

**UNITED STATES DEPARTMENT OF AGRICULTURE**

Farm Service Agency  
Washington, DC 20250

**Notice NAP-167**

**For:** State and County Offices

**Refunding Service Fees to SDA or Beginning Farmers (BF) for 2014 and 2015 Crop Years**

**Approved by:** Deputy Administrator, Farm Programs



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**1 Overview**

**A Background**

The Agricultural Act of 2014 (Pub. L. 113-79) authorizes a NAP service fee waiver for SDA or BF and ranchers, effective for 2014 and subsequent crop years. Beginning with the 2014 crop year, service fees for NAP coverage have been waived for producers who meet the definitions for SDA or BF and ranchers, according to 1-CM, paragraph 950.

**B Purpose**

This notice informs State and County Offices:

- that a refund of NAP service fees has been authorized for producers who:
  - meet the definitions for SDA or BF and ranchers, according to 1-CM, paragraph 950
  - have purchased 2014 and/or 2015 NAP coverage and paid the applicable service fees
- with instructions for processing the approved NAP fee refunds.

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Disposal Date	Distribution
March 1, 2015	State Offices; State Offices relay to County Offices

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### 2 Processing NAP Fee Refunds for SDA and BF

#### A Instructions for Processing NAP Fee Refunds for SDA and BF

This table provides instructions for processing NAP fee refunds for SDA and BF producers.

Step	Action																		
1	<p>If an SDA or BF producer requests a refund of a NAP service fee, County Offices shall follow instructions in 1-NAP, paragraph 1537 to mark the producer as “Limited Resource”. The fee due will now reflect “\$0.00”.</p> <p><b>Note:</b> If there is no Application for Coverage entered in the automated system (a manual was taken and never loaded), the Application for Coverage must be loaded in the automated system before completing this step.</p>																		
2	<p>County Office user shall complete the BF and SDA NAP Fee Refunds Spreadsheet by entering the requested information in each field. All fields must have an entry.</p> <p><b>Note:</b> The spreadsheet was sent by e-mail to NAP State Office Administrative users.</p> <table border="1"> <thead> <tr> <th>Column</th><th>What to Enter</th></tr> </thead> <tbody> <tr> <td>Year</td><td>Year of the NAP application.</td></tr> <tr> <td>State</td><td>State where the NAP fee was received by the producer.</td></tr> <tr> <td>County</td><td>County where the NAP fee was received by the producer.</td></tr> <tr> <td>CCID</td><td>SCIMS Core Customer ID of the applicant. Retrieve the SCIMS Core Customer ID from the “Business Partner Identification Assignment” block.</td></tr> <tr> <td>Refund Amount</td><td> <p>Fee amount paid as listed on the Application for Coverage Screen in the “Application Service Fee” box. The refund amount is equal to the fee paid, which is listed based on “Date paid”.</p> <p><b>Note:</b> If multiple lines of “Date paid” are displayed in the “Application Service Fee” box, list each amount separately so that there is a one-to-one match with the schedule of deposit number and NRRS receipt ID.</p> </td></tr> <tr> <td>Date Fee Received</td><td> <p>“Date paid” as listed on the Application for Coverage Screen in the “Application Service Fee” box.</p> <p><b>Note:</b> If multiple lines of “Date paid” are displayed in the “Application Service Fee” box, list each date separately so that there is a one-to-one match with the schedule of deposit number and NRRS receipt ID.</p> </td></tr> <tr> <td>Schedule of Deposit Number</td><td> <p>Schedule of deposit number from the NRRS receipt. Retrieve the receipt from NRRS by selecting “Search Receipt” and searching by producer. Select receipts for code “14NAPFEE” and/or “15NAPFEE”.</p> <p><b>Note:</b> If there is no receipt (the fee was never recorded in NRRS), the receipt must first be loaded in NRRS before completing this step.</p> </td></tr> <tr> <td>NRRS Remittance ID</td><td> <p>Remittance ID from the NRRS receipt. Retrieve the receipt from NRRS by selecting “Search Receipt” and searching by producer. Select receipts for code “14NAPFEE” and/or “15NAPFEE”.</p> <p><b>Note:</b> If there is no receipt (the fee was never recorded in NRRS), the receipt must first be loaded in NRRS before completing this step.</p> </td></tr> </tbody> </table>	Column	What to Enter	Year	Year of the NAP application.	State	State where the NAP fee was received by the producer.	County	County where the NAP fee was received by the producer.	CCID	SCIMS Core Customer ID of the applicant. Retrieve the SCIMS Core Customer ID from the “Business Partner Identification Assignment” block.	Refund Amount	<p>Fee amount paid as listed on the Application for Coverage Screen in the “Application Service Fee” box. The refund amount is equal to the fee paid, which is listed based on “Date paid”.</p> <p><b>Note:</b> If multiple lines of “Date paid” are displayed in the “Application Service Fee” box, list each amount separately so that there is a one-to-one match with the schedule of deposit number and NRRS receipt ID.</p>	Date Fee Received	<p>“Date paid” as listed on the Application for Coverage Screen in the “Application Service Fee” box.</p> <p><b>Note:</b> If multiple lines of “Date paid” are displayed in the “Application Service Fee” box, list each date separately so that there is a one-to-one match with the schedule of deposit number and NRRS receipt ID.</p>	Schedule of Deposit Number	<p>Schedule of deposit number from the NRRS receipt. Retrieve the receipt from NRRS by selecting “Search Receipt” and searching by producer. Select receipts for code “14NAPFEE” and/or “15NAPFEE”.</p> <p><b>Note:</b> If there is no receipt (the fee was never recorded in NRRS), the receipt must first be loaded in NRRS before completing this step.</p>	NRRS Remittance ID	<p>Remittance ID from the NRRS receipt. Retrieve the receipt from NRRS by selecting “Search Receipt” and searching by producer. Select receipts for code “14NAPFEE” and/or “15NAPFEE”.</p> <p><b>Note:</b> If there is no receipt (the fee was never recorded in NRRS), the receipt must first be loaded in NRRS before completing this step.</p>
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3	County Office user shall send the completed spreadsheet to the NAP State Office Administrative user.																		
4	NAP State Office Administrative users shall follow 1-NAP, paragraph 1546 to authorize refunds for producers listed on the spreadsheet.																		

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### 2 Processing NAP Fee Refunds for SDA and BF (Continued)

#### A Instructions for Processing NAP Fee Refunds for SDA and BF (Continued)

Step	Action
5	NAP State Office Administrative users shall post completed spreadsheets to <a href="https://fsa.sc.egov.usda.gov/mgr/dafp/PECD/NAP_Fee_Refunds/default.aspx">https://fsa.sc.egov.usda.gov/mgr/dafp/PECD/NAP_Fee_Refunds/default.aspx</a> by COB Thursday of each week.
6	The National Office and Kansas City will process the spreadsheets, and NAP fee refunds will be processed through NPS.
7	County Office users shall: <ul style="list-style-type: none"><li>• verify that the refund amount in NPS is correct</li><li>• certify and sign the payment.</li></ul>

### 3 Action

#### A State Office Action

State Offices shall:

- ensure that County Offices:
  - are notified of the contents of this notice
  - ensure that eligible producers are aware of the approved refunds of 2014 and 2015 NAP service fees to certified SDA or BF and ranchers who have already purchased 2014 and/or 2015 NAP coverage and paid the required applicable service fees
- follow the instructions in paragraph 2 to process NAP fee refunds to certified SDA or BF and ranchers who have purchased 2014 and/or 2015 NAP coverage and paid the applicable service fees.

#### B County Office Action

County Offices shall ensure that:

- eligible producers are aware of the approved refunds of 2014 and 2015 NAP service fees to certified SDA or BF and ranchers who have already purchased 2014 and/or 2015 NAP coverage and paid the applicable service fees
- eligible producers seeking SDA or BF and rancher status have filed CCC-860 certification for SDA or BF according to 1-CM, paragraph 950
- certified SDA or BF and ranchers who have already purchased 2014 and/or 2015 NAP coverage and paid the applicable service fees receive the approved service fee refund by following the instructions in paragraph 2.