HMP Data Entry Screen will be displayed allowing for the entry of either/or both:

- contracted production
- historical production.--*

B Example of CMP/HMP Data Entry Screen

The following is an example of the CMP/HMP Data Entry Screen.

CMP/HMP - Da	ata Entry								
Year: 2015 Producer: PRODUC		te: Mis	ssissip	pi			C	ounty: Coahoma	
Crop Crop Name: Crop Type: Unit of Measure:	CAYENNE (
Contract Market	ina Percer	ntage	(CM	IP)					
Contracted Use	Contra Produ	cted	,			pecte ducti		СМР	
Fresh		LBS			23,	790 L	BS <u>Review</u>		
Processed		CWT			602.	32 C\	WT <u>Review</u>		
Fresh (FH) Expe									
Linit	Planting Per atus, Native			nted res	Inelig Acr		Approve Yield	d Expected Production	
1794 Non-Irrig, 01			6.3	1000			3,90	00 23,790 LBS	
Drasassad (DD)	Evposted	Dradi	ectio	n/c)	Llida				
linit	Planting Peri	iod		ited	Inelig		Approved		
Organic Sta 1794 Non-Irrig, 01	atus, Native	Sod	Acr	es 8000	Acre	25	Yield 182.5	Production 2 602.32 CWT	
1794 Non-111g, 01			3.3	0000			102.3	2 002.32 CW1	
Historical Marke	ting Perce	ntag	e (H	MP)					
Year Fin	al Use	Acres			Prod	luctio	n	НМР	
2014	Fresh 4	.1000				LBS			
Proc	essed		L			CWT			
2013	Fresh		L			LBS			
Proc	essed					CWT			
2012	Fresh					LBS			
Proc	essed					CWT	-		
				Average CMP/HMP					
Average CMP/H									
Average CMP/H Final Use	MP Average		СМР			verag ket P		Highest Value	
	MP Average		СМР			ket P		Highest Value CMP/HMP	
Final Use	MP Average		СМР			ket P \$0	rice		
Final Use Fresh	MP Average HMP			rd is r	Mar	\$0 \$17.	rice .3500/LBS	СМР/НМР	

C Field Descriptions and Actions

Enter data for CMP and/or HMP as applicable. Production data must be entered in the unit of measure displayed by the data entry field on the data entry screen; this is the unit of measure from NCT. If multiple units of measure are represented, the system will convert:

- entered production data to pounds
- the average market price to a per pound basis.

When conversion is required, the converted data will be displayed on the summary screen.

The following table provides field descriptions and actions on the CMP/HMP Data Entry Screen.

Field/Button	Description	Action
Crop	Crop selected on CMP/HMP Crop	
	Selection Screen.	
	Unit of Measure is from NCT unless	
	multiple units of measure are	
	represented, then it will be LBS.	(CMD)
Contracted Use	Contract Marketing Pe	rcentage (CMP)
Contracted Use	Uses for selected crop/type that are approved on NCT.	
Contracted	Quantity of production producer	Enter the contracted production provided by the
Production	contracted.	producer in the displayed NCT unit of measure.
Expected	Quantity determined by multiplying	producer in the displayed ive I that of measure.
Production	eligible acres by approved yield.	
CMP	Contract Marketing Percentage	
CIVII	determined by the system based on	
	contracted production and uses with	
	approved NCT records.	
Review	Displays detail information for the	Click to display detail information.
	expected production.	
	Expanded V	View
Hide	Closes the expanded view.	Click to close detail information view.
Unit	The unit(s) the producer is associated	
	with for the selected crop.	
Practice	The practice, planting period, organic	
Planting Period	status, and native sod status of the	
Organic Status	selected crop.	
Native Sod		
Planted Acres	Acreage reported in CARS.	
Ineligible Acres	Ineligible acres documented in	
	SNAPP.	
Approved Yield	Approved yield for the applicable	
	unit and crop.	
Expected	Quantity determined by multiplying	
Production	eligible acres by approved yield.	

C Field Descriptions and Actions (Continued)

Field/Button	Description	Action					
	Historical Marketing Percentage (HMP)						
Year	Three most recent historical years						
Final Use	Uses for selected crop/type that are						
	approved on NCT.						
Acres	Acreage reported in CARS.						
Production	Quantity of production for the	Enter the production provided by the producer					
	crop/type and year.	in the displayed unit of measure.					
		If historical data is entered, production is					
		required for each year with acres.					
HMP	Historical Marketing Percentages						
	determined by the system based on the						
	production entered for each year.						
	Average CMP/	HMP					
Final Use	Uses for selected crop/type that are						
	approved on NCT.						
Average HMP	Average of the HMP's based on the						
	number of years with historical data						
G) E	entered.						
CMP	Display of CMP's.						
Average Market	Average market price for the selected						
Price	crop/type approved on NCT.						
Highest Value	Determined by system based on the						
CMP/HMP	highest average market price and the						
	highest percentage for that price.						
	Displays all values for either CMP or						
G 0	HMP.	D : '111 1 1 111					
Save & Calculate	Manual selection.	Data will be saved and screen will be					
Caiculate		redisplayed with CMP and/or HMP					
Save &	Manual selection.	percentages as applicable.					
Save & Continue	ivianuai selection.	Data will be saved and CMP/HMP Summary					
	Duovious gomeon vvill he disule J	Screen will be displayed.					
Cancel	Previous screen will be displayed						

254 CMP/HMP Summary and Signature Data

A Overview

The CMP/HMP Summary Screen will be displayed.--*

B Example of CMP/HMP Summary Screen

The following is an example of the CMP/HMP Summary Screen that provides percentage summary and signature data.

СМР/НМ	P - Summa	ary				
Year: 2015 Producer: P	RODUCER, AN		Mississippi		County	: Coahoma
Crop						
	Crop: PEPPE	ERS				
	Type: CAYE	NNE (CAY)			
Unit of Me	asure: Pound	ds (LBS)				
- Direct Mar	keting Perce	ontago —				
	Marketing l	_	aae (CMP)		
Contrac		Contract			pected	CMD
	Use	Production	on	Pro	duction	СМР
	esh 20,000			23,790 LBS		29.63%
		CWT (47,5	00.00 LBS)	602.32 CWT	(60,232.00 LBS)	70.37%
Ju	iice					
	Marketing	Percent			LIME	
Year 2014	Final Use Fresh	10.00	Producti	on	HMP 50.51	
2014	Processed	10,00	0 LBS) CWT (9,80	0.00 LBS)	50.51 49.49	
	Juice	30.00	/ CWT (3,00	0.00 LD3)	15.15	70
2013	Fresh					
	Processed					
	Juice					
2012	Fresh	8,90	0 LBS		100.00	%
	Processed					
	Juice					
Average (СМР/НМР					
Final Use	Average HMP	СМР		Average larket Price		st Value P/HMP
Fres		29.63%	\$0.350			.25%
Processe		70.37%		/CWT (\$0.177		.75%
Juic	e	NCI	recora is no	t approved for	tnis use.	
			Edit CMP/H	MP		
Producer S	Signature—					
	_	~	Signa	tura Data:		
Signature	Metriou.		Sigila	ture Date:		
FSA Signat	ture					
FSA Repre	sentative Si	gnature	Date:			
Cancellatio	on —					
Do you wa	nt to cancel	this CMF	P/HMP?			
□Yes	Reaso	n:		~		
Save & Subi	mit Save &	Print (Cancel			

*--254 CMP/HMP Summary and Signature Data (Continued)

C Field Descriptions and Actions

The following table provides field descriptions and actions for the CMP/HMP Summary Screen.

If multiple units of measure are represented, the system displays:

- production as entered and converted to pounds, if applicable
- average market price from NCT and converted to a per pound basis, if applicable.

Field/Button	Description
Edit CMP/HMP	The CMP/HMP Data Entry Screen will be displayed to edit existing
	data. See paragraph 253.
Producer	Enter producer's signature method and date after the producer signs
Signature	CCC-575.
FSA Signature	Enter FSA representative signature date after the representative signs
	CCC-575.
Cancellation	CLICK "Yes" to cancel the CMP/HMP and select the reason.
Save & Submit	Data will be saved and CMP/HMP Confirmation Screen will be
	displayed.
Save & Print	Data will be saved and CCC-575, Parts A through F will be displayed.
Cancel	Previous screen will be displayed.

--*

*--255 CMP/HMP Confirmation

A Overview

The CMP/HMP Confirmation Screen:

- provides confirmation that the data has been saved
- allows user to print CCC-575
- allows user to return to the NAP Main Menu
- provides a shortcut to create CCC-575 for another crop for the same producer
- provides a shortcut to create CCC-575 for another producer
- allows user to return to the search screen.

B Example of CMP/HMP Confirmation Screen

Following is an example of the CMP/HMP Confirmation Screen.

CMP/HMP - Conf	irmation	
Year: 2015 Producer: PRODUCER,	State: Mississippi ANY 1	County: Coahoma
CMP/HMP has b	een saved successfully.	
	P for another crop.	
Create CMP/HM Return to Searce	P for another producer.	

C Link/Button Descriptions and Actions

The following table provides the links/buttons available on the CMP/HMP Confirmation Screen.

Link/Button	Description
Print	CCC-575, Parts A through F will be displayed.
NAP Main Menu	The Main Menu will be displayed. See paragraph 42.
Create CMP/HMP for	The CMP/HMP Crop Selection Screen will be displayed. See
another crop	paragraph 252.
Create CMP/HMP for	The SCIMS Customer Search Screen will be displayed. See
another producer	paragraph 250.
Return to Search	The CMP/HMP Search Screen will be displayed. See
CMP/HMP	paragraph 251.

*--256 DMP Search Screen

A Overview

The DMP Search Screen allows users to:

- add CCC-575
- edit CCC-575
- view/print CCC-575.

B Example of DMP Search Screens

The following is an example of the CMP/HMP Search Screen.

DMP - Search			
Year: 2015 State: Mississip	pi	Coui	nty: Coahoma
Add/Search			
Сгор	Status	Act	ion
PRODUCER, ANY 2 POTATOES SWEET, BEAUREGARD (BEA), Fresh (FH) Add DMP	Canceled	<u>View/Print</u>	<u>Reactivate</u>
PRODUCER, ANY 1	FSA Rep Signed	View/Print	Edit
CANTALOUPES, Fresh (FH) LETTUCE, BIBB (BIB), Fresh (FH) RADISHES, HYBRID (HYB), Fresh (FH)	FSA Rep Signed Initiated	View/Print View/Print	<u>Edit</u>
Add DMP	Imaacca	<u>vicii, riiic</u>	<u>Eur</u>
Add/Search NAP Main Menu			

--*

C Status

The "Status" column displays the status of the producer's CCC-575:

- "Initiated" means the CCC-575 has been started but producer has not yet signed
- "Signed by Producer" means the producer has signed CCC-575
- "FSA Rep Signed" means the FSA representative has signed CCC-575
- "Canceled" means CCC-575 has been placed in canceled status because of either of the following:
 - changes to basic program data, for example, modification of CCC-471
 - manual cancellation by the user.

D Field Descriptions and Actions

The following table provides field descriptions and actions on DMP Search Screen.

Field/Button	Description
Add/Search	The SCIMS Customer Search Screen will be displayed. See
	paragraph 250.
View/Print	View or print CCC-575, Parts A and G through I.
Reactivate	Reactivate canceled CCC-575. The DMP Data Entry Screen will be
	displayed. See paragraph 258.
Edit	Edit CCC-575. The DMP Summary Screen will be displayed. See
	paragraph 259
Add DMP	The CMP Crop Selection Screen will be displayed. See paragraph
	257.
NAP Main Menu	The Main Menu will be displayed. See paragraph 42.

__*

*--257 DMP Crop Selection Screen

A Overview

The DMP Crop Selection Screen will be displayed for selecting crops to enter DMP data.

The crops displayed for DMP will be those with DMP Option elected on CCC-471 with intended use of fresh.

B Example of the DMP Crop Selection Screens

Following is an example of the Cop Selection Screen.

D	MP - Crop Selection				
	r: 2015 State: Mississippi Jucer: PRODUCER, ANY 1	County: Coahoma			
	Crop				
0	BEANS, GREEN (GRN), Fresh (FH)				
0	CANTALOUPES, Fresh (FH)				
0	○ GREENS, COLLARDS (COL), Fresh (FH)				
0	LETTUCE, BIBB (BIB), Fresh (FH)				
Coi	ntinue Cancel				

C Field Descriptions and Actions

The following table provides field descriptions and actions for the DMP Crop Selection Screen.

Field/Button	Description
Crop	Crop with DMP election on CCC-471.
Continue	DMP Data Entry Screen will be displayed for selected crop.
Cancel	Previous screen will be displayed.

--*

*--258 DMP Data Entry

A Overview

The DMP Data Entry Screen will be displayed allowing for the entry of direct and indirect marketed production.

B Example of DMP Data Entry Screen

The following is an example of the DMP Data Entry Screen.

DMP	– Data Er	itry			
	Year: 2015 State: Mississippi County: Coaho Producer: PRODUCER, ANY 1				
	•	ANTALOUPES resh (FH) L		Гуре: sure: Pounds (LBS)	
Year	Market	Producti	ion	Market History Percentage	
2014	Direct		LBS	72.73%	
	Indirect		LBS	27,222	
2013	Direct		LBS	100.00%	
	Indirect		LBS		
2012	Direct		LBS		
	Indirect		LBS		
Mai	rket	Av	erage Mark	eting Percentage	
,	Direct Indirect				
	mairect				
Save &	Calculate	Save & Continue	Cancel		

C Field Descriptions and Actions

Production data must be entered in the unit of measure displayed by the data entry field on the data entry screen; this is the unit of measure from NCT.

The following table provides field descriptions and actions on the DMP Data Entry Screen.

Field/Button	Description	Action
Crop	Crop selected on DMP Crop Selection	
	Screen.	
Year	Three most recent historical years.	
Market	Direct or Indirect Market.	
Production	Quantity of production for the	Enter the production provided by the producer
	applicable crop/type and year.	in the displayed unit of measure.
Market History	Percentages determined by the system	
Percentage	based on the production entered for	
	each year.	
Average	Average of the DMP's based on the	
Marketing	number of years with historical data	
Percentages	entered.	
Save &	Manual selection.	Data will be saved and screen will be
Calculate		redisplayed with Market History Percentages
		as applicable.
Save &	Manual selection.	Data will be saved and DMP Summary Screen
Continue		will be displayed.
Cancel	Previous screen will be displayed.	

259 DMP Summary and Signature Data

A Overview

The DMP Summary Screen will be displayed.--*

B Example of DMP Summary Screen

The following is an example of the DMP Summary Screen that provides percentage summary and signature data.

DMP - S	ummary			
Year: 2015 Producer: F	PRODUCER, AN	State: Mississipp Y 1	i County: Coahoma	
Crop				
l	Crop: CANTALO		Type: Measure: Pounds (LBS)	
Direct Mai	rketing Perce	entage ————		
Year	Market	Production	Market History Percentage	
2014	Direct	2,000 LBS	72.73%	
	Indirect	750 LBS	27.27%	
2013	Direct	1,500 LBS	100.00%	
	Indirect			
2012	Direct			
	Indirect			
Market	t	Average	Marketing Percentage	
Di	rect		86.37%	
Indi	irect		13.63%	
		Edit D	MP	
Producer	Signature —			
Signature		∨ Sig	nature Date:	
FSA Signa	ture ———			
FSA Representative Signature Date:				
Cancellation —				
Do you want to cancel this DMP?				
□Yes	Reaso	n:	~	
Save & Sub	omit Save &	Print Cancel		

C Field Descriptions and Actions

The following table provides field descriptions and actions for the DMP Summary Screen.

Field/Button	Description
Edit DMP	The DMP Data Entry Screen will be displayed to edit existing data.
	See paragraph 258.
Producer	Enter producer's signature method and date after the producer signs
Signature	CCC-575.
FSA Signature	Enter FSA representative signature date after the representative signs
	CCC-575.
Cancellation	CLICK "Yes" to cancel the DMP and select the reason.
Save & Submit	Data will be saved and DMP Confirmation Screen will be displayed.
Save & Print	Data will be saved and CCC-575, Parts A and G through I will be
	displayed.
Cancel	Previous screen will be displayed.

__*

*--260 DMP Confirmation

A Overview

The DMP Confirmation Screen:

- provides confirmation that the data has been saved
- allows user to print CCC-575
- allows user to return to the Main Menu
- provides a shortcut to create CCC-575 for another crop for the same producer
- provides a shortcut to create CCC-575 for another producer
- allows user to return to the search screen.

B Example of DMP Confirmation Screen

Following is an example of the DMP Confirmation Screen.

DMP - Confir	mation	
Year: 2015 Producer: PRODU	State: Mississippi ICER, ANY 1	County: Coahoma
DMP has be	een saved successfully.	
	P Main Menu	
Create DMF	for another crop.	
Create DMF	for another producer.	
Return to S	earch DMP.	

C Link/Button Descriptions

The following table provides link/button descriptions for the DMP Confirmation Screen.

Link/Button	Description
Print	CCC-575, Parts A and G through I will be displayed.
NAP Main Menu	The Main Menu will be displayed. See paragraph 42.
Create DMP for	The crop selection screen will be displayed. See paragraph 257.
another crop	
Create DMP for	The SCIMS Customer Search Screen will be displayed. See
another producer	paragraph 250.
Return to Search	The DMP Search Screen will be displayed. See paragraph 256.
DMP	

*--261 Reports

A Overview

The reports option provides a list of reports that are available to be viewed or printed.

B Example of Reports Screen

The following is an example of the Reports Screen.

Reports			
Year: 2015	State: Mississippi	County: Coahoma	
O CMP/HMP O CMP/HMP O CMP/HMP O CMP/HMP O DMP - FSA O DMP - Pro O DMP - Not O DMP - Car O DMP - Cou	- FSA Representative Sig - Producer Signed But No - Not Producer Signed Re - Canceled Report - County Summary Report - State Summary Report A Representative Signed I ducer Signed But Not FSA t Producer Signed Report nceled Report unty Summary Report the Summary Report	ot FSA Representative Signed eport rt Report	
Start Date:			
	Create Report NAP Main N	lenu	

261 Reports (Continued)

C Field Descriptions and Actions

Reports are available for CMP/HMP and DMP. The following table provides field descriptions and actions for the Reports Screen.

Report/Field/Button	Action	Result
FSA Representative	Manual selection.	Report will be displayed identifying
Signed Report		CMP/HMP or DMP records that have been signed by the FSA representative.
Producer Signed but	Manual selection.	Report will be displayed identifying
Not FSA		CMP/HMP or DMP records that have been
Representative		signed by the producer but not by the FSA
Signed Report		Representative.
Not Producer Signed	Manual selection.	Report will be displayed identifying
Report		CMP/HMP or DMP records that have not
Conceled Denort	Manual selection.	been signed by the producer.
Canceled Report	Manual selection.	Report will be displayed identifying CMP/HMP or DMP records that have been
		canceled.
County Summary	Manual selection	Report will be displayed with a summary
Report		of the status of all CMP/HMP or DMP
		records in the county.
State Summary	Manual selection.	Report will be displayed with a summary
Report		of the status of all CMP/HMP or DMP
Start Date	Manual anter	records by county in the State.
Start Date	Manual entry.	Enter a start date to limit data displayed on any of the reports.
		any of the reports.
		Note: Start date is not required.
End Date	Manual entry.	Enter an end date to limit data displayed on
		any of the reports.
		Note: End date is not required.
Create Report	The selected report will	<u> </u>
	be displayed.	
NAP Main Menu	The Main Menu will be	
	displayed. See	
	paragraph 42.	

262-284 (Reserved)

285 Producer Notifications

A Overview

The Producer Notifications Screen provides users the ability to view notifications that have been sent to the producer.

B Example of Producer Notifications Screen

The following is an example of the Producer Notifications Screen.



C Options on Producer Notifications Screen

Select View/Print, next to the applicable letter type, to view the notification that will be sent to the producer. The notification that will be displayed will provide an exact match to what was sent to the producer. The data on the notification will never change.

County offices will have the ability to view and/or print notifications for:

- continuous coverage letter
- summary of coverage
- premium bill.--*

*-- 286 Reports

A Overview

The Reports Screen provides the ability to print the following:

- Continuous Coverage Mailing Report
- Summary of Coverage Mailing Report
- Premium Final Bill Mailing Report.

B Example of Reports Screen

Following is an example of the Reports Screen.

Reports		
Year: 2015	State: Mississippi	County: Coahoma
O Summa	ous Coverage Mailing Report ry of Coverage Mailing Report n Final Bill Mailing Report	
Start Date: End Date:		
	Create Report NAP Main Menu	1

286 Reports (Continued)

C Reports Screen Options

The following table provides the options available on the Reports screen.

Option	Description		
Continuous	Report will be displayed with a list of producers who have been		
Coverage Mailing	mailed a continuous coverage letter. It will also contain the date the		
Report	letter was mailed and, if applicable, the date an e-mail was sent to the		
	producer.		
Summary of	Report will be displayed with a list of producers who have been		
Coverage Mailing	mailed a Summary of Coverage. It will also contain the date the		
Report	Summary of Coverage was mailed and, if applicable, the date an		
	e-mail was sent to the producer.		
Premium Final Bill	Report will be displayed with a list of producers who have been		
Mailing Report	mailed a final premium bill. It will also contain the date the bill was		
	mailed and, if applicable, the date an e-mail was sent to the producer.		
Start Date:	Enter a start date to limit the data displayed on any of the reports.		
	Note: Start date is not required.		
End Date:	Enter an end date to limit the data displayed on any of the reports.		
	Note: End date is not required.		
Create Report	Selected report will be displayed.		
NAP Main Menu	Main menu will be displayed. See paragraph 42.		

287-306 (Reserved)

•		

*--Section 11 2017 and Future Application for Payment

307 Search Application for Payment Screen

A Overview

After users have clicked "Add, Edit, or Cancel Application for Payment" according to paragraph 42, the Search Application for Payment Screen will be displayed. The Search Application for Payment Screen allows users to:

- add CCC-576 (page 2)
- access an existing CCC-576 (page 2) to edit/cancel
- view/print an existing CCC-576 (page 2)
- view/print CCC-576E
- return to NAP Main Menu.

B Example Search Application for Payment Screen

Following is an example of the Search Application for Payment Screen.

Year: 2017 State: Florida				County: Dade, Monroe	
Add/S	Search				
Unit	Pay Group	Disaster Start	Disaster End	Status	
PRODI 613	JCER, ANY 1 CRUSTACEAN/001 01	10/01/2011		Initiated <u>View/Print</u> <u>Edit</u>	
Add A	pplication for Payment				
PRODI 607	SOYBEANS/001 01	07/20/2011	07/21/2011	Approved <u>View/Print</u> <u>Edit</u>	
607	STRAWBERRIES/001 01	08/21/2011		LA/FSA Representative Signed <u>View/Print</u> <u>Edit</u>	
Add A	application for Payment	Print ECPR			

C Action

To add a new CCC-576 (page 2) for a producer without an existing application, click the "Add/Search" button. The SCIMS Customer Search Screen will be displayed.

To view/print an existing CCC-576 (page 2), select "View/Print" for CCC-576 (page 2) to be viewed/printed and CCC-576 (page 2) will be displayed.

To edit an existing CCC-576 (page 2), do either of the following:

- select "Edit" for CCC-576 (page 2) to be edited; the Application for Payment Summary Screen will be displayed
- click the "Add/Search" button; the SCIMS Customer Search Screen will be displayed.

To add an application for a different unit or crop for a producer, CLICK "Add Application for Payment", and the Unit Selection Screen will be displayed.

To view/print the Estimated Calculated Payment Report, select "Print ECPR" for producer and the CCC-576E will be displayed.

D Status

The "Status" column displays the status of the producer's CCC-576 (page 2).

Initiated means CCC-576 (page 2) has been started but the producer has not yet signed the application.

Producer Signed means the producer has signed CCC-576 (page 2) but the LA or FSA representative has not yet signed CCC-576 (page 2).

LA/FSA Representative Signed means the LA or FSA representative has signed CCC-576 (page 2) but COC has not yet approved/disapproved CCC-576 (page 2).

Approved means COC has approved CCC-576 (page 2).

Disapproved means COC has disapproved CCC-576 (page 2).

Canceled means that CCC-576 (page 2) has been placed in a canceled status because of either of the following:

- changes to basic program data (such as modification of FSA-578 data)
- Business Partner cleansing case.--*

D Status (Continued)

A canceled CCC-576 (page 2) can be accessed and modified to ensure that the most current data is on CCC-576 (page 2). A report is available that provides a listing of all canceled CCC-576 (page 2) with the reason for the cancellation. See paragraph 416 for additional information.

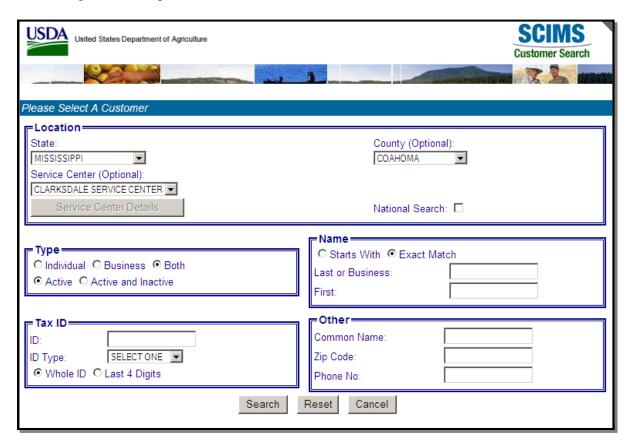
Note: A Business Partner cleansing case will cancel CCC-576 (page 2) tied to the losing producer. CCC-576 (page 2) tied to the producer that was "kept" will not be canceled. CCC-576 (page 2) canceled because of a Business Partner cleansing case does not need to be accessed and modified.--*

A Overview

If the user selected "Add/Search", the SCIMS Customer Search Screen will be displayed. The SCIMS Customer Search Screen provides users with a method of searching SCIMS to find the applicable producer. Producer may be selected by type, name, tax ID, or other. See 1-CM for additional information on SCIMS.

B Example of SCIMS Customer Search Screen

Following is an example of the SCIMS Customer Search Screen.



User must select customer based on search results by clicking the applicable producer.

If the producer has no existing Applications for Payment, the Unit Selection Screen will be displayed. See paragraph 309.

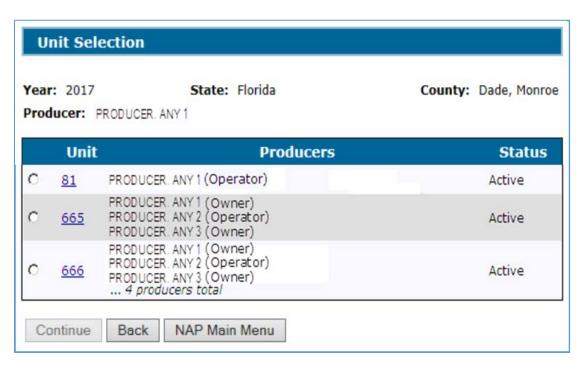
If the selected producer has 1 or more existing Applications for Payment, the Search Application for Payment Screen will be redisplayed listing only the selected producers with existing Applications for Payment.--*

A Overview

The Unit Selection Screen will be displayed with all unit numbers to which the selected producer is associated.

B Example of Unit Selection Screen

Following is an example of the Unit Selection Screen.



C Field Descriptions and Actions

The following table provides the field descriptions and actions for the Unit Selection Screen.

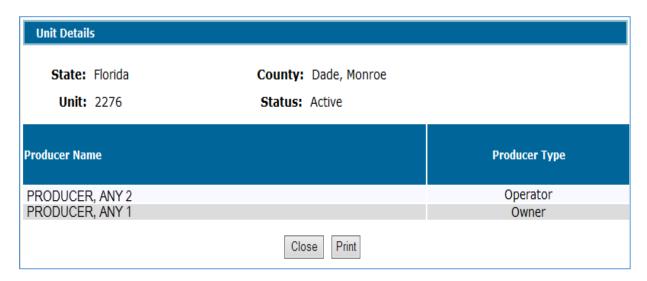
Field/Button	Description
Unit	The Unit Details Screen will be displayed. See paragraph 310.
Producers	Producers associated with the unit and the producer type. Up to 3
	producers will be listed. If more than 3 producers are associated with
	the unit, the number of total producers will be listed.
Status	Active or Inactive. NAP payments can only be issued for active units.
Continue	Click continue after selecting the unit. Only 1 unit may be selected at a
	time. The Pay Group Selection Screen will be displayed. See
	paragraph 311.
Back	The previous screen will be displayed.
NAP Main Menu	The Main Menu will be displayed. See paragraph 42.

A Overview

The Unit Details Screen provides additional information about the unit. If more than 3 producers are associated with the unit, the Unit Details Screen will list all producers. The Unit Details Screen opens in a separate window.

B Example Unit Details Screen

Following is an example of the Unit Details Screen.



C Actions

To print the unit details, CLICK "**Print**". CLICK "**Close**" to return to the Unit Selection Screen.--*

*--311 Pay Group Selection

A Overview

The Pay Group Selection Screen will be displayed with all pay groups that meet both of the following conditions:

- covered on the Application for Coverage
- reported on an acreage report.

Note: If acreage is reported with "GS" intended use, the acreage report will be split into "GR" and "GZ" pay group line items, if both are covered on the application for coverage.

B Example Pay Group Selection Screen

Following is an example of the Pay Group Selection Screen.

Pa	y Group Selection	n	
Year:	: 2017	State: Alabama	County: Cherokee
Prod	ucer: PRODUCER, ANY	/1	
Unit:	1728		
	Pay Crop	Рау Туре	Planting Period
0	CUCUMBERS	001	01
0	FINFISH	001	01
0	GRASS	002	01
0	OATS	002	01
Con	tinue Back NAP	Main Menu	

C Field Descriptions and Actions

This table provides the field descriptions and actions for the Pay Group Selection Screen.

Field/Button	Description
Pay Crop	Pay group that is covered by an Application for Coverage and has
Pay Type	certified acres on an acreage report.
Planting Period	
	Note: If acreage is reported with "GS" intended use, the acreage
	report will be split into both "GR" and "GZ" pay group line
	items, if both are covered on the application for coverage.
Continue	After selecting the pay group, CLICK "Continue". Only 1 pay group
	may be selected at a time. The Crop Selection Screen will be
	displayed. See paragraph 312.
Back	The Unit Selection Screen will be displayed. See paragraph 309.
NAP Main Menu	The Main Menu will be displayed. See paragraph 42.

__*

*--312 Crop Selection

A Overview

The Crop Selection Screen will be displayed for selection of all crops within the selected pay group that were reported on an acreage report.

Notes: Reported acreage for the crop must be certified on the acreage report to be displayed on the Crop Selection Screen.

The acreage report must contain both of the following:

- planting period
- NAP unit.

B Example Crop Selection Screen

Following is an example of the Crop Selection Screen.

Crop Sele	ection			
Year: 2017 Producer: PRO	State: Florida ODUCER, ANY 1		County:	Dade, Monroe
Unit: 2283	Pay Crop/Type: BEANS/001	Pla	nting Period	: 01
Crop Nan	ne, Type, Intended Use, Practice		Share	Coverage
O BEANS, G	REEN (GRN), Fresh (FH), Irrigated		85.00%	60/100 DH
O BEANS, G	REEN (GRN), Processed (PR), Irrigated		85.00%	60/100 DH
Add Crop				
Crop Name, T	ype, Intended Use, Practice	Share	Coverage	Action
BEANS, GREEN	(GRN), Fresh (FH), Irrigated	85.00%	60/100 DH	Edit Delete
	Continue Back NAF	Main Menu		

C Field Descriptions and Actions

The following provides the field descriptions and actions for the Crop Selection Screen.

Field/Button	Description
	Crop Selection
Crop Name Type	Crop, Type, Intended Use, Practice, and Share from the acreage report.
Intended Use Practice	Reported acreage must be certified or determined on the acreage report for a crop to be displayed on the Crop Selection Screen.
Organic Status Native Sod Conversion Status	For crops reported with an intended use of "GS", the crop selection is displayed as "GS/GR" and/or "GS/GZ"
Share	• Crop selections of "GS/GR" and "GS/GZ" are displayed separate from crops reported with an intended use of "GR" or "GZ".
	Crops with certified organic, transitional organic, and/or native sod conversion status acres are displayed as separate selections from conventional acres.
	The native sod conversion status is only applicable to annually tilled crops in designated states and is otherwise ignored.
GS Share	Defaulted to reported share. Share can be modified.
Coverage	Coverage level and payment level. Organic, HMP/CMP, and DMP option from the application for coverage.
Add Crop	CLICK "Add Crop" after selecting the crop. Only 1 crop may be selected at a time. One of the following screens will be displayed.
	Yield Loss Acreage Screen (yield based crops only). See paragraph 331.
	Value Loss Crops - Graduated Screen (graduated price value loss crops only). See paragraph 351.
	Value Loss Crops - Non-Graduated Screen (non-graduated price value loss crops only). See paragraph 366.
	Grazing Loss Acreage Screen (grazing crops only). See paragraph 384.
	Special Forage Screen (forage crops only). See paragraph 402. Cross Deta.
(This section will	Crop Data only be displayed if 1 or more of the crops in the pay group are already recorded on the Application for Payment.)
Crop Name	Crop, Type, Intended Use, Practice, and Share from the acreage report. Coverage
Туре	from the application for coverage. The crop(s) displayed in this section are already
Intended Use	recorded on the Application for Payment.
Practice	
Share	
Coverage	

C Field Descriptions and Actions (Continued)

	Crop Data (Continued)
Action	Select "Edit" to modify existing production data for the crop. One of the following screens will be displayed.
	• Yield Loss Acreage Screen (yield based crops only). See paragraph 331.
	• Value Loss Crops - Graduated Screen (graduated price value loss crops only). See paragraph 351.
	Value Loss Crops - Non-Graduated Screen (non-graduated price value loss crops only). See paragraph 366.
	Grazing Loss Acreage Screen (grazing crops only). See paragraph 384.
	• Special Forage Screen (forage crops only). See paragraph 402.
	Select "Delete" to delete existing production data for the crop. The Delete Crop Screen will be displayed. See paragraph 315.
	Buttons
Continue	Only available for selection if 1 or more crops in the pay group are already recorded on the Application for Payment. One of the following screens will be displayed.
	• Yield Loss Acreage Screen (yield based crops only). See paragraph 331.
	• Value Loss Crops - Graduated Screen (graduated price value loss crops only). See paragraph 351.
	Value Loss Crops - Non-Graduated Screen (non-graduated price value loss crops only). See paragraph 366.
	Grazing Loss Acreage Screen (grazing crops only). See paragraph 384.
D 1	Special Forage Screen (forage crops only). See paragraph 402. Special Forage Screen (forage crops only)
Back	The Unit Selection Screen will be displayed. See paragraph 309.
NAP Main Menu	The Main Menu will be displayed. See paragraph 42.

__*

*--313 Date of Loss Selection

A Overview

The Date of Loss Selection Screen is only applicable when either of the following applies:

• graduated or non-graduated value loss crop is selected

Notes: See subparagraph 351 A for a list of graduated value loss crops. See subparagraph 366 A for a list of non-graduated value loss crops.

yield based crop in a tropical region is selected.

Notes: Tropical region shall include Hawaii, Puerto Rico, American Samoa, Guam, the U.S. Virgin Islands, and the former Trust Territory of the Pacific Islands (the Commonwealth of Northern Mariana Islands, the Republic of the Marshall Islands, the Federated State of Micronesia, and the Republic of Palau).

Perennial crops cannot have multiple loss dates; however, the Date of Loss Selection Screen will be displayed for all yield based crops in a tropical region. County Offices shall ensure that only 1 date of loss is entered on the Date of Loss Selection Screen for perennial crops.

The Date of Loss Selection Screen is used to identify and load multiple losses for the same crop during the crop year.

All Notices of Loss on file for the unit and pay group will be displayed.

B Example Date of Loss Selection Screen

Following is an example of the Date of Loss Selection Screen.

Dat	e of Loss Select	ion		
Year:	2017	State: Alabama	Cou	unty: Cherokee
Produc	ter: PRODUCER, AN	Y 1		
Unit:	1728 Pay Crop	/Type: FINFISH/001	Planting Peri	od: 01
	Disaster Start	Disaster End	Loss Apparent	Status
	01/03/2017		01/11/2017	Approved
	01/03/2017 03/04/2017		01/11/2017 03/15/2017	Approved Approved

C Field Descriptions and Actions

The following table provides the field descriptions and actions for the Date of Loss Selection Screen.

Field/Button	Description
Disaster Start	Displays all Notices of Loss on file for the selected unit and pay group.
Disaster End	Notices of Loss filed by any producer on the unit will be displayed.
Loss Apparent	
Status	Provides the status of each Notice of Loss. Notices of Loss may be
	selected regardless of the status; however, Applications for Payment
	cannot be approved until at least 1 approved Notice of Loss is attached.
Save & Continue	Click "Save & Continue" after selecting 1 or more of the displayed
	Notices of Loss. More than 1 Notice of Loss may be selected at a time.
	Application for Payment Summary Screen will be displayed.
Back	The Crop Selection Screen or Application for Payment Summary
	Screen will be displayed.
NAP Main Menu	The Main Menu will be displayed. See paragraph 42.

D Action

The County Office shall:

- select the applicable CCC-576, Notice of Loss, dates for the selected crop, crop type, and intended use
- See the applicable CCC-576, Notice of Loss, to determine the correct loss dates for the selected crop, crop type, and intended use.

Example: Producer A had a loss on crustaceans with a crop type of crab (pay crop 3002, pay type 001) in December. The producer filed CCC-576 (page 1). The following February, the producer replenished the stock that was lost. In July, the producer had another loss on crustaceans with a crop type of crab. A separate CCC-576 (page 1) was filed for the second loss on the same crop. The County Office shall refer to the applicable CCC-576 (page 1) to select the appropriate loss dates when completing CCC-576 (page 2).

Note: Crop data for all crops within the pay group must be loaded even if there was not a loss on a particular crop or type within the pay group. The production for all crops is required to ensure that an accurate payment is calculated. Do **not** select a date of loss for a crop or type within a pay group that did not have a loss.--*

*--314 Confirmation

A Overview

The Confirmation Screen provides users the ability to:

- view/print CCC-576 (page 2)
- view/print CCC-576E (Estimated Calculated Payment Report)
- enter data for another unit for the same producer
- enter data for another pay group for the same producer
- enter data for another producer.

B Example Confirmation Screen

Following is an example of the Confirmation Screen.

Confirmation		
Year: 2017 Producer: Any Produc	State: Illinois eer	County: DeWitt
	ther Pay Group	successfully.

C Link/Button Descriptions

The following table provides the links/buttons available on the Confirmation Screen.

Link/Button	Description
Print Application	CCC-576 (page 2) will be displayed in a separate window. CCC-576
	(page 2) will contain only data that has been entered into the system
	as of the date it is being printed.
Print ECPR	CCC-576E will be displayed in a separate window.
Enter Data for	The Unit Selection Screen will be displayed. See paragraph 309.
Another Unit	
Enter Data for	The Pay Group Selection Screen will be displayed. See
Another Pay Group	paragraph 311.
Enter Data for	The SCIMS Customer Search Screen will be displayed. See
Another Producer	paragraph 308.
NAP Main Menu	The Main Menu will be displayed. See paragraph 42.

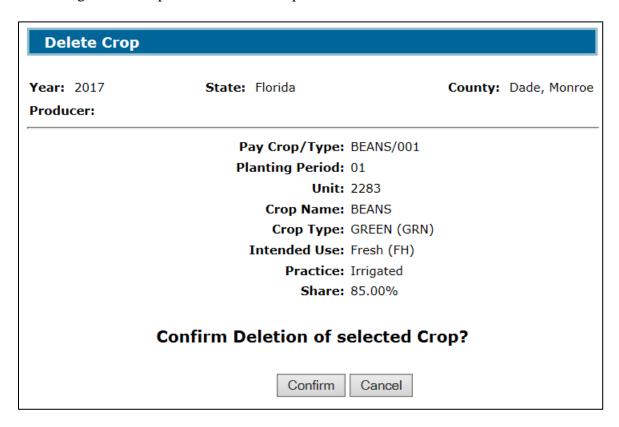
*--315 Delete Crop

A Overview

The Delete Crop Screen provides users the ability to confirm the deletion of a crop.

B Example Delete Crop Screen

Following is an example of the Delete Crop Screen.



C Actions

CLICK "**Confirm**" to delete the production data for the selected crop. Production data for the selected crop will be deleted from the Application for Payment.

Click "Cancel" to return to the previous screen.--*

316-330 (Reserved)

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Subsection 1 Yield Based Crops

*--331 Yield Loss Acreage Selection

A Overview

The Yield Loss Acreage Screen will be displayed when a yield based crop is selected on the Crop Selection Screen. The Yield Loss Acreage Screen provides total planted and prevented planted acres for the selected crop from the producer's acreage report(s) and total planted and prevented ineligible acres for the selected crop from SNAPP.

B Example Yield Loss Acreage Screen

Following is an example of the Yield Loss Acreage Screen.

Yield Loss Ac	reage		
Year: 2017	State: Alabar	na	County: Cherokee
Producer: PRODUC	CER, ANY 1		
Unit: 1728 Crop: CUCUMBERS, Share: 100.00%	Pay Crop/Type: CUC COMMON (COM), Fresh (Coverage: 50/100		Planting Period: 01
- Acreage			
Acreage	Acreage Report Acres	Ineligible Acres	
Acreage Planted: Prevented:			

C Field Descriptions and Actions

The following table provides the field descriptions and actions for the Yield Loss Acreage Screen.

Field/Button	Description
Total Planted Acres –	Total certified planted acres for the crop from the acreage
Acreage Report	report.
Total Prevented Acres –	Total prevented planted acres for the crop from the acreage
Acreage Report	report.
Total Ineligible Planted	Total ineligible planted acres for the crop from SNAPP.
Acres - SNAPP	
	Manual entry for GS/GR crops with modified shares only.
Total Ineligible Prevented	Total ineligible prevented acres for the crop from SNAPP.
Acres - SNAPP	
	Manual entry for GS/GR crops with modified shares only.
Save & Continue	Appraisal or Report of Production Screen will be displayed.
	See paragraph 332.
Back	Crop Selection Screen or Application for Payment Summary
	Screen will be displayed. See paragraph:
	312 for the Crop Selection Screen
	• 333 for the Application for Payment Summary Screen.
NAP Main Menu	The Main Menu will be displayed. See paragraph 42.

--*

*--332 Appraisal or Report of Production

A Overview

The Appraisal or Report of Production Screen will be displayed after data is saved on the Yield Loss Acreage Screen. Data entered on the Appraisal or Report of Production Screen is used to determine a producer's loss on yield based crops.

B Example Appraisal or Report of Production Screen

Following is an example of the Appraisal or Report of Production Screen.

PART D - APP	RAISAL OR REI	PORT OF PRODU	CTION
Year: 2017 Producer:	State: Flo	rida	County: Dade, Monr
Unit: 393	Pay Crop/Type		Planting Period: 01
Crop: BEANS, GREI Share: 100.00%	EN (GRN), Fresh (FH Coverage: 60/		
Acreage ———			
	Acreage Report Acres	Ineligible Acres	Eligible Acres
Planted:	6.1600	1.2500	4.9100
Prevented:	5.0700	0.3500	4.7200
Marketing —			
Approved		СМР/НМР	DMP
Fresh (Fl Processed (Pl	•	Fresh (FH): 88.9 Processed (PR): 11.0	
		. ,	
Stages			
Stage	Acres Produc	tion Produc Not to C	tion COC Adjusted or ount Assigned Production
Fresh Harvested:		BU	☐ Adjusted ☐ Assigned
Processed Harvested:		LBS	☐ Adjusted ☐ Assigned
Unharvested:	[BU	Assigned
Prevented: 4.	7200		(Assigned)
Produ	icer Secondary Us	se/Salvage Value:	
County Established Secondary Use/Salvage Value:			
	Added Land	Yield Adjustment:	100% 🗸
Did the produce selected intende		records separate	for the \square Yes \square No
	r commingle this	production from ac	creage with Yes No
Save Crop Bac	ck NAP Main Mer		

C Field Descriptions and Actions

The following table provides the field descriptions and actions for the Appraisal or Report of Production Screen.

Field/Button	Description	Action		
	Acreage			
Acreage	The acreage from the Yield Loss			
	Acreage Screen will be displayed.			
	Market	ing		
Approved Yield	Approved yield for the intended			
	use will be displayed.			
	Notes: Applications for Payment			
	cannot be approved if no			
	approved yield exists.			
CMP/HMP	Marketing percentages will be			
	displayed, if applicable.			
DMP	Direct Marketing Percentages			
	will be displayed, if applicable			
	Stage			
Harvested Acres	Manual entry.	Enter harvested acres associated with the crop,		
		type, intended use, practice, and share.		
		Note: When added together, harvested and		
		unharvested acres must be equal to the		
		eligible planted acres for the crop.		
Harvested	Manual entry.	Enter the harvested production supported by		
Production		acceptable production records and/or appraised		
		production from CCC-576-1. Harvested		
		production shall be split between fresh and		
		processed, if applicable.		
Harvested	Manual entry.	Not required. Enter harvested production not		
Production Not		to count when acceptable records identifying		
to Count		this production are available. Harvested		
		production not to count shall be split between		
		fresh and processed, if applicable.		

--*

*--332 Appraisal or Report of Production (Continued)

C Field Descriptions and Actions (Continued)

Field/Button	Description	Action
Harvested COC	Manual entry/selection.	Not required. Enter the amount of harvested
Adjusted or	_	assigned or adjusted production as determined by
Assigned		COC according to 1-NAP (Rev. 2), paragraph 607.
		Harvested assigned or adjusted production may need
		to be split between fresh and processed.
		If harvested production is entered, select either:
		"Adjusted" to override the harvested production certified by the producer
		"Assigned" to add to the harvested production
		certified by the producer.
Unharvested	Manual entry.	Enter the unharvested acres associated with the crop,
Acres	111111111111111111111111111111111111111	type, intended use, practice, and share.
		Note: When added together, harvested and
		unharvested acres must be equal to the
		eligible planted acres for the crop.
Unharvested	Manual entry.	Enter the unharvested production supported by
Production		acceptable appraised production records and/or
		appraised production from CCC-576-1.
Unharvested	Manual entry.	Not required. Enter unharvested production not to
Production Not		count when acceptable records identifying this
to Count		appraised production are available.
Unharvested	Manual entry.	Not required. Enter the amount of unharvested
COC Adjusted		assigned or adjusted production as determined by
or Assigned		COC according to 1-NAP (Rev. 2), paragraph 607.
		If unharvested production is entered, select either:
		"Adjusted" to override the unharvested
		production certified by the producer
		"Assigned" to add to the unhargested
		"Assigned" to add to the unharvested production certified by the producer.
Prevented	Prevented acres from CARS,	For GS/GR crops enter prevented acres associated
Acres	Minus ineligible ones from	with the crop, type, intended use, practice, and
110105	SNAPP.	share.
	Sivili.	
	Exception: Manual entry for GS/GR Crops.	
Prevented	Manual entry.	Not required. Enter the amount of prevented
Assigned	_	assigned production as determined by COC
		according to 1-NAP (Rev. 2), paragraph 607.

__*

C Field Descriptions and Actions (Continued)

Field/Button	Description	Action		
	Salvage			
Producer Secondary Use/Salvage Value	Manual entry.	Enter the dollar value of secondary use/salvage value according to 1-NAP (Rev. 2) paragraph 612.		
County Established Secondary Use/Salvage Value	Manual entry.	Enter the value of secondary use according to 1-NAP (Rev. 2) subparagraph 202 C and/or salvage value according to 1-NAP (Rev. 2) paragraph 612 as determined by COC.		
	Other			
Added Land Yield Adjustment	Allows for 85 or 90 percent adjustments for increased acreage and added land.	If COC determines a yield adjustment is applicable, select the appropriate percentage adjustment. The adjusted yield will be used when calculating the producer's loss. A yield may only be adjusted if the provisions in 1-NAP (Rev. 2) paragraph 479 apply.		
Did producer keep production records separate for acreage with different final uses?	Manual entry.	If "No" is selected, the user will be restricted from submitting the application with both fresh and processed harvested production. The response will also be used when calculating the producer's loss.		
Did the producer commingle production from acreage with other intended uses?	Manual entry.	The response will be used when calculating the producer's loss.		
Save Crop	Entered data will be saved and the Application for Payment Summary Screen will be displayed. See paragraph 333.			
Back	The Yield Loss Acreage Screen will be displayed. See paragraph 331.			
NAP Main Menu	The Main Menu will be displayed. See paragraph 42.			

*--333 Application for Payment Summary Screen

A Overview

The Application for Payment Summary Screen provides the ability to:

- edit or delete previously entered production data for the crop
- add another crop to the application
- enter producer signature and date
- enter LA/FSA representative signature date
- enter COC approval/disapproval and date
- cancel the Application for Payment
- save the Application for Payment
- print CCC-576 (page 2)
- return to the Search Application for Payment Screen.--*

B Example Application for Payment Summary Screen

Following is an example of the Application for Payment Summary Screen.

Application for F	ayment S	ummai	У			
Year: 2017 Producer: PRODUCER, AN		: Alaban	na		Coun	ty: Cherokee
Unit: 1728 Pay Cr	op/Type: CU	JCUMBER	RS/001	Pla	nting Peri	od: 01
Date of Loss						
Disaster Start	Disaster End		ss irent	Produc Signe		Status
01/03/2017			/2017	03/09/2		Approved
03/04/2017		03/15	/2017	03/09/2	017	Approved
Crops						
Crop Name, Type, In CUCUMBERS, COMMON				Share 100.00%	50/100	Edit Delete
	Acreage R	eport	Ine	ligible		otal
Planted:	2,250		Α	lcres		2500
Prevented:						
Stage	Acres	Produ	uction	Productio		: Assigned/
Fresh	2.2500		.00 CWT	Not to Cou	nt A	ldjusted
Harvested:						———————————————————————————————————————
Producer Sec County Established Sec	ondary Use/Sal					
Approved Yield:	_		nt: 100%			
Add Another Core						
	Add Another Crop					
Does the producer he to plant or harvest?		nal acre	s of CUC	CUMBERS/0	001 01 _	Yes ☑ No
Producer Signature -						
Signature Type:	✓ Sig	gnature	Date:			
Application Filing De	eadline Date	: 09/13	/2017			
LA or FSA Represent	ative Signatu	ure				
Signature Date:						
COC Determination -						
Approved Disapproved Date:						
Original Approved Date:						
Filing Deadline COC Extension has been authorized? ☐ Yes ☑ No Filing Deadline DAFP Waiver has been authorized? ☐ Yes ☑ No						
Cancellation						
Do you want to can	son:	lication	for Payr	_		
Save & Submit Sa	ve & Print	Cancel				

C Field Descriptions/Actions

The following table provides the field descriptions and actions for the Application for Payment Summary Screen.

Field/Button	Description	Action			
	Date of Loss				
Disaster Start	Notices of Loss associated with the				
Disaster End	Application for Payment. For yield based				
Loss Apparent	crops, Notices of Loss are automatically				
Producer Signed	assigned to the Application for Payment and				
Status	cannot be modified. All Notices of Loss on				
	file for the selected unit and pay group will				
	be assigned.				
	Crops				
	(All crops for which data has been entered wil	ll be displayed.)			
Edit	Allows for modification of existing				
	production data. The Yield Loss Acreage				
	Screen will be displayed. See paragraph 331.				
Delete	Allows for deletion of existing production				
	data. The Delete Crop Screen will be				
	displayed. See paragraph 315.				
Add Another Crop	All crops in the pay group with acreage				
	reported must be on the Application for				
	Payment. Allows for loading additional				
	crops in the pay group with reported acreage				
	on the Application for Payment. The Crop				
	Selection Screen will be displayed. See				
	paragraph 312.				
	Additional Information				
Does the producer	All crops in the pay group with acreage	Select "Yes" or "No".			
have additional acres	reported must be on the Application for				
to plant or harvest?	Payment before the producer signs.	Note: If "Yes" is selected, the			
		producer signature date			
		cannot be entered.			
		If "No" is selected, the			
		producer signature date can			
		be entered.			
	Producer Signature				
Signature Type	Manual selection of the type of signature	Signature type shall only be selected			
	provided by the producer.	after either of the following occurs:			
	A 12 11 1 1 1 1				
	Applicable signature types are:	• producer signs and dates the			
		Application for Payment			
	• paper				
	• FAX.	• FAX with the producer's			
		signature and date has been			
		received in the County Office.			

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C Field Descriptions/Actions (Continued)

Field/Button	Description	Action		
	Producer Signature (Continued)			
Signature Date	Manual entry.	Enter the date the producer signed the Application for Payment.		
Application Filing Deadline Date	Calculated: 60 calendar days past the greater of all normal harvest dates of the crops on the application.			
	LA/FSA Representative Si	gnature		
Signature Date	Manual entry.	Enter the date the LA signed the Application for Payment.		
		Enter the date the FSA representative signed the Application for Payment if the LA:		
		was not required to do an appraisal or verify the crop information because of production being harvested		
		• signed CCC-576-1.		
	COC Determination	-		
Approved/ Disapproved	Manual selection.	Select whether CCC-576 (page 2) was approved or disapproved.		
		Note: If the application filing deadline has passed the COC determination of "approved" will be disabled.		
Determination Date	Manual entry.	Enter the date COC made their determination.		
Filing deadline COC Extension has been authorized?	Manual selection; extends application filing deadline to 180 calendar days past the greater of all normal harvest dates of crops on the application.	Select whether COC approved an extension according to 1-NAP (Rev. 2), paragraph 675.		
Filing deadline DAFP waiver has been authorized?	Manual selection for State Office authorized users only.	Select whether DAFP has authorized a waiver of the filing deadline.		
authorizeu:	Cancellation	1		
Do you want to cancel this Application for Payment?	Manual selection.	Select the "Yes" checkbox to cancel CCC-576 (page 2).		
Reason	Manual selection.	Select the reason CCC-576 (page 2) is being canceled.		

*--333 Application for Payment Summary Screen (Continued)

C Field Descriptions/Actions (Continued)

Field/Button	Description	Action
	Buttons	
Save & Submit	The Confirmation Screen will be	
	displayed. See paragraph 314.	
Save & Print	CCC-576 (page 2) will:	
	• be saved	
	be displayed in a separate window	
	 contain only data that has 	
	been entered into the system as of	
	the date it is being printed.	
Cancel	The Search Application for Payment	
	Screen will be displayed for the selected	
	producer. See paragraph 307.	

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334-350 (Reserved)

*--Subsection 2 Graduated Value Loss Crops

351 Value Loss Crops - Graduated

A Overview

The Value Loss Crops - Graduated Screen will be displayed when a graduated value loss crop is selected on the Crop Selection Screen. Following are value loss crops with graduated price codes:

• Ginseng (0089)

Exception: Ginseng for SD is a yield based crop.

• Finfish (3000)

Exception: TRO, HAP, LAM, MBU, and TAN are non-graduated value loss crops.

- Mollusk (3001)
- Crustacean (3002)
- Christmas Trees (7321)
- crops with an intended use of SO.

Note: Although crops with an intended use of SO are not graduated price crops, the software considers them to be graduated price crops so that payments will be calculated correctly using the price from the NCT.

The dollar value will be calculated based on the producer's actual inventory and the graduated price codes.--*

B Example Value Loss Crops - Graduated Screen

Following is an example of the Value Loss Crops - Graduated Screen.

PART E - VALI	IE LOSS CROPS (GRADUATED)	
Year: 2017 Producer: PRODUCER	State: Alab , ANY 1	ama	County: Cherokee
	Pay Crop/Type: F CARP (KOI), Fresh (FH Coverage: 50/55		anting Period: 01
Grad. Inver Price Before D	tory Natural Mortality Sisaster Factor	Inventory After Disaster	COC Ineligible Inventory
009 012 FIN			
Unit was harves	ed at the time of disas	ter or immediately after	disaster
Save Crop Back	NAP Main Menu		

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C Field Descriptions and Actions

The following table provides the field descriptions and actions for the Value Loss Crops - Graduated Screen.

Field/Button	Description	Action
Graduated Price	Graduated price codes applicable to the selected crop.	
Beginning Inventory	Manual entry. The actual beginning inventory rather than the total dollar amount shall be entered. The system will calculate the value of beginning inventory based on the actual inventory that is entered.	Enter the actual beginning inventory of the crop applicable to each graduated price code. Example: Before the disaster, Any 1 Producer has 10,000 oysters (MOLLUSK/002) on hand. 10,000 would be entered in the "Beginning Inventory" field for
Natural Mortality Factor (Aquaculture only)	Manual entry. The STC approved natural mortality factor.	the "002" price code. Required for aquaculture only. Enter the STC approved natural mortality factor of the crop applicable to each graduated price code.
		Example: The STC established the natural mortality factor as .2500 for oysters that fall under graduated price code 002.
Ending Inventory	Manual entry. The actual ending inventory rather than the total dollar amount shall be entered. The system will	Enter the actual ending inventory of the crop applicable to each graduated price code.
	calculate the value of ending inventory based on the actual inventory that is entered.	Example: After the disaster, Any 1 Producer has 2,245 oysters (MOLLUSK/002) on hand. 2,245 would be entered in the "Ending Inventory" field for the "002" price code.
COC Ineligible Inventory	Manual entry. The actual ineligible inventory rather than the total dollar amount shall be entered. The system will calculate the value of ineligible inventory based on the actual ineligible inventory that is entered.	Not required. Enter the actual inventory of the crop applicable to each graduated price code that perished because of an ineligible cause of loss. Example: Any 1 Producer lost 56 oysters (MOLLUSK/002) because of a non-disaster related condition. 56 would be entered in the "COC Ineligible Inventory" field for the "002" price code.

C Field Descriptions and Action (Continued)

Field/Button	Description	Action
Unit Harvested	Check box. The unit was	Not required. Check the unit
(Aquaculture,	harvested at the time of	harvested box if the unit was
ginseng, and	disaster or immediately after.	harvested at the time of disaster or
mushrooms)		immediately after.
Salvage Value	Manual entry.	Enter the total dollar value received
		for crops sold as salvage according
		to 1-NAP (Rev. 2), paragraph 612.
Save Crop	Data will be saved and the	
	Crop Selection Screen or	
	Application for Payment	
	Summary Screen will be	
	displayed. See	
	paragraph 352.	
Back	The previous screen will be	
	displayed.	
NAP Main Menu	The Main Menu will be	
	displayed. See paragraph 42.	

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*--352 Application for Payment Summary Screen

A Overview

The Application for Payment Summary Screen is displayed after data is saved on the Value Loss Crops - Graduated Screen.

The Application for Payment Summary Screen provides the ability to:

- select applicable Notice(s) of Loss
- edit existing associated Notices of Loss
- edit or delete previously entered production data for the crop
- add another crop to the application
- enter producer signature and date
- enter LA/FSA representative signature date
- enter COC approval/disapproval and date
- cancel the Application for Payment
- save the Application for Payment
- print CCC-576 (page 2)
- return to the Search Application for Payment Screen.--*

*--352 Application for Payment Summary Screen (Continued)

B Example Application for Payment Summary Screen

Following is an example of the Application for Payment Summary Screen.

Applicatio	n for Payment S	Summary			
Year: 2017 Producer:	State:	Florida		County:	Dade, Monroe
Unit:	Pay Crop/Type: F	INFISH/003	Plant	ting Period	d: 01
Date of Loss					
Disaster Start	Disaster End	Loss Apparei		lucer ned	Status
06/01/2016 Select Date	06/06/2016	06/03/20		3/2016	Approved
Crops——					
Crop Nam	e, Type, Intended	Use, Practice	Share	Coverage	
FINFISH, KOI	CARP (KOI), Fresh (F	H)	100.00%	60/100 \$9,487.00	Edit Delete
Graduated Price Code	Inventory Before Disaster	Natural Mortality Factor	Inventory After Disaster		Ineligible ventory
009	3535 PCE	1.0000	475 P		
012	2125 PCE	0.1800	392 P		
015	1455 PCE	0.1500	268 P		
BRO	1987 PCE	0.0001	363 P	CE	
			Salvage Valu	ie:	
Add Another	Add Another Crop				
Additional Information— Does the producer have additional inventory of FINFISH/003 01 ☐ Yes ☐ No to report?					
Producer Sign	nature —				
1		ignature Date	\.	1	
,	Application Filing Deadline Date: 11/29/2017				
LA or FSA Re	presentative Signa	ture —			
Signature Date:					
COC Determination Approved Disapproved Date:					
Filing Deadline COC Extension has been authorized?					
Cancellation -					
Do you want to cancel this Application for Payment?					
☐ Yes Reason: ✓					
Save & Submit Save & Print Cancel					

C Field Descriptions/Actions

The following table provides the field descriptions and actions for the Application for Payment Summary Screen.

Field/Button	Description	Action
	Date of Loss	
Disaster Start	Notices of Loss associated with the Application	
Disaster End	for Payment. For value loss crops, Notices of	
Loss Apparent	Loss must be manually selected by the user.	
Producer Signed		
Status		
Select Date of Loss	The Date of Loss Selection Screen will be	
	displayed. See paragraph 313.	
	Crops	
	(All crops for which data has been entered will be	: displayed.)
Edit	Allows for modification of existing production	
	data. The Value Loss Crops - Graduated Screen	
D. L.	will be displayed. See paragraph 351.	
Delete	Allows for deletion of existing data. The Delete	
	Crop Screen will be displayed. See	
Add Another Cree	paragraph 315.	
Add Another Crop	All crops in the pay group with acreage reported must be on the Application for Payment. Allows	
	for loading additional crops in the pay group with	
	reported acreage on the Application for Payment.	
	The Crop Selection Screen will be displayed. See	
	paragraph 312.	
	Additional Information	
Does the Producer	All crops in the pay group present at the time of	Select "Yes" or "No".
Have Additional	the disaster must be on the Application for	
Inventory to	Payment before the producer signs.	Note: If "Yes" is selected, the
Report?		producer signature date
		cannot be entered.
		70/27 11 1 1 1
		If "No" is selected, the
		producer signature date
	Duadracan Clamatana	can be entered.
Cionatura Tuna	Producer Signature Manual calcution of the type of signature provided	Signatura tuna shall only ha
Signature Type	Manual selection of the type of signature provided by the producer.	Signature type shall only be selected after either of the
	by the producer.	following occurs:
	Applicable signature types are:	Tonowing occurs.
	ripplicable signature types are.	• producer signs and dates the
	• paper	Application for Payment
	• fax.	1 application for f aymont
		• fax with the producer's
		signature and date has been
		received in the County
		Office.
Signature Date	Manual entry of the date the producer signed or	Enter the date the producer signed
	faxed the Application for Payment.	the Application for Payment.

C Field Descriptions/Actions (Continued)

Field/Button	Description	Action		
Producer Signature (Continued)				
Application Filing	Calculated: 60 calendar days			
Deadline Date	past the greater of all normal			
	harvest dates of the crops on			
	the application.			
	LA/FSA Representa			
Signature Date	Manual entry.	Enter the date the LA signed the Application for Payment.		
		Enter the date the FSA representative signed the Application for Payment if the LA:		
		was not required to do an appraisal or verify the crop information because of production being harvested		
		• signed CCC-576-1.		
	COC Determination			
Approved/	Manual selection.	Select whether CCC-576 (page 2) was		
Disapproved		approved or disapproved.		
Determination Date	Manual entry.	Enter the date COC made their determination.		
Filing deadline	Manual selection; extends	Select whether COC approved an extension		
COC Extension has	application filing deadline to	according to 1-NAP (Rev. 2), paragraph 675.		
been authorized?	180 calendar days past the			
	greater of all normal harvest			
	dates of crops on the application.			
Filing deadline	Manual selection for State	Select whether DAFP has authorized a waiver		
DAFP waiver has	Office authorized users only.	of the filing deadline.		
been authorized?	Office authorized users only.	of the fining deadinic.		
Cancellation				
Do you want to	Manual selection.	Select the "Yes" checkbox to cancel		
cancel this		CCC-576 (page 2).		
Application for		7-1-1-1 (P-80-2).		
Payment?				
Reason	Manual selection.	Select the reason CCC-576 (page 2) is being canceled.		
	Button			
Save & Submit	The Confirmation Screen will			
	be displayed. See			
	paragraph 314.			

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*--352 Application for Payment Summary Screen (Continued)

C Field Descriptions/Actions (Continued)

Field/Button	Description	Action		
Buttons (Continued)				
Save & Print	CCC-576 (page 2) will:			
	• be saved			
	• be displayed in a separate window			
	• contain only data that has been entered into the system as of the date it is being printed.			
Cancel	The Search Application for Payment Screen will be displayed for the selected producer. See paragraph 307.			

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353-365 (Reserved)

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*--Subsection 3 Non-Graduated Value Loss Crops

366 Value Loss Crops - Non-Graduated

A Overview

The Value Loss Crops - Non-Graduated Screen will be displayed when a non-graduated value loss crop is selected on the Crop Selection Screen. Following are value loss crops without graduated price codes:

- Nursery (1010)
- Mushrooms (0403)
- Floriculture (7501)

Exception: Floriculture for SD is a yield based crop.

• Finfish with type code of TRO, HAP, LAM, MBU, and TAN (3000)

Exception: All other Finfish are graduated value loss crops.

all crops with an intended use of RS and SE.

The dollar value for non-graduated value loss crops must be calculated manually and entered into the system.--*

B Example Value Loss Crops - Non-Graduated Screen

Following is an example of the Value Loss Crops - Non-Graduated Screen.

PART E - VALUE LOSS CROPS (NON-GRADUATED)			
Year: 2017 Producer:	Sta	ate: Florida	County: Dade, Monroe
Unit: 527 Crop: NURSERY, Co Share: 100.00%	ONTAINER (p/Type: NURSERY/001 CON) ge: 55/100 \$25,795.00	Planting Period: 01
Dollar Va Before Disas Salvage Value:		Dollar Value After Disaster (\$)	COC Ineligible Dollar Value (\$)
Save Crop Bac			

C Field Descriptions and Actions

The following table provides the field descriptions and actions for the Value Loss Crops - Non-Graduated Screen.

Field/Button	Description	Action
Dollar Value	Manual entry. The actual	Enter the dollar value of inventory present
Before Disaster (\$)	dollar amount shall be	immediately before the disaster according
	entered.	to 1-NAP (Rev. 2), paragraph 578.
Natural Mortality	Manual entry. The STC	Required for aquaculture only. Enter the
Factor	approved natural mortality	STC approved natural mortality factor of
(Aquaculture only)	factor.	the crop applicable to each graduated price
		code.
		Example: The STC established the
		natural mortality factor as
		.2500 for oysters that fall under
		graduated price code 001.
Dollar Value After	Manual entry. The actual	Enter the dollar value of inventory
Disaster (\$)	dollar amount shall be	remaining after the disaster.
Disaster (\$\psi\$)	entered.	remaining after the disaster.
COC Ineligible	Manual entry. The actual	Not required. Enter the determined dollar
Inventory (\$)	dollar amount shall be	value for losses stemming from ineligible
	entered.	causes of loss.
Unit Harvested	Check box. The unit was	Not required. Check the unit harvested
(Aquaculture,	harvested at the time of	box if the unit was harvested at the time of
ginseng, and	disaster or immediately after.	disaster or immediately after.
mushrooms)		
Salvage Value	Manual entry.	Not required. Enter the total dollar value
		received for crops sold as salvage
		according to 1-NAP (Rev. 2),
		paragraph 612.
Save Crop	Data will be saved and Crop	
	Selection Screen (see	
	paragraph 312) or Application	
	for Payment Summary Screen	
	(see paragraph 367) will be	
	displayed.	
Back	The previous screen will be	
	displayed.	
NAP Main Menu	The Main Menu will be	
	displayed. See paragraph 42.	

*--367 Application for Payment Summary Screen

A Overview

The Application for Payment Summary Screen is displayed after data is saved on the Value Loss - Non-Graduated Screen.

The Application for Payment Summary Screen provides the ability to:

- select applicable Notice(s) of Loss
- edit existing associated Notices of Loss
- edit or delete previously entered production data for the crop
- add another crop to the application
- enter producer signature and date
- enter LA/FSA representative signature date
- enter COC approval/disapproval and date
- cancel the Application for Payment
- save the Application for Payment
- print CCC-576 (page 2)
- return to the Search Application for Payment Screen.--*

*--367 Application for Payment Summary Screen (Continued)

B Example Application for Payment Summary Screen

Following is an example of the Application for Payment Summary Screen.

Applicatio	n for Payment	Summary			
Year: 2017 Producer:	State:	Florida		County:	Dade, Monroe
Unit: 527	Pay Crop/Type: N	NURSERY/001	Pla	anting Perio	d: 01
Date of Loss					
Disaster Start	Disaster End	Loss Apparent		oducer igned	Status
07/04/2016 Select Date		07/11/2016	07/	18/2016	Approved
Crops —					
Crop Name	e, Type, Intended	Use, Practice	Share	Coverage	
NURSERY, CON	ITAINER (CON)		100.00%	55/100 \$25,795.00	Edit Delete
	r Value	Dollar Value		COC Ineli	
Before	Disaster \$25975	After Disaster	\$2525	Dollar V	alue
	7-53.5		Value: 500	0	
		Januage	value. 50		
Add Another	<u>Crop</u>				
-Additional Int Does the pro- 01 to report?	ducer have additi	onal inventory o	f NURSEF	RY/001	¹Yes □No
Producer Sign		,			
	pe: V S				
Application F	iling Deadline Da	te: 07/31/2017			
-LA or FSA Rep	oresentative Signa	ature			
Signature Da	ite:				
-COC Determin	nation —				
	Disapproved	Date:			
Filing Deadlin	ne COC Extension	has been autho	rized?		Yes ▼ No
_	ne DAFP Waiver h				Yes ✓ No
_					
- Cancellation -					
· ·	to cancel this Ap	pplication for Pay	/ment?		
☐ Yes	Reason:		<u> </u>		
Save & Submit	t Save & Print	Cancel			

C Field Descriptions/Actions

The following table provides the field descriptions and actions for the Application for Payment Summary Screen.

Field/Button	Description	Action				
Date of Loss						
Disaster Start	Notices of Loss associated with the					
Disaster End	Application for Payment. For value loss					
Loss Apparent	crops, Notices of Loss must be manually					
Producer Signed	selected by the user.					
Status						
Select Date of Loss	The Date of Loss Selection Screen will be					
	displayed. See paragraph 313.					
	Crops					
	(All crops for which data has been entered	will be displayed.)				
Edit	Allows for modification of existing					
	production data. The Value Loss Crops -					
	Non-Graduated Screen will be displayed.					
	See paragraph 366.					
Delete	Allows for deletion of existing data. The					
	Delete Crop Screen will be displayed. See					
	paragraph 315.					
Add Another Crop	All crops in the pay group with acreage					
	reported must be on the Application for					
	Payment. Allows for loading additional					
	crops in the pay group with reported					
	acreage on the Application for Payment.					
	Crop Selection Screen will be displayed.					
	See paragraph 312.					
	Additional Information					
Does the Producer	All crops in the pay group with inventory	Select "Yes" or "No".				
Have Additional	present must be on the Application for					
Inventory to Report?	Payment before the producer signs.	Note: If "Yes" is selected, the				
		producer signature date cannot				
		be entered.				
		If "NI-" is calcasted the new decay				
		If "No" is selected, the producer				
	Duaduaan Cianatuus	signature date can be entered.				
Cianatura Tuna	Producer Signature	Cionatura tema shall only he salested				
Signature Type	Manual selection of the type of signature	Signature type shall only be selected				
	provided by the producer.	after either of the following occurs:				
	Applicable signature types are:	a mandungan signa siril datas tha				
	Applicable signature types are:	producer signs and dates the Application for Payment				
	a nonor	Application for Payment				
	paperfax.	• for with the producer's signeture				
	■ 1aA.	• fax with the producer's signature and date has been received in the				
		County Office.				
Signatura Data	Manual entry of the date the producer	Enter the date the producer signed the				
Signature Date		Application for Payment.				
	signed or faxed the Application for Payment.	Application for rayment.				
	1 ayment.					

*--367 Application for Payment Summary Screen (Continued)

C Field Descriptions/Actions (Continued)

Field/Button	Description	Action				
	Producer Signature (Continued)					
Application Filing	Calculated: 60 calendar days past					
Deadline Date	the greater of all normal harvest					
	dates of the crops on the					
	application.					
LA/FSA Representative Signature						
Signature Date	Manual entry.	Enter the date the LA signed the Application				
		for Payment.				
		Enter the date the FSA representative signed				
		the Application for Payment if the LA:				
		was not required to do an appraisal or				
		verify the crop information because of				
		production being harvested				
		i1 CCC 57(1				
	COC Data and	• signed CCC-576-1.				
A 1/	COC Determi					
Approved/	Manual selection.	Select whether CCC-576 (page 2) was				
Disapproved	Managara	approved or disapproved.				
Determination Date	Manual entry.	Enter the date COC made their determination.				
Filing deadline COC Extension has	Manual selection; extends	Select whether COC approved an extension				
	application filing deadline to 180	according to 1-NAP (Rev. 2), paragraph 675.				
been authorized?	calendar days past the greater of					
	all normal harvest dates of crops					
Tiling 4 - 41ing	on the application. Manual selection for State Office	C-1ththDAEDhthidi				
Filing deadline DAFP waiver has		Select whether DAFP has authorized a waiver				
been authorized?	authorized users only.	of the filing deadline.				
been authorized?	Consollati					
Do you want to	Cancellati Manual selection.	Select the "Yes" checkbox to cancel CCC-576				
Do you want to cancel this	ivialiual selection.					
		(page 2).				
Application for						
Payment?	Manual selection.	Calcat the mason CCC 576 (mage 2) is to in-				
Reason	ivialiual selection.	Select the reason CCC-576 (page 2) is being canceled.				
	Buttons					
Save & Submit	The Confirmation Screen will be					
Save & Sublini						
	displayed. See paragraph 314.					

*--367 Application for Payment Summary Screen (Continued)

C Field Descriptions/Actions (Continued)

Field/Button	Description	Action
	Buttons (Contin	nued)
Save & Print	CCC-576 (page 2) will:	
	• be saved	
	• be displayed in a separate window	
	• contain only data that has been entered into the system as of the date it is being printed.	
Cancel	The Search Application for Payment Screen will be displayed for the selected producer. See paragraph 307.	

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368-383 (Reserved)

*--Subsection 4 Grazing Crops

384 Grazing Loss Acreage

A Overview

The Grazing Loss Acreage Screen will be displayed when a grazing crop is selected on the Crop Selection Screen.

B Example Grazing Loss Acreage Screen

Following is an example of the Grazing Loss Acreage Screen.

Grazing Los	s Acreage	
Year: 2017	State: Florida	County: Dade, Monroe
Producer: PROD	UCER, ANY 1	
Unit: 2275	Pay Crop/Type: GRASS/002	Planting Period: 02
Crop: GRASS, CO	ASTAL BERMUDA (BCS), Grazing (GZ), No	on-Irrig
Share: 100.00%		
_		-
_		
Share: 100.00% **Acreage	Coverage: 50/55 Acreage Report Ineligible	
Acreage -	Coverage: 50/55 Acreage Report Ineligible Acres Acres	

C Field Descriptions and Actions

The following table provides the field descriptions and actions for the Grazing Loss Acreage Screen.

Field/Button	Description	Action
Total Planted Acres	Total certified planted acres for	
	the crop from the acreage report.	
Total Prevented Acres	Total certified prevented acres	
(Annual planted crops	for the crop from the acreage	
only.)	report.	
Ineligible Planted	Total ineligible planted acres for	Not required. Record ineligible
Acres	the crop from SNAPP.	planted acres where the GS/GZ share is different than the share
	Manual entry for GS/GZ crops with modified shares only.	on the acreage report.
Ineligible Prevented	Total ineligible prevented acres	Not required. Record ineligible
Acres (Annual planted	for the crop from SNAPP.	prevented acres where the
crops only.)		GS/GZ share is different than the
	Manual entry for GS/GZ crops	share on the acreage report.
	with modified shares only.	
Save & Continue	The Grazing "AUD" Loss	
	Calculations Screen will be	
	displayed. See paragraph 385.	
Back	The Crop Selection Screen (see	
	paragraph 312) or Application	
	for Payment Summary Screen	
	(see paragraph 387) will be	
	displayed.	
NAP Main Menu	The Main Menu will be	
	displayed. See paragraph 42.	

Note: Prevented planting fields are **only** applicable for crops listed in subparagraph 385 D.--*

A Overview

The Part F - Grazing "AUD" Loss Calculations Screen will be displayed after saving data on the Grazing Loss Acreage Screen. Data entered on the Part F - Grazing "AUD" Loss Calculations Screen is used to determine a producer's loss on grazing crops.

B Example Part F - Grazing "AUD" Loss Calculations Screen

Following is an example of the Part F - Grazing "AUD" Loss Calculations Screen.

PART F - GRAZI	NG "AUD"	LOSS CALC	ULATIONS	;	
Year: 2017 Producer:	State: F	Florida		County:	Dade, Monroe
Unit: 2275 Crop: GRASS, COAST/ Share: 100.00%				Planting Peri dig	od: 02
-Acreage Acr	eage Reporte	ed Inel	igible	Eligible	
Planted: Prevented:	5.1600	Ac	res	5.1600	
Carrying Capacity—					
Planting Carrying Period Capacity	Grazing Period Days	Stage	Acreage Reported Acres	Ineligible Acres	Eligible Acres
O2 2.0000	245	Planted:	3.8500		3.8500
● 22 1.5000	80	Planted:	1.3100		1.3100
Stage Acr	CO es Adjust Fac	tment COC		COC igned	
Planted:					
Owner	Acres		Name of L	.essor	
Private/Leased: Federal: State:					
	Add Carry	ing Capacity	Cancel Add		
Grazing Loss Data					
02		Adjustment Factor	COC Loss Factor	COC Assigned	Action Edit Delete
Continue Back	NAP Main Me	enu			

C Field Descriptions and Actions

The following table provides the field descriptions and actions for the Part F - Grazing "AUD" Loss Calculations Screen.

Field/Button	Description	Action				
Acreage						
Stage	Planted or Prevented					
Acreage Reported Acres	Acreage information from the					
Ineligible Acres	Grazing Loss Acreage Screen					
Eligible Acres	will be displayed.					
	Carrying Capacity					
Planting Period	Carrying capacities applicable to	Select the applicable planting period.				
Carrying Capacity	the crop, type, intended use, and	The remainder of the screen will be				
Grazing Period Days	practice from the NCT and the	displayed.				
Stage	associated acres from the					
Acreage Reported Acres	acreage report and SNAPP.					
Ineligible Acres						
Eligible Acres						
Stage	Planted or Prevented					
Acres	Manual entry.	Enter the planted acres for the				
		selected carrying capacity.				
COC Adjustment Factor	Manual entry.	Not required. Enter the COC AUD				
		adjustment factor for the selected				
		carrying capacity. See 1-NAP				
		(Rev. 2), subparagraphs 804 F and G.				
COC Loss Factor	Manual entry.	Enter the COC AUD loss factor for				
		the selected carrying capacity. See				
~~~		1-NAP (Rev. 2), subparagraph 804 I.				
COC Assigned	Manual entry.	Not required. Enter the COC				
		assigned AUD/acres for the selected				
		carrying capacity. See 1-NAP				
		(Rev. 2), subparagraph 804 H and				
Durante d A (A 1	Manual anter	paragraph 607.				
Prevented Acres (Annual	Manual entry.	Enter prevented acres associated with				
planted crops <b>only</b> .)		the crop, type, intended use, practice, and share.				
Provented Assigned	Manual antry					
Prevented Assigned (Annual planted crops	Manual entry.	Not required. Enter the amount of prevented assigned production as				
only.)		determined by COC according to				
omy.)		1-NAP (Rev. 2), paragraph 607.				
Private/Leased – Acres	Manual entry.	Enter the number of privately				
111vaic/Leaseu – Acres	ivianuai chu y.	owned/leased acres for the selected				
		carrying capacity.				
Private/Leased – Name	Manual entry.	If privately owned/leased acres were				
of Lessor	The state of the s	entered, enter the name of lessor of				
		privately owned/leased acres.				
		privately owned teased deles.				

# C Field Descriptions and Actions (Continued)

Field/Button	Description	Action					
	Carrying Capacity (Continued)						
Federal – Acres	Manual entry.	Enter the number of Federal acres					
		for the selected carrying capacity.					
Federal – Name of	Manual entry.	If Federal acres were entered, enter					
Lessor		the name of lessor of federal acres.					
State – Acres	Manual entry.	Enter the number of State acres for					
		the selected carrying capacity.					
State – Name of Lessor	Manual entry.	If State acres were entered, enter					
		the name of lessor of State acres.					
Add Carrying Capacity	Adds the selected carrying						
	capacity to the Application for						
	Payment. The Grazing "AUD"						
	Loss Calculations Screen will be						
	redisplayed.						
Cancel Add	Removes all entered data.						
	Grazing Loss Data						
Planting Period/Stage	Carrying capacity data that is						
COC Adjustment Factor	already entered on the						
COC Loss Factor	Application for Payment.						
COC Assigned							
Action	Allows for modification/deletion						
	of existing carrying capacity data.						
	If "Edit" is selected, the data is						
	redisplayed in the Carrying						
	Capacity section.						
	16.40 1 4 2 1 1 1 1 1 1 1						
	If "Delete" is selected, the Delete						
	Carrying Capacity Screen will be						
	displayed. See paragraph 386. <b>Buttons</b>						
Continue	Data will be saved and the Crop						
Continue	Selection Screen (see						
	paragraph 312) or Application						
	for Payment Summary Screen						
	(see paragraph 387) will be						
	displayed.						
Back	The previous screen will be						
Dack	displayed.						
NAP Main Menu	The Main Menu will be						
INAP Maili Mellu							
	displayed. See paragraph 42.						

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**Note:** Prevented planting fields are **only** applicable for crops listed in subparagraph D.

## D List of Grazed Forage Crops Eligible for Prevented Planted

Following is a list of annually grazed forage crops that are eligible for a prevented planted payment under NAP.

Crop Code	Crop	Type	<b>Intended Use</b>	Pay Crop	Pay Type
0091	Barley	SPR	GZ, GS	0091	002
0091	Barley	WTR	GZ, GS	0091	002
0125	Forage Soybean/ Sorghum		GZ	0125	001
0080	Millet	COM	GZ	0080	001
0080	Millet	DOP	GZ	0080	001
0080	Millet	PRL	GZ	0080	001
0296	Mixed Forage	ICG	GZ	0102	002
0296	Mixed Forage	MSG	GZ	0102	002
0016	Oats	HLS	GZ, GS	0016	002
0016	Oats	HLW	GZ, GS	0016	002
0016	Oats	SPR	GZ, GS	0016	002
0016	Oats	WTR	GZ, GS	0016	002
0094	Rye		GZ, GS	0094	002
0050	Sorghum Forage	ALU	GZ	0050	001
0050	Sorghum Forage	CAN	GZ	0050	001
0050	Sorghum Forage	SUD	GZ	0050	001
0050	Sorghum Forage	SWT	GZ	0050	001
0052	Sorghum Dual Purpose		GZ	0050	001
0131	Speltz		GZ	0131	001
1223	Teff		GZ	0102	002
0158	Triticale		GZ, GS	0158	002
0011	Wheat	HAD	GZ, GS	0011	002
0011	Wheat	HAW	GZ, GS	0011	002
0011	Wheat	HRS	GZ, GS	0011	002
0011	Wheat	HRW	GZ, GS	0011	002
0011	Wheat	HWR	GZ, GS	0011	002
0011	Wheat	HWS	GZ, GS	0011	002
0011	Wheat	SRW	GZ, GS	0011	002
0011	Wheat	SWS	GZ, GS	0011	002
0011	Wheat	SWW	GZ, GS	0011	002

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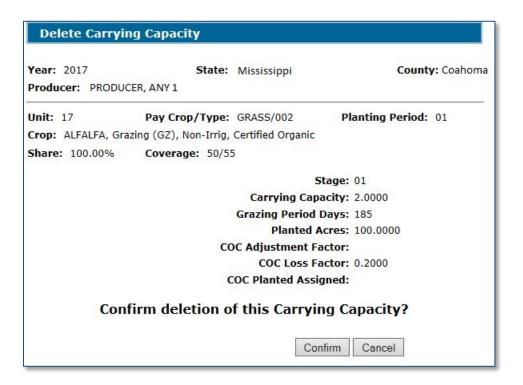
#### *--386 Deleting Carrying Capacity

#### A Overview

The Delete Carrying Capacity Screen provides users the ability to confirm deleting a carrying capacity.

#### **B** Example Delete Carrying Capacity Screen

Following is an example of the Delete Carrying Capacity Screen.



#### C Action

CLICK "Confirm" to delete the data for the selected carrying capacity. Data for the selected carrying capacity will be deleted from the Application for Payment.--*

#### *--387 Application for Payment Summary Screen

#### A Overview

The Application for Payment Summary Screen is displayed after continuing from the Grazing "AUD" Loss Calculations Screen.

The Application for Payment Summary Screen provides the ability to:

- edit or delete previously entered production data for the crop
- add another crop to the application
- enter producer signature and date
- enter LA/FSA representative signature date
- enter COC approval/disapproval and date
- cancel the Application for Payment
- save the Application for Payment
- print CCC-576 (page 2)
- return to the Search Application for Payment Screen.--*

# **B** Example Application for Payment Summary Screen

Following is an example of the Application for Payment Summary Screen.

Application fo	or Payment Su	mmary			
Year: 2017 Producer:	State:	Montana		Cou	nty: Big Horn
Unit: 337 Pay	/ Crop/Type: GRA	SS/002	Planti	ng Period	: 01
Date of Loss					
Disaster Start	Disaster End	Loss Apparent	Prod Sigi	ned	Status
08/07/2016	09/29/2016	08/18/2016	10/03,	/2016	Approved
Crops					
	ype, Intended Us AG), Grazing (GZ),		<b>Share</b> 100.00%	Coverage 50/55	Edit Delete
	Acreage Re		eligible		igible
Plar	Acres 33112.240		Acres		12.2400
Prever	nted:				
Planting Period	Carrying Ca	pacity	G	irazing Day	s
01	22.500	00		229	
Stage Plante	Acres COC d: 29477.2100	Adjustment Fac	tor COC Los		OC Assigned
Prevented					
Driverte (I.e.	Acres		Name of Le	ssor	
Private/Le	eased: 29477.2100				
Add Another Cro	n				
Does the product plant or harvest?	er have additiona	al acres of GR	ASS/002 0:	1 to	Yes <b>☑</b> No
Producer Signatu	ıre —				
Signature Type:		∨ Si	ignature Da	ite:	<u> </u>
Application Filing	g Deadline Date:	02/13/2018			
LA or FSA Repres	entative Signatur	e			
Signature Date:					
COC Determination	on-				
Approved I	Disapproved [	Date:			
_	COC Extension ha				Yes ☑ No
Filing Deadline D	OAFP Waiver has	been authoriz	ed?		Yes ☑ No
Cancellation —					
	cancel this Appli Reason:	cation for Pay	ment?		
Save & Submit	Save & Print C	ancel			

## **C** Field Descriptions/Actions

The following table provides the field descriptions and actions for the Application for Payment Summary Screen.

Field/Button	Description	Action				
	Date of Loss					
Disaster Start	Notice(s) of Loss associated with the					
Disaster End	Application for Payment. For grazing					
Loss	crops, Notices of Loss are automatically					
Apparent	assigned to the Application for Payment and					
Producer	cannot be modified. All Notices of Loss on					
Signed	file for the unit and pay group will be					
Status	assigned.					
	Crops					
	(All crops for which data has been entered wi	ll be displayed.)				
Edit	Allows for modification of existing					
	production data. The Grazing Loss Acreage					
	Screen will be displayed. See					
	paragraph 384.					
Delete	Allows for deletion of existing acreage data.					
	The Delete Crop Screen will be displayed.					
	See paragraph 315.					
Add Another	All crops in the pay group with acreage					
Crop	reported must be on the Application for					
	Payment. Allows for loading additional					
	crops in the pay group with reported acreage					
	on the Application for Payment. The Crop					
	Selection Screen will be displayed. See					
	paragraph 312.					
	Additional Information					
Does the	All crops in the pay group with acreage	Select "Yes" or "No".				
Producer	reported must be on the Application for					
Have	Payment before the producer signs.	<b>Note:</b> If "Yes" is selected,				
Additional		the producer signature				
Acres to		date cannot be entered.				
Plant or						
Harvest?		If "No" is selected, the				
		producer signature				
		date can be entered.				

# *--387 Application for Payment Summary Screen (Continued)

## C Field Descriptions/Actions (Continued)

Field/Button	Description	Action				
	Producer Signature					
Signature Type	Manual selection of the type of signature provided by the producer.  Applicable signature types are:  paper fax independent assessment.	Signature type shall only be selected after either of the following occurs:  • producer signs and dates the Application for Payment  • fax with the producer's signature and date has been received in the County Office  • independent assessment and/or another alternative collective loss percentage method was completed.				
Signature Date	Manual entry of the date the producer signed or faxed the Application for Payment.	Enter the date the producer signed the Application for Payment.  Note: If an independent assessment and/or another alternative collective loss percentage method was completed, enter the date the application is completed by the County Office.				
Application	Calculated: 60 calendar days past the					
Filing Deadline	greater of all normal harvest dates of the					
Date	crops on the application.					

## C Field Descriptions/Actions (Continued)

Field/Button Description		Action	
	LA/FSA Representative Sig	nature	
Signature Date	Manual entry.	Enter the date the LA signed the Application for Payment.	
		Enter the date the FSA representative signed the Application for Payment if the LA:	
		<ul> <li>was not required to do an appraisal or verify the crop information because of production being harvested</li> </ul>	
		• signed CCC-576-1.	
		Note: If an independent assessment and/or another alternative collective loss percentage method was completed, enter the date the application is completed by the County Office.	
	COC Determination		
Approved/	Manual selection.	Select whether CCC-576 (page 2)	
Disapproved		was approved or disapproved.	
Determination Date	Manual entry.	Enter the date COC made their determination.	
Filing deadline COC Extension has been authorized?	Manual selection; extends application filing deadline to 180 calendar days past the greater of all normal harvest dates of crops on the application.	Select whether COC approved an extension according to 1-NAP (Rev. 2), paragraph 675.	
Filing deadline DAFP waiver has been authorized?	Manual selection for State Office authorized users only.	Select whether DAFP has authorized a waiver of the filing deadline.	
	Cancellation		
Do you want to cancel this Application for Payment?	Manual selection.	Select the "Yes" checkbox to cancel CCC-576 (page 2).	
Reason	Manual selection.	Select the reason CCC-576 (page 2) is being canceled.	

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# *--387 Application for Payment Summary Screen (Continued)

## C Field Descriptions/Actions (Continued)

Field/Button	Description	Action
	Buttons	
Save & Submit	The Confirmation Screen will be	
	displayed. See paragraph 314.	
Save & Print	The CCC-576 (page 2) will:	
	<ul><li>be saved</li><li>be displayed in a separate window</li></ul>	
	• will contain only data that has been entered into the system as of the date it is being printed.	
Cancel	The Search Application for Payment Screen will be displayed for the selected producer. See paragraph 307.	

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#### **388-401** (Reserved)

## **402** Special Forage

#### A Overview

Forage crops have special rules if coverage was bought for a crop that was intended to be mechanically harvested but the actual use of the acreage (or portion thereof) was grazed.

The following table provides a list of special forage crops.

Crop	Crop Code	Crop Type	<b>Intended Use</b>	Pay Crop	Pay Type
Wheat	0011	All types	FG	0011	002
Oats	0016	All types	FG	0016	002
Alfalfa	0027	n/a	FG, SD	0027	001
Sorghum, Forage	0050	ALU, CAN, SWT, SUD	FG, SD	0050	001
Sorghum, Dual Purpose	0052		FG	0030	001
Millett	0080	COM, DOP	FG, SD	0080	001
Barley	0091	All types	FG	0091	002
Rye	0094		FG	0094	002
Grass	0102	All types	FG, SD		
Clover	0265	All types	FG, SD		
Lespedeza	0273		FG, SD		
Mixed Forage	0296	ICG, IGS, LCG, LEG, LGG, LGM, LSG, MSG, NSG, OTP, SSG	FG, SD	0102	001
Birdsfoot/Trefoil	0355		FG, SD		
Vetch	0435	All types	FG, SD		
Forage Soybean/Sorghum	0125		FG	0125	001
Speltz	0131		FG	0131	001
Triticale	0158		FG	0158	002
Mixed Forage	0296	AGM, ASG, GMA	FG, SD	0296	001
Kochia (Prostrata)	2002		FG, SD	2002	001
Perennial Peanuts	9033		FG	9033	001

The Special Forage Screen will be displayed when a special forage crop is selected on the Crop Selection Screen.--*

# **B** Example Special Forage Screen

Following is an example of the Special Forage Screen for eligible forage crops.

Special Forage			
	2017 State: Mississippi County: Any ucer: Producer, Any 1		
37	17 Pay Crop/Type: ALFALFA/001 Planting Period: 01 ALFALFA, Forage (FG), Non-Irrig, Certified Organic e: 100.00% Coverage: 50/55		
Cho	ose which of the following applies:		
•	Scenario FG-1: All or some acres were harvested, abandoned, and/or destroyed; and all acres that were abandoned and/or destroyed were timely appraised and/or the RMA factor method was used after the first appraisal.		
0	Scenario FG-2: Some acres were harvested and some acres were abandoned or destroyed; and not all acres abandoned and/or destroyed were timely appraised and/or the RMA factor method was used after the first appraisal.  Must be recorded in SNAPP as Ineligible Planted Acres prior to recording this loss.		
0	Scenario FG-3: All acres were grazed; and no acres were timely appraised and/or the RMA factor method was used after the first appraisal.		
0	Scenario FG-4: All acres were grazed; and some but not all acres were timely appraised and/or the RMA factor method was used after the first appraisal.		
0	Scenario FG-5: All acres were grazed; and all acres were timely appraised and/or the RMA factor method was used after the first appraisal.		
0	Scenario FG-6: Some acres were harvested and some acres were grazed; and no grazed acres were timely appraised or the RMA factor method was used after the first appraisal.		
0	Scenario FG-7: Some acres were harvested and some acres were grazed; and all grazed acres were timely appraised and/or the RMA factor method was used after the first appraisal.		
0	Scenario FG-8: All or some acres were mechanically harvested as other than forage; and all acres mechanically harvested as other than forage were timely appraised before being harvested and/or the RMA factor method was used after the first appraisal.		
0	Scenario FG-9: Some acres were mechanically harvested as other than forage; and some but not all acres mechanically harvested as other than forage were timely appraised before being harvested or was the RMA factor method used after the first appraisal.  Must be recorded in SNAPP as Ineligible Planted Acres prior to recording this loss.		
0	Scenario FG-10: All acres were prevented planted. Crop combination has planted acres recorded in CARS.		
Sav	e & Continue Back NAP Main Menu		

# **B** Example Special Forage Screen (Continued)

Following is an example of the Special Forage Screen for eligible seed crops.

Sp	Special Forage				
Year: Prod	2017 State: Montana County: Big Horn ucer:				
	Pay Crop/Type: GRASS/001 Planting Period: 01  MIXED FORAGE, 2+ INTERSEEDED GRASS MIX (IGS), Seed (SD), Non-Irrig  100.00% Coverage: 50/55				
Choc	ose which of the following applies:				
0	Scenario SD-1: All or some acres were harvested and/or all or some acres were grazed; and all acres (including any prevented planted acres) meet the license, contract, and/or history requirement; and all grazed acres were timely appraised.				
0	Scenario SD-2: All acres were harvested; and no acres meet the license, contract, and/or history requirement.				
0	Scenario SD-3: All acres were harvested; and some but not all acres meet the license, contract, and/or history requirement.				
0	Scenario SD-4: All acres were grazed; and no acres were timely appraised or meet the license, contract, and/or history requirement.				
0	Scenario SD-5: All acres were grazed; and some but not all acres were timely appraised and/or meet the license, contract, and/or history requirement.				
0	Scenario SD-6: Some acres were harvested and some acres were grazed; and all harvested acres meet the license, contract, and/or history requirement; and no grazed acres were timely appraised.				
0	Scenario SD-7: Some acres were harvested and some acres were grazed; and not all harvested acres meet the license, contract, and/or history requirement; and all grazed acres were timely appraised and meet the license, contract, and/or history requirement.				
0	Scenario SD-8: Some acres were harvested and some acres were grazed; and all or some harvested acres meet the license, contract, and/or history requirement; and some but not all grazed acres were timely appraised and/or meet the license, contract, and/or history requirement.				
0	Scenario SD-9: All or some acres were harvested as other than seed, or abandoned, and/or destroyed; and all acres harvested as other than seed, or abandoned, and/or destroyed were timely appraised and meet the license, contract, and/or history requirement.				
•	Scenario SD-10: Some acres were harvested as other than seed, or abandoned, and/or destroyed; and not all acres harvested as other than seed, or abandoned, and/or destroyed were timely appraised or meet the license, contract, and/or history requirement.				
0	Scenario SD-11: All acres were prevented planted; and all acres meet the license, contract, and/or history requirement.  Crop combination has planted acres recorded in CARS.				
0	Scenario SD-12: All acres were prevented planted; and no acres meet the license, contract, and/or history requirement.  Crop combination has planted acres recorded in CARS.				
0	Scenario SD-13: All acres were prevented planted; and some but not all acres meet the license, contract, and/or history requirement.  Crop combination has planted acres recorded in CARS.				
Sav	e & Continue Back NAP Main Menu				

# C Field Descriptions and Actions

The following table provides the field descriptions and actions for the Special Forage Screen.

Scenario	Field/Button	Description
FG-1	All or some acres were harvested, abandoned, and/or destroyed; and all	Regardless of the coverage level elected, only a yield based loss is applicable.
	acres that were abandoned and/or	a year cases is appreciate.
	destroyed were timely appraised and/or	
	the RMA factor method was used after the first appraisal.	
FG-2	Some acres were harvested and some acres were abandoned or destroyed; and not all acres abandoned and/or destroyed were timely appraised and/or the RMA factor method was used after the first appraisal.	Regardless of the coverage level elected, only a yield based loss is applicable and ineligible planted acres and assigned unharvested production are required  Note: Acreage must be recorded in SNAPP
		as ineligible planted acres prior to recording this loss.
FG-3	All acres were grazed; and no acres were timely appraised and/or the RMA factor method was used after the first appraisal.	If basic coverage was elected, only a grazing loss is applicable.
		If buy-up coverage was elected, entry of loss data will not be permitted.
FG-4	All acres were grazed; and some but not all acres were timely appraised and/or the RMA factor method was used after	If basic coverage was elected, both a yield based and grazing loss are applicable.
	the first appraisal.	If buy-up coverage was elected, only a yield based loss is applicable, and ineligible planted acres and assigned unharvested production are required.
		<b>Note:</b> Acreage must be recorded in SNAPP as ineligible planted acres prior to recording this loss.
FG-5	All acres were grazed; and all acres were timely appraised and/or the RMA factor method was used after the first appraisal.	Regardless of the coverage level elected, only a yield based loss is applicable.
FG-6	Some acres were harvested and some acres were grazed; and no grazed acres were timely appraised or the RMA factor	If basic coverage was elected, both a yield based and grazing loss is applicable
	method was used after the first appraisal.	If buy-up coverage was elected, only a yield based loss is applicable, and ineligible planted acres and assigned unharvested production are required.
		Note: Acreage must be recorded in SNAPP as ineligible planted acres prior to recording this loss.

# C Field Descriptions and Actions, Continued

Scenario	Field/Button	Description
FG-7	Some acres were harvested and some	Regardless of the coverage level elected, only
	acres were grazed; and all grazed acres	a yield based loss is applicable.
	were timely appraised and/or the RMA	
	factor method was used after the first	
	appraisal.	
FG-8	All or some acres were mechanically	Regardless of the coverage level elected, only
	harvested as other than forage; and all	a yield based loss is applicable.
	acres mechanically harvested as other	
	than forage were timely appraised before	
	being harvested and/or the RMA factor	
	method was used after the first appraisal.	
FG-9	Some acres were mechanically harvested	Regardless of the coverage level elected, only
	as other than forage; and some but not all	a yield based loss is applicable and ineligible
	acres mechanically harvested as other	planted acres and assigned unharvested
	than forage were timely appraised before	production are required.
	being harvested or the RMA factor	
	method used after the first appraisal.	<b>Note:</b> Acreage must be recorded in SNAPP
		as ineligible planted acres prior to
		recording this loss.
FG-10	All acres were prevented planted.	Regardless of the coverage level elected, only
		a yield based loss is applicable.
SD-1	All or some acres were harvested and/or	Regardless of the coverage level elected, only
	all or some acres were grazed; and all	a yield based loss is applicable.
	acres (including any prevented planted	
	acres) meet the license, contract, and/or	
	history requirement; and all grazed acres	
an a	were timely appraised.	
SD-2	All acres were harvested; <b>and</b> no acres	Regardless of the coverage level elected, entry
	meet the license, contract, and/or history	of loss data will not be permitted.
CD C	requirement.	D 11 C 1 1 1 1 1
SD-3	All acres were harvested; <b>and</b> some but	Regardless of coverage level elected, only a
	not all acres meet the license, contract,	yield based loss is applicable. Ineligible
CD 4	and/or history requirement.	planted acres are required.
SD-4	All acres were grazed; <b>and</b> no acres were	If basic coverage was elected, only a
	timely appraised or meet the license,	grazing loss is applicable.
	contract, and/or history requirement.	TC1
		If buy-up coverage was elected, entry of
		loss data will not be permitted.

# C Field Descriptions and Actions (Continued)

Scenario	Field/Button	Description
SD-5	All acres were grazed; <b>and</b> some but not all acres were timely appraised and/or meet the license, contract, and/or history requirement.	<ul> <li>If basic coverage was elected, both a yield based and grazing loss is applicable.</li> <li>If buy-up coverage was elected, only a yield based loss is applicable, and ineligible planted acres and assigned unharvested production are required.</li> </ul>
		Note: Acreage must be recorded in SNAPP as ineligible planted acres prior to recording this loss.
SD-6	Some acres were harvested and some acres were grazed; <b>and</b> all harvested acres meet the license, contract, and/or history requirement; <b>and</b> no grazed acres were timely appraised.	<ul> <li>If basic coverage was elected, both a yield based and grazing loss is applicable</li> <li>If buy-up coverage was elected, only a yield based loss is applicable, and ineligible planted acres and assigned unharvested production are required.</li> </ul>
		Note: Acreage must be recorded in SNAPP as ineligible planted acres prior to recording this loss.
SD-7	Some acres were harvested and some acres were grazed; <b>and</b> not all harvested acres meet the license, contract, and/or history requirement; <b>and</b> all grazed acres were timely appraised and meet the license, contract, and/or history requirement.	Regardless of the coverage level elected, only a yield based loss is applicable and ineligible planted acres are required.  Note: Acreage must be recorded in SNAPP as ineligible planted acres prior to recording this loss.
SD-8	Some acres were harvested and some acres were grazed; <b>and</b> all or some harvested acres meet the license, contract, and/or history requirement; <b>and</b> some but not all grazed acres were timely appraised and/or meet the license, contract, and/or history requirement.	<ul> <li>If basic coverage was elected, both a yield based and grazing loss is applicable</li> <li>If buy-up coverage was elected, only a yield based loss is applicable, and ineligible planted acres and assigned unharvested production are required.</li> <li>Note: Acreage must be recorded in SNAPP as ineligible planted acres prior to recording this loss.</li> </ul>
SD-9	All or some acres were harvested as other than seed, or abandoned, and/or destroyed; and all acres harvested as other than seed, or abandoned, and/or destroyed were timely appraised and meet the license, contract, and/or history requirement.	Regardless of the coverage level elected, only a yield based loss is applicable.

# C Field Descriptions and Actions (Continued)

Scenario	Field/Button	Description
SD-10	Some acres were harvested as other than seed, or abandoned, and/or destroyed; and not all acres harvested as other than seed, or abandoned, and/or destroyed were timely appraised or meet the	Regardless of the coverage level elected, only a yield based loss is applicable and ineligible planted acres and assigned unharvested production are required.
	license, contract, and/or history requirement.	<b>Note:</b> Acreage must be recorded in SNAPP as ineligible planted acres prior to recording this loss.
SD-11	All acres were prevented planted; <b>and</b> all acres meet the license, contract, and/or history requirement.	Regardless of the coverage level elected, only a yield based loss is applicable.
SD-12	All acres were prevented planted; <b>and</b> no acres meet the license, contract, and/or history requirement.	Regardless of the coverage level elected, entry of loss data will not be permitted.
SD-13	All acres were prevented planted; <b>and</b> some but not all acres meet the license, contract, and/or history requirement.	Regardless of the coverage level elected, only a yield based loss is applicable and ineligible planted acres are required.  Note: Acreage must be recorded in SNAPP as ineligible planted acres prior to recording this loss.
	Save & Continue Back	See subparagraph D for additional information. The Crop Selection Screen (see paragraph 312), yield based Application for Payment Summary Screen (see paragraph 333), or grazing Application for Payment Summary Screen (see paragraph 387) will be displayed.
	NAP Main Menu	Main Menu will be displayed. See paragraph 42.

### **D** Action

The following table describes the result after 1 of the options on the Special Forage Screen is selected and "Continue" is clicked.

IF user selects scenario	THEN the Special Forage Acreage Screen, followed by the
FG-1	Appraisal or Report of Production Screen will be displayed. See paragraph 332.
FG-2	Appraisal or Report of Production Screen will be displayed. See paragraph 332.
FG-3	Grazing "AUD" Loss Calculations Screen will be displayed. See paragraph 385.
FG-4	Appraisal or Report of Production Screen will be displayed. See paragraph 332.
FG-5	Appraisal or Report of Production Screen will be displayed. See paragraph 332.
FG-6	Appraisal or Report of Production Screen will be displayed. See paragraph 332.
FG-7	Appraisal or Report of Production Screen will be displayed. See paragraph 332.
FG-8	Appraisal or Report of Production Screen will be displayed. See paragraph 332.
FG-9	Appraisal or Report of Production Screen will be displayed. See paragraph 332.
FG-10	Appraisal or Report of Production Screen will be displayed. See paragraph 332.
SD-1	Appraisal or Report of Production Screen will be displayed. See paragraph 332.
SD-2	
SD-3	Appraisal or Report of Production Screen will be displayed. See paragraph 332.
SD-4	Grazing "AUD" Loss Calculations Screen will be displayed. See paragraph 385.
SD-5	Appraisal or Report of Production Screen will be displayed. See paragraph 332.
SD-6	Appraisal or Report of Production Screen will be displayed. See paragraph 332.
SD-7	Appraisal or Report of Production Screen will be displayed. See paragraph 332.
SD-8	Appraisal or Report of Production Screen will be displayed. See paragraph 332.
SD-9	Appraisal or Report of Production Screen will be displayed. See paragraph 332.
SD-10	Appraisal or Report of Production Screen will be displayed. See paragraph 332.
SD-11	Appraisal or Report of Production Screen will be displayed. See paragraph 332.
SD-12	
SD-13	Appraisal or Report of Production Screen will be displayed. See paragraph 332.

**__***

### **403-415** (Reserved)

## *--Subsection 6 Application for Payment Reports

### 416 Reports

#### A Overview

Several standard reports are available to use as tools within the Application for Payment system. To access reports, CLICK "Reports" from the Main Menu.

### **B** Example Reports Screen

Following is an example of the Reports Screen.

Reports				
Year: 2017 State: Florida County: Dade, Monroe				
○ COC Approved Report				
○ COC Disapproved Report				
O Producer Signed But Not LA or FSA Representative Signed				
Not Producer Signed Report				
LA or FSA Representative Signed But Not COC Signed				
○ Canceled Report				
Notices of Loss with No Application Report				
○ Ineligible for Approval Report				
County Summary Report				
Start Date:				
End Date:				
Create Report NAP Main Menu				

# C Field Descriptions and Actions

The following table provides the field descriptions and actions for the Reports Screen.

Report/Field/Button	Action	Result		
COC Approved Report	Manual selection.	Report will be displayed identifying Applications for Payment that have been approved by COC.		
COC Disapproved	Manual selection.	Report will be displayed identifying Applications		
Report		for Payment that have been disapproved by COC.		
Producer Signed But	Manual selection.	Report will be displayed identifying Applications		
Not LA or FSA		for Payment that have been signed by the producer		
Representative Signed		but have not been signed by the LA or FSA		
		representative.		
Not Producer Signed	Manual selection.	Report will be displayed identifying Applications		
		for Payment that have been entered but have not		
T. A. T. T. G. A.	3.6 1 1	been signed by the producer.		
LA or FSA	Manual selection.	Report will be displayed identifying Applications		
Representative Signed		for Payment that have been signed by the LA or		
But Not COC Signed		FSA representative but have not been		
Cancalad Papart	Manual selection.	approved/disapproved by COC.  Report will be displayed identifying Applications		
Canceled Report	ivianuai selection.	for Payment that have been canceled.		
Notices of Loss with No	Manual selection.	Report will be displayed identifying Notices of		
Application Report	ivianual selection.	Loss that do not have an associated Application for		
rippineation report		Payment.		
Ineligible for Approval	Manual selection.	Report will be displayed identifying Applications		
Report		for Payment that are not eligible for approval.		
County Summary	Manual selection.	Report will be displayed with a summary, by pay		
Report		group, of the status of all Applications for Payment		
		in the county.		
Start Date	Manual entry.	Enter a start date to limit data displayed on any of		
		the reports.		
		N. A. C. A. L. A. A. L. L.		
End Date	Managalantus	Note: Start date is not required.		
End Date	Manual entry.	Enter an end date to limit data displayed on any of		
		the reports.		
		<b>Note:</b> End date is not required.		
Create Report	The selected report			
	will be displayed.			
NAP Main Menu	The Main Menu will			
	be displayed. See			
	paragraph 42.			

#### 417 Overview

#### **A NAP Payment Processing**

This section provides details on how various NAP program years are handled.

#### **B** 2012 and Prior NAP Payments

Automated payment processing for 2003 through 2012 NAP has been disabled. PECD authorization is required to issue these payments. County Offices shall follow instructions in Section 1 of this part for complete instructions on requesting authorization.

#### **C** 2013-2014 NAP Payments

2013 and 2014 NAP payments use the web-based NAP payment processing. These program years are authorized by the 2008 Farm Bill. 1-NAP (Rev. 1) covers policy for 2012-2014 NAP. The NAP payment process has been updated for the 2014 Farm Bill. These changes are not applicable to 2013-2014 NAP payments.

#### **D** 2015-2016 NAP Payments

2015 and 2016 NAP payments will not be issued using the automated NAP software. County Offices shall use the NAP Interim Payment Process to issue 2015 and 2016 NAP payments. County Offices shall follow instructions in Section 2 to issue 2015 and 2016 NAP payments.

#### E 2017 and Future NAP Payments

2017 NAP payments will be issued using the fully automated NAP Payment System. The payment system has been updated to include all new provisions provided by the 2018 Farm Bill.--*

#### 418 Payment Authorization Requests

#### A SharePoint Site

Automated payment processing for 2003 through 2012 NAP is disabled. PECD authorization is required to issue these payments through the OLP web-based application. To receive authorization to issue a 2003 through 2011 NAP payment, State Offices must submit a request through the PECD Payment Authorization SharePoint web site. The SharePoint web site will provide for:

- submitting documentation for the original request
- submitting additional documentation, when applicable
- tracking the status of the request
- obtaining a copy of the authorization or denial memorandum
- notifying the applicable National Office program specialist of the submitted request.

**Note:** Although the authorization or denial memo will be updated to the case documentation on the SharePoint web site by the applicable National Office Program Specialist, the official response will also be e-mailed to SED.

#### **B** SharePoint Web Site User Guide

A User Guide is available for the SharePoint web site. State Offices may access the User Guide by:

- accessing the SharePoint site at: https://sharepoint.fsa.usda.net/mgr/dafp/PECD/payment_auth/
- selecting "SharePoint User Guide" in the "Shared Documents" area.

Important: The SharePoint User Guide will provide instructions on using the site effectively, as well as what areas are to be updated and those areas meant for National Office use only. It is advised that all applicable State Office specialists review the SharePoint User Guide to ensure that the SharePoint site is being used as effectively as possible.--*

### **A** Required Documentation

The following table contains a list of information and documentation that **must** be submitted with 2003 through 2011 NAP payment authorization requests. The documentation shall be uploaded to the Payment Authorization SharePoint web site.

**Note:** Any documentation not available from the system should be completed manually. The producer's signature **must** be on any documentation that requires a signature.

Item	Description	Note
1	Explanation of why the payment was not made before the automated software was disabled.	
2	CCC-471	For cases involving a transfer of coverage, the following additional documentation shall be submitted:  • original CCC-471 for the transferor
		<ul><li>CCC-471 for the transferee</li><li>National Office approval letter.</li></ul>
3	CCC-576	Must be signed by the producer and contain an approval date by COC.
4	CCC-576E	If an automated CCC-576E is <b>not</b> available, item 6 <b>must</b> be submitted.
5	As applicable, 1 of the following:  • CCC-576A  • CCC-576B  • CCC-576C.	This item is only required if CCC-576E is not available for the requested payment amount.
6	CCC-452	

### A Required Documentation (Continued)

Item	Description	Not		
7	PPH for each:	The PPH is available on Common Payment Reporting System for 2011		
	• producer	and 2012 NAP payments only.		
	affected members of joint operations			
	combined producer			
	PPH for both transferor and transferee for cases involving a transfer of			
	coverage.			
	<b>Note:</b> The report <b>must</b> be submitted for all counties in which the producer and			
	combined producer have an interest.			
8	Subsidiary Print for each:			
	• producer			
	affected member of joint operations.			
9	NCT pages.			
10	Any documents, as applicable, about the			
	payment, such as:			
	COC and/or STC minutes			
	appeal determination			
	approved FSA-321.			
11	CCC-257, as applicable.			

#### **B** Contacts

State Office employees should contact the following employees if there are any questions about payment authorization:

- Lenior Simmons by e-mail to lenior.simmons@wdc.usda.gov
- Alison Groenwoldt by e-mail to alison.groenwoldt@wdc.usda.gov.--*

#### *--420 Handling 2003 Through 2012 Overpayments

#### **A** General Overpayment Provisions

The NAP overpayment menu options for crop years 2003 through 2012 have been disabled. If an overpayment is determined for a 2003 through 2012 NAP payment, County Offices must establish a receivable using NRRS. County Offices shall follow instructions in 64-FI to establish the receivable.

#### **B** Collecting Overpayments

County Offices shall take necessary action to collect overpayments **immediately** upon determining that a legitimate overpayment exists. Before an overpayment is established in NRRS, County Offices shall:

- verify the debt is actually owed to CCC
- correct the condition causing the overpayment if the overpayment is not legitimate.

#### C Handling Overpayments Less Than \$100

For overpayment amounts less than \$100, County Offices shall handle the overpayment according to 58-FI.

#### **D** When Program Interest Applies

A producer will be charged program interest if COC determines that the producer did either of the following:

- fraudulently represented any act affecting a determination
- knowingly adopted a scheme or device that tends to defeat the purposes of the program.

Program interest for ineligible producers shall be charged from the date of disbursement. The system will compute this interest.--*

#### **421-430** (Reserved)

•		

### 431 2015 and 2016 NAP Payment Processing

#### A Overview

2015 and 2016 NAP payments will **not** be issued using the automated NAP software. County Offices shall use the NAP Interim Payment Process to issue 2015 and 2016 NAP payments. The calculated payment amount is determined by using the Calculator Worksheets and is entered in the NAP Interim.

The NAP interim payment process will automatically determine:

- whether the producer is eligible to receive a payment
- the payment amount that can be sent to NPS for disbursement
- the overpayment amount that will be updated to the Pending Overpayment Report.

## **B** NAP Payment Calculator Worksheets

County Offices shall calculate 2015 and 2016 NAP payments using the NAP Payment Calculator Worksheets. Subparagraph 434 B provides instructions for accessing and saving the NAP Payment Calculator Worksheets. The worksheet data fields that require an entry are highlighted in yellow and the calculated and blank data fields are highlighted in gray. Complete the worksheets according to the following table.

IF completing worksheet	THEN follow instructions in
CCC-576A-EZ (Without HMP, CMP, or	1-NAP (Rev. 2), Exhibit 55.
DMP)	
CCC-576B (Graduated)	1-NAP (Rev. 2), Exhibit 54.
CCC-576B (Non-Graduated)	1-NAP (Rev. 2), Exhibit 54.
CCC-576C	1-NAP (Rev. 2), Exhibit 62.

**Note:** Payments that cannot be calculated on CCC-576A-EZ according to 1-NAP (Rev. 2), Exhibit 54 must be manually computed on CCC-576A (10-19-15).--*

### A Accessing the Main Menu

Access NAP interim payment software from the FSA Applications Intranet web site at http://fsaintranet.sc.egov.usda.gov/fsa/applications.asp by doing the following:

- under "Applications Directory", CLICK "G-O"
- CLICK "NAP Interim NAP Payment Process".

**Note:** Use Internet Explorer when accessing NAP interim payment software. The USDA eAuthentication Login Screen will be displayed. To log in, do either of the following:

- CLICK "Click Here to Log In With Your LincPass (PIV)"
- enter user ID and password and CLICK "Login".

The Select a Program Year Screen will be displayed. Select the applicable program year for the payment and CLICK "Continue". The Select an Administrative State/County Screen will be displayed. Select the applicable State and county to which the payment should be applied and CLICK "Continue". The SCIMS Search Page will be displayed. Select the applicable producer. The Add/Modify a Payment Screen will be displayed.

## B Add/Modify a Payment Screen

The following is an example of the Add/Modify a Payment Screen for a producer with **no** previously entered NAP payments.

Add/Modify a Payı	nene				
ear: 2016	Admi	n State: Arkansa	as	Admin Coun	ty: Bradley
roducer: ANY PRODU	CER				
2016 NAP				Original	
Pay Crop Pay Cro Unit Code Type	op Planting Period	Notice of Loss	Notice of Loss	Approval Date (mm/dd/vvvv)	Payment Amount
Unit Code Type	Period	Start Date	Apparent Date	(mm/dd/yyyy)	Amount
Unit:					
Pay Crop Code:				Select	~
Pay Crop Type:				Select	~
Planting Period:				Select	~
Notice of Loss Start Date:(mm/dd/yyyy)					
Notice of Loss Apparent Date:(mm/dd/yyyy)					
Hotice of Loss Appa	Add Commodity				

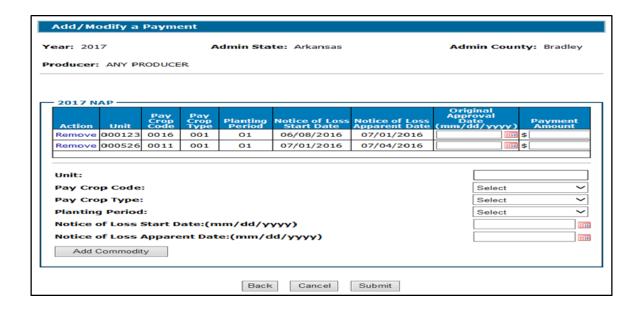
## *--432 Recording the Calculated Payment (Continued)

### B Add/Modify a Payment Screen (Continued)

The following is an example of the Record a Calculated Payment Screen for a producer with previously entered NAP payments.

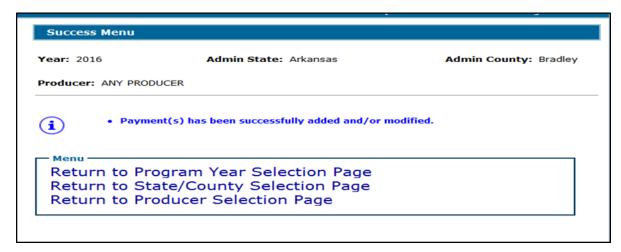
**Notes:** To delete a line item before it has been submitted, select "Remove" in the "Action" Field.

To delete a line item that has been submitted, zero out the payment amount.



#### C Success Page

The following is an example of the Success Menu that will be displayed after successfully adding/modifying a payment record.



## **D** Field Descriptions

The following table provides field descriptions and actions on the Add/Modify a Payment Screen.

**Note:** If changes need to be made to a payment line item (other than the original approval date or payment amount) after it has been added to the record, it must be deleted or removed and re-entered.

Field/Button	Description	Action
Year	Applicable year will be displayed.	
Admin State	The State selected on the Select an Administrative State/County Screen.	
Admin County	The county selected on the Select an Administrative State/County Screen.	
Producer	The producer selected from SCIMS.	
Action	Provides for the option of removing a line item that have not yet been submitted.	The "Remove" option will be displayed for line items that have not yet been submitted.  Note: If changes need to be made to a payment line item (other than the original approval date or payment amount) after it has been added to the record, it must be removed and re-entered.
Unit	The unit entered for the line item.	
Pay Crop Code	The pay crop code selected for the line item.	

# **D** Field Descriptions (Continued)

Field/Button	Description	Action
Pay Crop Type	The pay crop type selected for	
	the line item.	
Planting Period	The planting period selected	Total all carrying capacities to
	for the line item.	the planting period for the pay
		crop and type.
		<b>Example:</b> Carrying capacities
		21 and 31 would be
		totaled together and
		entered as planting
		period 01.
Notice of Loss Start	The Notice of Loss start date	•
Date	entered for the line item.	
Notice of Loss	The Notice of Loss apparent	
Apparent Date	date entered for the line item.	
Original Approval	Manual entry.	Enter the approval date from
Date (mm/dd/yyyy)		CCC-576, Section I, Item 52C.
		If CCC-576 was approved more
		than 1 time (because of a
		modification after initial
		approval), enter the first
		approval date.
		<b>Note:</b> Ensure the correct date is
		entered
		to calculate the proper
		sequestration rate.
Payment Amount	Manual entry.	Enter the calculated payment
		amount from CCC-576A,
		CCC-576B, or CCC-576C.
Unit	Manual entry.	Enter the unit number from
		CCC-576A, CCC-576B, or
		CCC-576C.

# *--432 Recording the Calculated Payment (Continued)

# **D** Field Descriptions (Continued)

Field/Button	Description	Action
Pay Crop Code	Manual selection.	Select the applicable pay crop
		code from CCC-576A,
		CCC-576B, or CCC-576C.
Pay Crop Type	Manual selection.	Select the applicable pay crop
		type from CCC-576A,
		CCC-576B, or CCC-576C.
Planting Period	Manual selection.	Select the applicable planting
		period from CCC-576A,
		CCC-576B, or CCC-576C.
Notice of Loss Start Date	Manual entry.	Enter the start date of the
(mm/dd/yyyy)		disaster event from CCC-576.
Notice of Loss Apparent	Manual entry.	Enter the loss apparent date of
Date (mm/dd/yyyy)		the disaster event from
		CCC-576.
Add Commodity	Payment line item data will	
	be added to the record.	
Submit	All payment line items will	
	be submitted for processing.	
	The Success Menu will be	
	displayed.	
Cancel	The process is canceled.	
	Any data entered that has	
	not been added to a line	
	item will be lost.	

*

## **E** Error Messages

The following error messages may be displayed when processing NAP interim payments.

Error Message	Description of Problem	Corrective Action
Payment data can	The user attempting to modify or	The NAP interim payment data
only be recorded by	delete the NAP interim payment	must be entered by the
the recording county	data is not an authorized user for	recording county.
for the producer.	the producer's designated	
	recording county.	
The amount	The amounts entered must be in	Correct the amounts recorded
recorded in each	whole dollars with no dollar	in each field ensuring that
field must be in	signs or commas.	only numeric data is entered
whole dollars.		without dollar signs or
		commas.

## F Reporting

NAP interim payments will be displayed on the NAP Payment Reports according to 9-CM.--*

## A Modifying a Payment

The impact of modifying previously processed payments is dependent on whether the original payment was sent to NPS and was certified or signed.

IF previously recorded payment amounts is modified AND previously	
recorded payment amounts were	THEN the
<b>not</b> sent to NPS because of a	system will trigger the payment to reprocess
nonpayment condition	the payment transaction.
sent to NPS and certified and signed	system will retrigger the payment to
	reprocess to determine whether the producer
	is overpaid or underpaid. A transaction will
	be sent to NPS or NRRS, as applicable.
sent to NPS but were not certified and/or	original amount in NPS will be canceled
signed	and the system will retrigger the payment to
	reprocess. The new payment amount will
	be listed in NPS for certification and
	signature, if all eligibility requirements are
	met.

## **B** Deleting a Payment

The impact of deleting a previously processed payment is dependent on whether the original payment was sent to NPS and was certified or signed.

IF previously recorded payment	
amounts are deleted AND previously	
recorded payment amounts were	THEN the
<b>not</b> sent to NPS because of a nonpayment	system will trigger the payment to reprocess
condition	the payment transaction.
sent to NPS and certified and signed	system will retrigger the payment to
	reprocess to determine whether the
	producer is overpaid or underpaid. A
	transaction will be sent to NPS or NRRS, as
	applicable.
sent to NPS but were not certified and/or	original amount in NPS will be canceled
signed	and the system will retrigger the payment to
	reprocess. The new payment amount will
	be listed in NPS for certification and
	signature, if all eligibility requirements are
	met.
<b>not</b> sent to NPS because of a nonpayment condition	payment amount will be deleted.
	system will retrigger the payment to
	reprocess to determine whether the
	producer is overpaid. A receivable may
	be created in NRRS if a portion of the
	original payment amount was certified
	and/or signed.

*

#### A Overview

NAP Payment Calculator Worksheets have been developed by the National Office and **must** be used by County Offices to manually calculate 2015 and 2016 NAP payments for:

- yield based crops without HMP, CMP or DMP
- value loss crops
- grazing crops.

**Note:** CCC-576A (10-19-15) will be a manual payment calculation for yield based crops with HMP, CMP or DMP

Separate NAP Payment Calculator Worksheets have been provided for:

- CCC-576A-EZ for yield based crops without HMP, DMP, or CMP
- CCC-576B for graduated price crops
- CCC-576B for non-graduated price crops
- CCC-576C for grazing crops.

### **B** Accessing and Saving Worksheets

The following table provides instructions for accessing and saving the NAP Payment Calculator Worksheets.

Step	Action
1	Access the DAFP Home Page at http://fsaintranet.sc.egov.usda.gov/dafp/.
2	CLICK "CCC-576A-EZ without HMP, CMP, or DMP, "CCC-576B
	(Graduated)", "CCC-576B (Non-Graduated)", or "CCC-576C". A "File
	Download" dialog box will be displayed for the applicable crop year.
3	CLICK "Open" in the "File Download' dialog box.
4	At the top of the screen, between the toolbar and the window, the following security warning will be displayed.
	! Security Warning Macros have been disabled. Enable Content
	CLICK "Enable Content".
	<b>Note:</b> This step needs to be performed <b>every time</b> the worksheet is opened.
	Warning: Do not attempt to permanently enable macros because this will make the calculator unusable and could potentially create a security breach.

## **B** Accessing and Saving Worksheets (Continued)

Step	Action
5	Save the document by doing the following:
	<ul> <li>CLICK "File", scroll down and CLICK "Save As"</li> <li>CLICK "Excel Macro Enabled Workbook"</li> <li>navigate to user's desktop</li> <li>CLICK "Save".</li> </ul>
	By following these steps, the document will be placed on the user's desktop with an icon. The document will be named "CCC-576A-EZ_without HMP, CMP, or DMP.xlsm", "CCC-576B_Graduated.xlsm", "CCC-576B_Non-Graduated.xlsm" or "CCC-576C.xlsm".

**Note:** The NAP payment calculator worksheets are for FSA internal use **only** and will **not** be distributed.

### C Creating Folders for NAP Payment Calculators Worksheets

The following table provides instructions for creating folders to enable saving NAP payment calculator worksheets.

**Important:** These instructions only need to be completed one time.

Step	Action
1	Do either of the following:
	on the desktop, DOUBLE CLICK "My Computer"  My Computer
	• at the bottom left corner of user's screen, RIGHT CLICK "Start"
	and CLICK "Explore".
2	DOUBLE CLICK "(S:)" drive.
3	DOUBLE CLICK "Service_Center" folder.
4	DOUBLE CLICK "FSA" folder.
5	CLICK "Make a new Folder". If this option is not available, right click in the
	blank white area within the folder window, CLICK "New", and then CLICK
	"New Folder".

### *--434 NAP Payment Calculator Worksheets (Continued)

## C Creating Folders for NAP Payment Calculator Worksheets (Continued)

Step	Action
6	A new folder will be placed in the "S:\Service_Center\FSA" folder, with the
	default name "New Folder".
7	The new folder <b>must</b> be renamed. RIGHT CLICK, "New Folder" and
	CLICK "Rename".
8	Rename the folder as "201X_CCC-576A-EZ_Worksheets", "201X_CCC-
	576B_Worksheets", "201X_CCC-576C_Worksheets".
	Note: 201X is 2015 or 2016 as applicable.

Note: Creating the new "2015_CCC-576A_Worksheets", "2015_CCC-576B_ Worksheets", "2015_CCC-576C_Worksheets" folder(s) only needs to be done one time at each Service Center for each crop year. All CCC-576A, CCC-576B, CCC-576C worksheets for a crop year can be saved to this location, as applicable. Each folder will need to be created for the specific worksheet (that is CCC-576A-EZ, CCC-576B, and CCC-576C).--*

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## **D** Saving NAP Payment Calculator Worksheets

The following table provides instructions for saving NAP Payment Calculator Worksheets.

Step	Action			
1	CLICK "File", scroll down and CLICK "Save As". CLICK "Excel Macro Enabled Workbook".			
2	Navigate to "S:\Service Center\FSA\201X_CCC-576A-EZ_Worksheets", "201X_CCC-576B_Worksheets", or "201X_CCC-576C_Worksheets". 2015 or 2016 as applicable.			
	<b>Note:</b> State Offices may create a subfolder if preferred, but the subfolder <b>must</b> be located within <b>S:\Service Center\FSA</b> \.			
	In the "File name:" block, enter the file name as, "NAP_201X_{County name}_{State abbr}_{Producer name}_{Unit number}_{#of#}".			
	Notes: "{County name}" is the name of the county where the unit is physically located.			
	"{State abbr}" is the 2-alpha State abbreviation, such as "MD" for Maryland, where the unit is physically located.			
	"{Producer name}" is the name of the producer for which the worksheet is being completed.			
	"{Unit number}" is the unit number for which the worksheet is being completed.			
	"{#of#}" is the worksheet number out of the total number of worksheets completed for a specific producer and unit within a State and county.			

## 435-444 (Reserved)

·		

## 445 Payment Processing

## **A** Computing Payments

The automated payment process is an integrated process that reads a wide range of files to:

- determine whether a payment should be issued
- calculate the amount that should be issued.

The following describes the system processing sequence to calculate a NAP payment for producers through the payment process.

Step	Action Performed by the System
1	Reads the Application for Payment file to ensure that COC has approved the producer's application for payment.
2	Reads the crop table to determine the payment rate, unharvested and prevented planted payment factors, carrying capacity, and grazing period days, if applicable, for each crop and crop type for the selected producer.
3	Calculates the loss amount for each unit, crop and crop type for the selected producer. The loss amounts are "totaled" for the crop by the payment grouping. Rounds the result to whole dollars. The following forms can be used to verify gross payment amounts:  • CCC-576B according to 1-NAP (Rev. 2), Exhibit 54  • CCC-576A-EZ according to 1-NAP (Rev. 2), Exhibit 55
	<ul> <li>CCC-576A according to 1-NAP (Rev. 2), Exhibit 56 for NAP Yield Based Crops with Multiple Markets and/or Multiple Final Uses</li> <li>CCC-576A-A.</li> </ul>
4	For payment entities, determines the following from the entity file:
•	<ul> <li>members</li> <li>each member's actual share by reading the entity file.</li> </ul>
5	Reads the eligibility file and the gross revenue ineligibility file for the selected producer and members of payment entities, if applicable, to determine whether the producer or member is eligible for payment.
	<b>Note:</b> See 1-NAP (Rev 2), subparagraph 700 I for eligibility conditions applicable to NAP.

# **A** Computing Payments (Continued)

Step	Action Performed by the System					
6	Reads	Reads the following:				
	GCD to C					
		<ul><li>SCIMS for name and address</li><li>Eligibility System</li></ul>				
		tity and joint operation file in recording county				
		mbined producer information.				
7	Step	Action				
	1	Determines the net payment amount for each crop, by multiplying the following:				
		<ul> <li>calculated payment amount, determined in step 3, times</li> <li>member share, if applicable.</li> </ul>				
		Rounds the result to whole dollars.				
		<b>Note:</b> At this level, crop is defined by the crop, crop type, planting period, intended use, and practice.				
	2	Totals the net payment amounts for all crop types with the same payment grouping (pay crop code, pay type code, and planting period), by completing the following:				
		adds positive calculated payment amounts				
		subtracts negative calculated payment amounts.				
8		Reads the payment limitation file to determine the effective payment limitation for multi-county producers and members of combinations.				
9		Determines prior payments issued to the producer or member. If the producer or member received payments, the prior payments are accumulated first by crop type and then by payment grouping.				
10		Computes the total payment to be issued to the producer by subtracting prior payments issued from earned payment amounts determined in step 7.				
		If the earned payment amounts determined in step 7 are greater than prior				
		payments issued, the system will determine whether the producer or member can be paid because of payment limitation. If the producer has not reached				
		payment limitation, the earned payment amounts can be issued to the				
		producer or member up to the effective payment limitation.				
11		Accumulates the earned payment amounts computed in step 10 and sends 1 total payment amount to the accounting system.				

## **B** Triggering Payments

Payment will be triggered through events that occur throughout the system. As a result, processing will be behind the scenes. Calculations and determinations will occur during the evening and nighttime hours without user intervention.

Trigger Type	Description
Initial	Upon release of the web-based payment software, a process will
	automatically run to determine all 2011 and subsequent crop year
	CCC-576's that are approved for payment. This will initiate the process
	described in subparagraph A and does <b>not</b> require any County Office user
	interaction.
	Payments will be sent to NPS for certification and signature.  Overrows and will be sent to NPPS.
- ·	Overpayment will be sent to NRRS.
Primary	Once the initial payments are triggered, subsequent payments will be
	initiated when County Office users approve CCC-576. Entering COC
	approval date initiates the payment process for the selected CCC-576's.
	<b>Note:</b> Changes to CCC-576 that result in an approval date being
	reentered will trigger a payment that may result in an additional payment or receivable being established.
Cacandami	Payments that cannot be issued during any payment process are sent to the
Secondary	
	Nonpayment Register. If a condition causing the producer to be on the
	Nonpayment Register is corrected, the payment will be triggered to
	reprocess to determine whether the payment can be issued.
Tertiary	The payment system will periodically recalculate all payments.

__*

### *--446 Canceling Payments

### **A Payment Cancellation**

After payment processing has been completed, County Offices shall review the NPS Payment Worklist to ensure that the correct payments have been generated. The user should complete the following if an error is determined:

- payment should not be signed in NPS
- take action to "Hold for Cancel by Program" in NPS according to 1-FI
- condition causing the incorrect payment should be corrected.

#### **B** User Intervention

User intervention is not allowed for the cancellation process. If the condition causing the incorrect payment is corrected, the system will automatically cancel the unsigned payment and recalculate the payment amount owed.

If the payment amount is determined to be incorrect and the payment has been signed in NPS, the payment can no longer be canceled. The producer will be underpaid or overpaid after the condition causing the incorrect payment has been corrected.--*

## A Web-Based Common Payment Reports

Web-based NAP payment reports are provided through the Common Payment Report Process. The following reports are available through the Common Payment Report Menu:

- Nonpayment/Reduction Report
- Payment History Report
- Submitted Payment Report
- Submitted Overpayment Report
- Pending Overpayment Report
- Insufficient Funds Report
- ECPR.

## **B** Accessing the Web-Based Common Payment Reports

9-CM contains complete information on all the common reports.--*

#### A Details on the Web-Based CCC-576E

CCC-576E is a computer-generated document that lists all the calculated payment amounts for a producer based on the data currently loaded in the NAP Application for Payment file.

CCC-576E:

- summarizes the payment data, by payment crop groupings
- calculates a projected payment the producer may be eligible to receive.

Reminder:

Crops are grouped for payment purposes by unit, payment crop code, payment crop type, and planting period. All matching payment crop codes, payment type codes, and planting periods are considered 1 crop for payment purposes. County Offices shall review NCT to determine which crops are grouped together.

#### B What Is Not on CCC-576E

CCC-576E does not interface to any of the following:

- subsidiary file to determine producer eligibility
- entity file to determine member information
- payment limitation file.

## C Distributing CCC-576E's

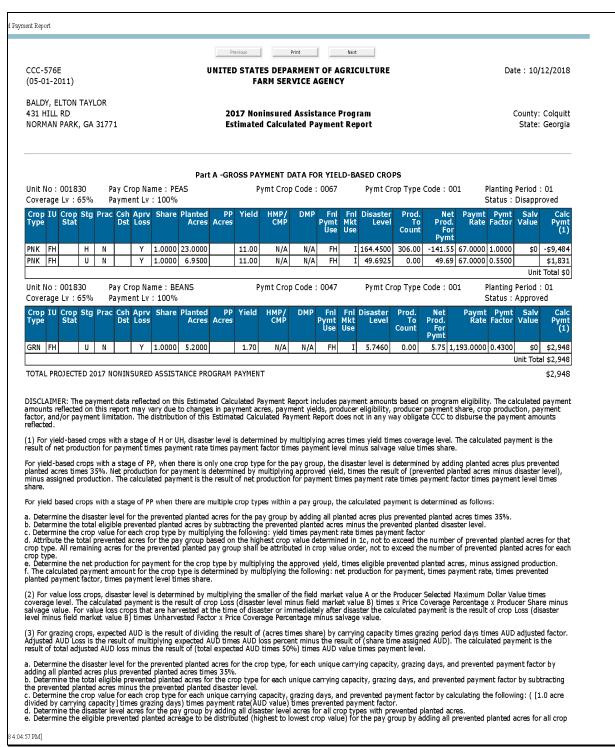
CCC-576E has been developed to give producers a projection of the potential payment they may be eligible to receive.

County Offices shall ensure that all producers applying for NAP benefits receive CCC-576E.--*

#### *--448 CCC-576E, NAP Estimated Calculated Payment Report (Continued)

### D Example of CCC-576E

The following is an example of a system-generated CCC-576E.



# D Example of CCC-576E (Continued)

Noninsured Assistance Program(NAP) - Payments - Estimated Calculate	of Payment Report		
	types within the pay group and subtracting the disaster level acres for the pay group.  1. Attribute the total eligible prevented acres for the pay group based on the highest crop value determined in 3c, not to exceed the number of eligible prevented.  2. Attribute the total eligible prevented acres for the pay group based on the highest crop value of the pay group shall be attributed in crop value order (highest to lowest) prevented planted line items with approved notice of loss, not to exceed the number of prevented planted acres for that crop type.  3. Determine the net production for payment for the applicable crop type in 3f by calculating: AUDs ([eligible prevented planted acres in 3f divided by carrying capacity) times granging days   minus assigned AUDs times share.  3. The calculated payment amount for the applicable crop type in 3f is determined by multiplying the following: net production for payment for the applicable crop type in 3g, immed a AUD value, times prevented planted apyment factor, times payment level.		
	NOTE: If a calculated payment equals zero, this is the result of either the crop type not having an approved Notice of Loss on file and a loss is present for the crop type or it is the actual payment calculation.		
	Principal Print Next		
nttps://intranet-apps.fsa.usda.gov/nap/payments/ecprReport.do[10/12/20]	184/04/57 PMI		

#### E Information on CCC-576E

CCC-576E contains information for all crop losses for the selected producer, including the following:

• detail payment calculation by crop, crop type, and intended use

**Note:** The crop listed on CCC-576E is the pay crop name, not the crop name.

- calculated NAP payment amount unit totals by payment groupings as defined by the crop table
- total projected amount.

CCC-576E is organized and contains data according to the following:

- Part A yield-based crops, excluding crops with an intended use of RS or SE
- Part B value loss crops, excluding ginseng, floriculture, and crops with an intended use of RS or SE
- Part C grazing crops
- Part D ginseng crop losses
- Part E floriculture crop losses
- Part F apple losses
- Part G apricot losses
- Part H asparagus losses
- Part I chia losses
- Part J chicory losses.--*

## E Information on CCC-576E (Continued)

- Part K gailon losses
- Part L greens losses
- Part M peach losses
- Part N pear losses
- Part O plumcot losses
- Part P plum losses
- Part Q prune losses
- Part R rambutan losses
- Part S rhubarb losses
- Part T strawberry losses
- Part U tangerine losses
- Part V tomato losses
- Part W yu cha losses
- Part X beet losses
- Part Y onion losses
- Part Z pepper losses
- Part AA broccolo-caluo losses
- Part BB galango losses
- Part CC broccoli losses
- Part DD cabbage losses
- Part EE sweet potato losses.--*

### F CCC-576A Field Descriptions

Part A

If a producer does not have crop data for at least 1 crop for a particular part, the message, "An application has not been filed for this type of crop." will be printed in the applicable part of CCC-576E.

The following table describes information printed on CCC-576E.

file and will print in Part A with the following 3 exceptions:

Field	Description		
Producer Name,	Producer name, mailing address, 4-digit ID number, and ID type.		
Address, and ID	Address, and ID   CCC-576E's are producer specific; therefore, only one CCC-576E v		
Number	be generated for each producer.		
Part A - Gross Payment Data for Yield-Based Crops			

Part A contains data for all yield based crops loaded in the NAP Application for Payment

• if the crop is ginseng or floriculture, or starting in 2003, is a crop group with an intended use of "RS" or "SE", the yield-based data, if present, prints in CCC-576E, Parts D through Z and AA through EE, as applicable, with all data and headings for

**Note:** See this subparagraph for CCC-576E organization for a list of applicable parts on the report.

- if the yield-based crop also has a grazing record present for the pay group, the yield-based data prints in CCC-576E, Part C, with all the data and headings for Part A
- if the yield-based crop had an intended use of "FG" or "SD" and part or all of the acres had a final use of "GZ", the yield-based data, if present, prints in CCC-576E, Part C, with all the data and headings for Part A.

The following information is printed for each crop record on the Application for Payment.			
Payment Level	The payment level of 55 percent.		
Pay Crop Name	Pay crop name for the crop.		
Pay Crop	Pay crop from the crop table for the specified crop, crop type, and		
	intended use for the crop on which the application for payment was		
Pay Type	Pay type from the crop table for the specified crop, crop type, and		
	intended use for the crop on which the application for payment was		
Planting Period	Applicable planting period for the specified crop.		
Unit Number	Unit number for the producer and crop.		
Crop Type	Crop type name or abbreviation.		
Fnl Use	Intended or final use for the crop, as applicable.		

Field	Description
Stage	Indicates whether the crop record is for:
	• harvested acreage (H)
	• unharvested acreage (UH)
	• prevented planted acres (PP).
Practice	Practice for the specified crop type and intended use.
	"I" for irrigated acreage
	• "N" for nonirrigated acreage.
	<b>Note:</b> A separate line entry will be present if the producer has both irrigated and nonirrigated acres.
Aprv Loss	Indicates whether an approved Notice of Loss is on file. This field is used to determine whether a resulting payment calculation will or will not be included in the payment calculation for the unit.
	• "Y" indicates the approved Notice of Loss is on file.
	A blank indicates an approved Notice of Loss is not on file.
	<b>Note:</b> See subparagraph B for information about the approved Notice of Loss flag and how it affects the calculated payment.
Share	Producer's share for the specified crop and crop type.
Planted Acres	For harvested and unharvested planted acreage, as applicable, for the crop,
	crop type, and final use.
PP Acres	Prevented planted acreage for the crop, crop type, and intended use.
Yield	Producer's approved yield, irrigated or nonirrigated as applicable, for the
	crop, crop type, and intended use.

Field	Description			
Disaster Level	Calculated disaster level for the producer, crop, crop type, and intended			
	use.	use.		
	Calcula	ntion for harvested and unharvested crop stages.		
	Step	Calculation		
	1	Calculated acreage attributable to the producer is the result of		
		multiplying:		
		• acres, times		
		producer share.		
	2	Calculated disaster level for the producer is the result of		
		multiplying:		
		• result of step 1, times		
		approved yield, times		
		• disaster level percent of 50 percent.		
	2002 and future years calculation for prevented planted crop stage.			
	<b>Step</b> Calculation			
	1	Calculated disaster level is the result of:		
		• total acres for the pay group, plus		
		• prevented planted acres for the crop and crop type, times		
		• 35 percent.		

**Note:** Disaster level does not apply to a 2001 crop and crop type with a prevented planted crop stage.—*

Field		Description		
Net Production		for "harvested" (H) and "unharvested" (UH) for the		
	specified crop, crop type, and intended use is determined according to the following.			
	to the following	THEN the producer's net production is the		
	IF COC has	result of		
	adjusted the	COC-adjusted production for the unit,		
	producer's	multiplied times		
	actual			
	production	producer share in the unit.		
	assigned production	COC-assigned production for the unit, plus		
		actual production for the unit, minus		
		• production not to count, multiplied times		
		producer share in the unit.		
	not adjusted or	actual production for the unit, minus		
	assigned	• production not to count, multiplied times		
	production	• producer share in the unit.		
		for "prevented planted" (PP) for the specified crop, ntended use is determined according to the		
	• planted acre	age, multiplied times		
	approved yie multiplied ti	eld for the crop, crop type, and intended use, mes		
	• producer sha	are for the unit, minus		
	<ul> <li>assigned pro</li> </ul>	duction.		

Field	Descriptio			
Net Production	Net production for payment for "harvested" (H) and "unharvested"			
for Payment	(UH) crop, crop type, and final use is determined according to the			
	following:			
	disaster level, minus			
	• For 2001, net production for payment for "prevented planted" (PP) for the specified crop, crop type, and intended use will be the same value as "Net Production".			
	• For 2002 and future years, net production for payment for PP crop and crop type is determined according to the following:			
	• share, times			
	applicable yield, times			
	• the result of:			
	PP acres, minus			
	• disaster level, minus			
	<ul> <li>assigned production, if applicable.</li> </ul>			
Payment Rate	Payment rate from the crop table for the specified crop code, crop			
	type, intended or final use, as applicable, and planting period.			
Payment Factor	Applicable payment factor from the crop table for harvested,			
	unharvested, and prevented planted crops.			
	<b>Note:</b> The payment factor is 1.0000 if the crop stage is unharvested and the producer's net production is greater than the disaster level.			

Fie	Description
Salvage Value	Salvage value attributable to the producer is determined by multiplying the following:
	<ul> <li>total salvage value for the unit for the crop and crop type, times</li> <li>producer share in the unit.</li> </ul>
Calculated Payment	Calculated payment for "harvested" (H) and "unharvested" (UH) crop, crop type, and intended use is determined according to the following:
	net production for payment, multiplied times
	<ul><li>payment rate, multiplied times</li><li>payment factor, multiplied times</li></ul>
	<ul> <li>payment level, minus</li> </ul>
	<ul><li>salvage value.</li></ul>
	Sarrage value.
	<b>Note:</b> If the approved loss field is blank, this indicates the Notice of Loss is not on file or not in an approved status. If the calculated payment resulted in a positive amount, the calculated payment equals zero.
	Calculated payment for the harvest stage of "prevented planted" "PP" for the specified crop, crop type, and intended use is determined by multiplying the following:
	net production for payment, times
	<ul><li>payment rate, times</li><li>payment factor, times</li></ul>
	<ul><li>payment factor, times</li><li>payment level.</li></ul>
	<b>Note:</b> If the approved loss field is blank, this indicates the Notice of Loss is not on file or not in an approved status. If the calculated payment resulted in a positive amount, the calculated payment equals zero.

Field	Descriptio		
Part B - Gross Payment Data for Value Loss Crops			
Part B contains da	ta for all application records for value loss, except ginseng and		
floriculture and th	floriculture and those crops included in this subparagraph for CCC-576E organization, that		
	in the NAP Application for Payment file. The following information is		
printed for each cr	printed for each crop record on the crop table.		
Pay Crop Name	Pay crop name for the crop.		
Pay Crop	Pay crop from the crop table for the specified crop, crop type, and		
	intended use for the crop on which the application for payment was filed.		
Pay Type	Pay type from the crop table for the specified crop, crop type, and		
ray Type	intended use for the crop on which the application for payment was		
	filed.		
Planting Period	The applicable planting period for the specified crop.		
Unit Number	Unit number for the producer and crop.		
Crop Type	Crop type name or abbreviation.		
Int Use	Intended or final use for the crop.		
Aprv Loss	Indicates whether an approved Notice of Loss is on file.		
	• "Y" indicates the approved Notice of Loss is on file		
	• A blank indicates an approved Notice of Loss is <b>not</b> on file.		
	<b>Note:</b> See subparagraph B for information about the approved Notice		
	of Loss flag and how it affects the calculated payment.		
Share	Producer's share in the crop and crop type.		
Field Market	Field Market Value A.		
Value A			
Disaster Level	Calculated disaster level is determined by multiplying the following:		
	Field Market Value A, times		
	• disaster level percent of 50 percent.		
Inventory After	Dollar Value of Inventory After Disaster for the specified crop and		
Disaster	crop type.		
Ineligible Cause	Dollar Value of Ineligible Causes of Loss.		
of Loss			
Field Market	Field Market Value B.		
Value B			

Field	Description		
Calculated	Determining the calculated dollar loss for the producer, crop, and		
Dollar Loss	crop type is a 2-step process.		
	Step	<b>Step</b> Calculation	
	1	Computed disaster level, minus	
		Field Market Value B.	
	2	• Calculated crop loss determined in step 1, multiplied times	
		• producer's share in the unit.	
Payment Factor	Appro	oved unharvested payment factor from the crop table for the	
	specif	ried crop and crop type.	
Payment Level	The p	ayment level of 55 percent.	
Salvage Value	Salva	ge value for the specified crop and crop type is determined	
	by mu	ultiplying the following:	
	• total salvage for the unit, times		
		producer share in the unit.	
Calculated	Calculated payment is determined according to the following:		
Payment			
	calculated dollar loss, multiplied times		
	unharvested payment factor, multiplied times		
	• payment level, minus		
	salvage value.		
	-		
	<b>Note:</b> If the "Aprv Loss" field is blank, the Notice of Loss is not on		
		file or not in an approved status. If the calculated payment	
		resulted in a positive amount, the calculated payment equals	
		zero.	

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Field	Description		
	Part C - Gross Payment Data for Grazing Crops		

Part C contains data for all application records for grazing crops that have been loaded in the NAP Application for Payment file. There will be 2 instances where yield-based crop data will print in Part C and the amounts are totaled to determine the loss for the unit after the applicable calculation has been completed for each part. If the:

- grazing crop also has a yield-based crop present for the same pay group, the yield based data prints in CCC-576E, Part C, with all the data and headings for Part A
- yield-based crop had an intended use of "FG" or "SD" and part or all of the acres had
- an actual use of "GZ", the yield based data, if present, prints in CCC-576E, Part C,
- with all the data and headings for Part A.

Pay Crop Name	Pay crop name for the crop.		
Payment Level	The payment level of 55 percent.		
Pay Crop	Pay crop from the crop table for the specified crop, crop type, and		
	intended use for the crop on which the application for payment was		
Pay Type	Pay type from the crop table for the specified crop, crop type, and		
	intended use for the crop on which the application for payment was		
Planting Period	The applicable planting period for the specified crop.		
AUD Value	The current AUD value is shown in subparagraph 503 C.		
Unit Number	Unit number for the producer and crop.		
Crop Type	Crop type name or abbreviation.		
Practice	Practice for the specified crop type and intended use.		
	"I" for irrigated acreage		
	"N" for nonirrigated acreage.		
	<b>Note:</b> A separate line entry will be present if the producer has both		
	irrigated and nonirrigated acres.		

Field	Description			
Aprv Loss	Indicates whether an approved Notice of Loss is on file.			
		"Y" indicates the approved Notice of Loss is on file.		
	• Blan	nk indicates an approved Notice of Loss is <b>not</b> on file.		
		See subparagraph B for information about the approved Notice of Loss flag and how it affects the calculated payment.		
Share	Produc	er's share for the specified crop and crop type.		
Acres	Planted	acreage for the specified crop and crop type.		
Carrying Capacity	The applicable carrying capacity from the crop table for the specified crop code and crop type.			
		<b>Note:</b> Carrying capacity is determined by the planting period for the crop pay group. See paragraph 107.5 for information about planting periods and carrying capacities.		
Animal Unit	Determining the calculated animal unit for the crop and crop type is a 2-step process.			
	Step	<u> </u>		
	1	Calculated acreage attributable to the producer is the result of multiplying the following:  • acres, times		
	• producer share in the unit.			
	Calculated animal unit for the producer is the result of dividing following:			
		<ul><li>result of step 1, by</li><li>carrying capacity.</li></ul>		
Grazing Days	The applicable grazing days from the crop table for the specified crop code and crop type.			

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Fie	Description		
AUD	AUD is determined by multiplying the following:		
	• animal unit, times		
	grazing days.		
AUD Adj Factor	AUD adjusted factor.		
AUD Adjst	AUD adjusted is determined by multiplying the following:		
	• AUD, times		
	AUD adj factor.		
Expected AUD	Expected AUD is determined by adding the following:		
	ATTD 1		
	• AUD, plus		
	AUD adjst.		
	Note: The payment calculation stone at expected ALID if the approved		
	<b>Note:</b> The payment calculation stops at expected AUD if the approved "Notice of Loss" field is blank. All remaining fields will be		
	displayed as zero.		
AUD Loss Factor	1 (		
AUD Loss	AUD loss is determined by multiplying the following:		
2000	110D 1000 is determined by manapiying the following.		
	• expected AUD, times		
	AUD loss factor.		
Assign AUD	Assigned AUD.		
Prd Shr Asn	Producer share assigned AUD is determined by multiplying the		
AUD	following:		
	• assigned AUD, times		
	• producer share in the unit.		
Adj AUD Loss	Adjusted AUD loss is determined by subtracting the following:		
	AUD loss, minus		
	producer share assigned AUD.		
Total Exp. AUD	Total expected AUD is determined by adding all values for expected		
m 1 + 1:	AUD.		
Total Adj.	Total adjusted AUD Loss is determined by adding all values for		
AUD Loss	adjusted AUD loss.		

UD covered by NAP is determined by multiplying the following:	
• total expected AUD, times	
disaster level percent of 50 percent.	
et AUD for payment is determined by subtracting the following:	
total adjusted AUD loss, minus	
AUD covered by NAP.	
UD producer payment is determined by multiplying the	
llowing:	
net AUD for payment, times	
AUD value, times	
payment level.	
[	

### Part D - Gross Payment Data for Ginseng Crops

Part D contains data for all application records for ginseng crops that have been loaded in the NAP Application for Payment file. Ginseng losses are calculated as either yield-based or value loss. However, the amounts are totaled to determine the loss for the unit after the applicable calculation has been completed.

See Part A or Part B, as applicable, for a description of the information printed for each crop record on the NAP Application for Payment file.

### Part E - Gross Payment Data for Floriculture Crops

Part E contains data for all application records for floriculture crops that have been loaded in the NAP Application for Payment file. Floriculture losses are calculated as either

yield-based or value loss. However, the amounts are totaled to determine the loss for the unit after the applicable calculation has been completed.

See Part A or Part B, as applicable, for a description of the information printed for

### Part F - Total Projected NAP Payment

### Part F contains:

- calculated projected payment for the producers based on the calculated payment for each unit for the producer
- description of how each type of payment is calculated
- disclaimer information.

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## Reports, Forms, Abbreviations, and Redelegations of Authority

## Reports

None.

## **Forms**

This table lists all forms referenced in this handbook.

		Display	
Number	Title	Reference	Reference
CCC-257	Schedule of Deposit		419
CCC-452	NAP Production and Yield Report		42, 174, 178,
			180, 181, 183,
			419
CCC-471	Non-Insured Crop Disaster Assistance Program		419
	(NAP) Application for Coverage with Buy-Up		
	Option (2015 and Subsequent Crop Years)		
CCC-471-SOC	Summary of Coverage long form		108
CCC-471-	Summary of Coverage short form		108
SOC-EZ			
CCC-575	Noninsured Crop Disaster Assistance Program		42, Part 8
	(NAP) Record of Historical Marketing Percentage		Section 9
	(HMP), Contract Marketing Percentage (CMP),		
	and Direct Marketing Percentage (DMP)		
	(2015 and Subsequent Years)		
CCC-576	Notice of Loss and Application for Payment		419, Part 3,
	Noninsured Crop Disaster Assistance Program for		Part 4
	2013 and Subsequent Years		
CCC-576A	Noninsured Crop Disaster Assistance Program		Part 4
	Payment Calculation Worksheet for Multiple		
	Crops Types with Prevented Planted Acres		
CCC-576A-EZ	2015 and Future Years Noninsured Crop Disaster		431, 434, 445
	Assistance Program Manual Payment Calculation		
	Worksheet Yield Based Crops Without HMP,		
	CMP, or DMP		
CCC-576B	Notice of Loss and Application for Payment for		431, 434, 445
	Graduated and Non-Graduated Price Crops		

## Forms (Continued)

Number	Title	Display Reference	Reference
		Keierence	
CCC-576C	2001 and Future Years Noninsured Crop Disaster		419, 431, 432,
	Assistance Program Payment Calculation		434,
	Worksheet (Grazing Crops)		
CCC-576E	Noninsured Crop Disaster Assistance Program		Text
	(NAP) Estimated Calculated Payment Report		
CCC-576-1	Appraisal/Production Report Noninsured Crop		332, 333, 352,
	Disaster Program		367, 387
CCC-860	Socially Disadvantage, Limited Resource and		61, 87
	Beginning Farmer or Rancher Certification		
FSA-13-A	Data Security Access Authorization Form		10
FSA-321	Finality Rule and Equitable Relief		419
FSA-578	Report of Acreage		80, 136, 150,
			174, 233, 108

## **Abbreviations Not Listed in 1-CM**

The following abbreviations are not listed in 1-CM.

Approved Abbreviation	Term	Reference
AUD	Animal Unit Day	14, 16, 20, 108, 428
CARS	Crop Acreage Reporting System	Text
CEY	County Expected Yield	61
CMP	Contract Marketing Percentage	Text
CRM	Customer Relationship Management	11, 20
CVS	Crop Validation System	11
DMP	Direct Marketing Percentage	Text
HMP	Historical Marketing Percentage	Text
PIV	Personal Identity Verification	10, 40, 432
RMO	Receivable Management Office	99
SNAPP	Supplemental NAP Process	Text

## **Redelegations of Authority**

None.

## **Menu and Screen Index**

The following menus and screens are displayed in this handbook.

Menu or Screen	Title	Reference
	Add Crop Not on Acreage Report Screen	84
	Application Fee Screen	87, 98, 99
	Application for Coverage Summary Screen	88, 96
	Application for Payment Summary Screen	333, 352, 367, 387
	Appraisal or Report of Production Screen	332
	Approved Yield Data Screen	176, 177, 182
	Approved Yield Screen	178, 181
	Calculate Estimated Premium Screen	61
	CMP/HMP Crop Selection Screen	252
	CMP/HMP Confirmation Screen	255
	CMP/HMP Data Entry Screen	253
	CMP/HMP Search Screen	251
	CMP/HMP Summary Screen	254
	Confirmation Screen	89, 155, 183, 314
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	Create Unit Screen	132
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	Delete Carrying Capacity Screen	386
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	DMP Confirmation Screen	260
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	DMP Data Entry Screen	258
	DMP Search Screen	256
	DMP Summary Screen	259
	Enter Cause of Loss Screen	152
	FSA Intranet Home Page	10
	Grazing Loss Acreage Screen	384
	Main Menu	42
	NCT - Main Menu	10
	Override Crop Eligibility Screen	97
	Part F – Grazing "AUD" Loss Calculations Screen	385
	Pay Group Selection Screen	311
	Premium Collection Screen	201-203
	Producer Notifications Screen	285
	Producer Units Screen	131, 134

Menu or Screen	Title	Reference
	Program Year - Add Record - County Selection Page	18
NCT5	Program Year - Add Record - Primary Crop Data Page	18
NCT6	Program Year - Add Record - Record Details Page	18
NCT12	Program Year - Add Record - Results Page	18
NCT14	Program Year - Add Record - Secondary Crop Data Page	18
NCT7	Program Year - Add Record - Summary Page	18
NCT2	Program Year - Approve Record - Confirmation Screen	17, 18
NCT12	Program Year - Approve Record - Results Page	17, 18
NCT2	Program Year - Delete Record - Confirmation Screen	19
NCT12	Program Year - Delete Record - Results Page	19
NCT8	Program Year - Detail Report - Report Criteria Screen	22
NCT8	Program Year - History Report - Report Criteria Screen	22
NCT1	Program Year - Main Menu	10, 17-19
NCT13	Program Year - Mass Approve Record - Search Page	18
NCT2	Program Year - Mass Approve Records - Confirmation Page	18
NCT12	Program Year - Mass Approve Records - Results Page	18
NCT2	Program Year - Mass Reset Records - Confirmation Page	19
NCT12	Program Year - Mass Reset Records - Results Page	19
NCT13	Program Year - Mass Reset Records - Search Page	19
NCT2	Program Year - Mass Update Records - Confirmation Screen	18
NCT6	Program Year - Mass Update Records - Record Details Page	18
NCT12	Program Year - Mass Update Records - Results Page	18
NCT13	Program Year - Mass Update Records - Search Page	18
NCT15	Program Year - Mass Update Records - Select Fields Page	18
NCT6	Program Year - Modify Record - Record Details Page	17, 18
NCT12	Program Year - Modify Record - Results Page	18
NCT7	Program Year - Modify Record - Summary Page	18
NCT8	Program Year - NAP Appr Rcds - Report Criteria Screen	22
NCT8	Program Year - NAP Unappr Rcds - Report Criteria Screen	22
NCT10	Program Year - Reports - Report Selection Screen	22
NCT12	Program Year - Search Records - Results Page	17, 18
NCT13	Program Year - Search Records - Search Page	17, 18
NCT8	Program Year - UOM Report - Report Criteria Screen	22
NCT7	Program Year - View Record - Summary Page	17-19

# Menu and Screen Index (Continued)

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		184, 216, 237, 261
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		171, 200, 231,
		250, 308
	Search Application for Coverage Screen	80
	Search Approved Yield Screen	174, 179
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	Search Notice of Loss Screen	150
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	Search Unit Screen	135
	Select Coverage Level Screen	85
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	Select State, County, and Year Screen	41, 43
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	Supplemental Data Screen	235
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NCT11	Year - NAP Appr Rcds - State Selection Screen	22
	Yield Loss Acreage Screen	331

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