

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

Notice NAP-164

For: State and County Offices

Entering Signature Dates for NAP-Approved Yields

Approved by: Acting Deputy Administrator, Farm Programs



1 Overview

A Background

The web-based approved yield application has the capability of maintaining producer and COC representative signature dates. These dates are entered by County Office personnel after signatures and signature dates are captured on CCC-452.

The presence of signature dates in the system is used by the NAP application for payment for that year and approved yields for the following year.

According to the national summary report, signature dates are missing in the web application for approximately:

- 15 percent of the 2012 approved yields
- 30 percent of the 2013 approved yields
- 55 percent of the 2014 approved yields.

B Purpose

This notice provides:

- instructions for obtaining COC representative signature
- the reasons for entering signature dates timely
- uses of automated signature dates
- information about the tools available to State and County Office users to monitor progress of entering dates.

Disposal Date	Distribution
November 1, 2014 7-24-14	State Offices; State Offices relay to County Offices

2 Signature Dates

A Obtaining COC Representative Signature

1-NAP, subparagraph 1668 D allows for the producer and COC representative to sign and date one CCC-452 for multiple approved yields on a given day.

Approved yields are **not** “approved” by COC. There is no requirement for CCC-452 to be reviewed by COC. COC may delegate signature authority according to 1-NAP, Exhibit 1. COC representative signature indicates that the data has been accepted from the producer.

If signature authority has been delegated to the employee establishing the approved yield, COC representative signature and date should be captured at the time the producer signs CCC-452.

If COC has **not** delegated authority to PT’s and/or CED, CED should encourage such delegation to facilitate obtaining COC representative signature and entering the signature date in a timely manner.

B Entering Signature Dates

After signature dates are captured on CCC-452, they **must** be entered in the automated system. There are 2 methods of entering signature dates in the system. The dates can be entered for:

- an individual approved yield according to 1-NAP, paragraph 1668
- multiple approved yields on the same unit according to 1-NAP, paragraph 1670.

It is **imperative** that signature dates be entered in a timely manner as other NAP applications check against these dates.

C Uses of Automated Signature Dates

When both signature dates are captured in the system, the approved yield is considered “Completed” and is valid for use by other NAP applications.

The application for payment checks for a “Completed” approved yield before using the yield and completing the application for payment process. If the approved yield is **not** in “Completed” status, the user will receive a message that an approved yield is not available.

The approved yield process checks for a “Completed” approved yield for the previous year before copying data from the previous year’s database and allowing the user to enter data for the most recent historical year. When accessing an approved yield, if the previous year’s approved yield is not in “Completed” status, no data will be displayed. Users must exit the approved yield and enter approved yield signature dates for the previous year unless the producer refused to sign CCC-452.

2 **Signature Dates (Continued)**

D Unsigned Report

Multiple reports were released to the field in July 2013 to help monitor the entry of signature dates. Reports are covered in 1-NAP, paragraph 1674.

County Offices have access to data for their county using either of the following:

- Unsigned Report
- County Summary Report.

State Offices have access to data for all counties in their State using any of the following:

- Unsigned Report for a specific county
- County Summary Report for a specific county
- State Summary Report.

State and County Office personnel are encouraged to use these reports to determine which approved yields are missing signature dates in the system. Signature dates captured on CCC-452 **must** be entered for other NAP processes to work correctly.