

**For:** State and County Offices

**2015 NAP Interim Payment Software**

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



**1 2015 NAP Payment Processing**

**A Background**

Automated NAP payment software to incorporate the 2014 Farm Bill provisions is not yet available; therefore, an interim payment process has been developed so that 2015 NAP payments may be issued. When the automated NAP payment process is available, the 2015 NAP interim payment process will be disabled.

The 2015 NAP interim payment process shall be used to issue 2015 NAP payments only. NAP payments for 2012 through 2014 will continue to be issued using the existing automated NAP payment process.

Payment Calculator Worksheets have been created to assist County Offices with manually calculating payments. The payment amounts determined using the Payment Calculator Worksheets will be issued using the 2015 NAP Interim Payment process.

**Notes:** The current CCC-576A can only be used to manually calculate payments for crops that have basic coverage with no coverage options on CCC-471. A future enhancement will be made to CCC-576A to allow manually calculating payments for crops with buy-up coverage and options.

**B Purpose**

This notice:

- informs State and County Offices that the 2015 NAP interim payment process will be available on or around August 20, 2015
- provides prerequisites for issuing 2015 NAP payments using the interim payment process
- provides instructions for issuing 2015 NAP payments using the interim payment process
- provides instructions for using the NAP Payment Calculator Worksheets.

Disposal Date	Distribution
December 1, 2015 8-19-15	State Offices; State Offices relay to County Offices

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### 1 2015 NAP Payment Processing (Continued)

#### C NAP Payment Provisions

All NAP payment provisions in 1-NAP (Rev. 2), Part 10 apply to 2015 NAP payments issued using the interim payment process.

**Exception:** NAP premium reductions will **not** be made for 2015 NAP interim payments.

#### D NAP Payment Calculator Worksheets

Exhibit 1 provides instructions for accessing and saving the NAP Payment Calculator Worksheets. The worksheet data fields that require an entry are highlighted yellow and the calculated and blank data fields are highlighted gray. Complete the worksheets according to the following table.

<b>IF completing worksheet...</b>	<b>THEN follow instructions in...</b>
CCC-576A (Basic Coverage)	1-NAP (Rev. 1), paragraph 1283.
CCC-576B (Graduated)	1-NAP (Rev. 2), Exhibit 54. (forthcoming)
CCC-576B (Non-Graduated)	1-NAP (Rev. 2), Exhibit 54. (forthcoming)
CCC-576C	1-NAP (Rev. 2), Exhibit 62.

### 2 Prerequisites for Issuing Payments in the 2015 NAP Interim Payment Software

#### A CCC-576, Certification and Application for Payment

The new CCC-576 (dated 05-05-15) for 2015 and subsequent years includes a revised certification statement in Part H, which each producer must review and sign for any 2015 Application for Payment to be considered valid.

Before processing Applications for Payment, County Offices shall determine if CCC-576 (dated 05-05-15) was used. If a 2015 Application for Payment was certified on the old CCC-576 (dated 07-25-12), then the producer must recertify in Part H on the new CCC-576 (dated 05-05-15). County Offices shall take the following actions:

- inform each producer that signed CCC-576 (dated 07-25-12) that the new certification statement must be reviewed and certified before any 2015 payment can be issued
- access and print page 2 of a blank CCC-576 (dated 05-05-15) from the FFAS Employee Forms Website at <http://fsaintranet.sc.egov.usda.gov/dam/ffasforms/forms.html>
- attach the newly signed CCC-576 (dated 05-05-15) to the original CCC-576.

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### 2 Prerequisites for Issuing Payments in the 2015 NAP Interim Payment Software (Continued)

#### B Mandatory Use of CCC-770 NAP Checklist

To prevent improper payments, revised CCC-770 NAP (dated 04-27-15) must be completed according to 1-NAP (Rev. 2), paragraph 12 for each producer before payments are issued.

#### C Crop Data

NCT crop data used to manually calculate payments (that is unit of measure, payment factors, and average market price) must be approved by STC before payments are issued. Do not manually calculate payments unless the 2015 NAP State approval flag is set to “Y” in the NCT record for the crop in the applicable county. See 3-NAP, paragraph 22 for NCT Reports.

#### D Approved Yield

A CCC-452 NAP Actual Production History and Approved Yield Record (2015 and subsequent years) must be certified by the producer in Part F, before the calculated approved yield is used to process payment.

### 3 2015 NAP Interim Payment Software

#### A Introduction

The 2015 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 Frequency of Payment Processing

2015 NAP interim payments are processed nightly for the following:

- payment amounts recorded through the 2015 NAP Interim Payment process during the workday
- any payment on the Nonpayment Report to determine whether the condition previously preventing the payment has been corrected.

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### 4 Recording a Payment

#### A Accessing the Main Menu

Access 2015 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 2015 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 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 Main Menu will be displayed.

#### B Example of Main Menu

The following is an example of the Main Menu.

**Main Menu**

**Year:** 2015                      **Admin State:** Mississippi                      **Admin County:** Coahoma

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**Payments**

- Record a Calculated Payment
- Modify/Delete a Calculated Payment

Select either of the following options:

- Record a Calculated Payment
- Modify/Delete a Calculated Payment.

The SCIMS Search Page will be displayed. Select the applicable producer. The Record a Calculated Payment Screen will be displayed.

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### 4 Recording a Payment (Continued)

#### C Record a Calculated Payment Screen

The following is an example of the Record a Calculated Payment Screen for a producer **with no** previously entered NAP payments.

Record a Calculated Payment

**Year:** 2015      **Admin State:** Mississippi      **Admin County:** Coahoma

**Producer:** Any Producer

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**2015 NAP**

Action	Unit	Pay Crop Code	Pay Crop Type	Planting Period	Notice of Loss Start Date	Notice of Loss Apparent Date	Original Approval Date (mm/dd/yyyy)	Payment Amount
<div style="display: flex; justify-content: space-between;"> <div style="width: 80%;"> <p><b>Unit:</b> <input type="text"/></p> <p><b>Pay Crop Code:</b> <input type="text" value="Select"/></p> <p><b>Pay Crop Type:</b> <input type="text" value="Select"/></p> <p><b>Planting Period:</b> <input type="text" value="Select"/></p> <p><b>Notice of Loss Start Date: (mm/dd/yyyy)</b> <input type="text"/></p> <p><b>Notice of Loss Apparent Date: (mm/dd/yyyy)</b> <input type="text"/></p> <p><input type="button" value="Add Commodity"/></p> </div> <div style="width: 15%;"> <p><input type="text"/></p> <p><input type="text" value="Select"/></p> <p><input type="text" value="Select"/></p> <p><input type="text" value="Select"/></p> <p><input type="text"/></p> <p><input type="text"/></p> </div> </div>								

The following is an example of the Record a Calculated Payment Screen for a producer **with** previously entered NAP payments.

Record a Calculated Payment

**Year:** 2015      **Admin State:** Mississippi      **Admin County:** Coahoma

**Producer:** Any Producer

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**2015 NAP**

Action	Unit	Pay Crop Code	Pay Crop Type	Planting Period	Notice of Loss Start Date	Notice of Loss Apparent Date	Original Approval Date (mm/dd/yyyy)	Payment Amount
Delete	000123	0016	001	01	06/08/2015	06/10/2015	07/09/2015	5267
Remove	000526	0032	001	01	07/01/2015	07/04/2015		0

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**4 Recording a Payment (Continued)**

**C Record a Calculated Payment Screen (Continued)**

The following table provides field descriptions and actions on the Record a Calculated Payment Screen.

<b>Field/Button</b>	<b>Description</b>	<b>Action</b>
Year	“2015” 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 deleting or removing a line item.	<p>The “Delete” option will be displayed for line items that were already submitted.</p> <p>The “Remove” option will be displayed for line items that have not yet been submitted.</p> <p><b>Note:</b> If changes need to be made to a payment line item (other than the original approval date or payment amount) after it is added to the record, it must be deleted/removed and re-entered.</p>
Unit	The unit entered for the line item.	
Pay Crop Code	The pay crop code selected for the line item.	
Pay Crop Type	The pay crop type selected for the line item.	
Planting Period	The planting period selected for the line item.	
Notice of Loss Start Date	The Notice of Loss start date entered for the line item.	
Notice of Loss Apparent Date	The Notice of Loss apparent date entered for the line item.	
Original Approval Date (mm/dd/yyyy)	Manual entry.	Enter the approval date from CCC-576. If CCC-576 was approved more than 1 time (because of a modification after initial approval), enter the first approval date.
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.
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 (mm/dd/yyyy)	Manual entry.	Enter the start date of the disaster event from CCC-576.

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**4 Recording a Payment (Continued)**

**C Record a Calculated Payment Screen (Continued)**

Field/Button	Description	Action
Notice of Loss Apparent Date (mm/dd/yyyy)	Manual entry.	Enter the loss apparent date of 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 Modify Calculated Payment Confirmation Screen will be displayed.	
Cancel	The process is canceled. Any data entered that has not been added to a line item will be lost.	

**D Example of Modify Calculated Payment Confirmation Screen**

The following is an example of the Modify Calculated Payment Confirmation Screen.

**Modify Calculated Payment Confirmation**

**Year:** 2015                      **Admin State:** Mississippi                      **Admin County:** Coahoma

**Producer:** Any Producer

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• **NAP Payment Confirmation. Press "Confirm" to proceed.**

2015 NAP							
Unit	Pay Crop Code	Pay Crop Type	Planting Period	Notice of Loss Start Date	Notice of Loss Apparent Date	Original Approval Date	Payment Amount
000123	0016	001	01	06/08/2015	06/10/2015	07/09/2015	5267
000526	0032	001	01	07/01/2015	07/04/2015	07/10/2015	1234
<b>Total</b>							<b>6501</b>

The following options are available on this screen.

Option	Action
Confirm	Submits the payment for processing.
Back	Returns to the Record a Calculated Payment Screen to allow the user to modify or delete.
Cancel	Discontinues the process and returns to the Main Menu.

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**4 Recording a Payment (Continued)**

**E Error Messages**

The following error messages may be displayed when processing NAP interim payments.

<b>Error Message</b>	<b>Description of Problem</b>	<b>Corrective Action</b>
Payment data can only be recorded by the recording county for the producer.	The user attempting to modify or delete the NAP interim payment data is not an authorized user for the producer's designated recording county.	The NAP interim payment data must be entered by the recording county.
The amount recorded in each field must be in whole dollars.	The amounts entered must be in whole dollars with no dollar signs or commas.	Correct the amounts recorded in each field ensuring that only numeric data is entered without dollar signs or commas.

**F Effect of Modifications or Deletions on Previously Processed Payments**

The impact of modifying or deleting previously processed payments is dependent on whether the original payment was sent to NPS and was certified or signed.

<b>IF previously recorded payment amounts are...</b>	<b>AND previously recorded payment amounts were...</b>	<b>THEN the...</b>
modified	<b>not</b> sent to NPS because of a nonpayment condition	system will trigger the payment to reprocess 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 signed	original amount in NPS will be canceled 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.
deleted	<b>not</b> sent to NPS because of a nonpayment condition	<ul style="list-style-type: none"> <li>• payment amount will be deleted</li> <li>• 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/signed.</li> </ul>
	sent to NPS and certified and signed	system will retrigger the payment to reprocess to determine the overpayment amount for the producer. A transaction will be sent to NRRS.
	sent to NPS but were not certified and/or signed	original amount in NPS will be canceled.

**G Reporting**

NAP interim payments will be displayed on the NAP Payment Reports according to 9-CM.

**NAP Payment Calculator Worksheets**

**A Overview**

NAP Payment Calculator Worksheets have been developed by the National Office and **must** be used by County Offices to manually calculate 2015 NAP payments for:

- yield based crops with basic 50/55 coverage
- value loss crops
- grazing crops.

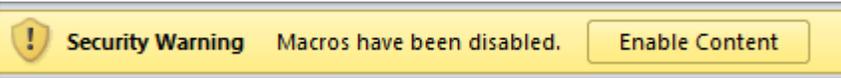
**Note:** A payment calculation worksheet for CCC-576A for yield based crops with buy-up coverage is forthcoming. Manual payment processing cannot be completed for yield based crops with buy-up until the CCC-576A worksheet is released.

Separate NAP Payment Calculator Worksheets have been provided for:

- CCC-576A for yield based crops with basic 50/55 coverage
- 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 <a href="http://fsaintranet.sc.egov.usda.gov/dafp/">http://fsaintranet.sc.egov.usda.gov/dafp/</a> .
2	CLICK “ <b>CCC-576A (Basic Coverage)</b> ”, “ <b>CCC-576B (Graduated)</b> ”, “ <b>CCC-576B (Non-Graduated)</b> ”, or “ <b>CCC-576C</b> ”. A “File Download” dialog box will be displayed for the applicable crop year.
3	CLICK “ <b>Open</b> ” in the “File Download’ dialog box.
4	<p>At the top of the screen, between the toolbar and the window, the following security warning will be displayed.</p> <div data-bbox="354 1482 1195 1560" style="border: 1px solid black; background-color: #ffffcc; padding: 5px; margin: 10px 0;">  <p><b>Security Warning</b> Macros have been disabled. <span style="border: 1px solid black; padding: 2px 10px;">Enable Content</span></p> </div> <p>CLICK “<b>Enable Content</b>”.</p> <p><b>Note:</b> This step needs to be performed <b>every time</b> the worksheet is opened.</p> <p><b>Warning:</b> Do <b>not</b> attempt to permanently enable macros because this will make the calculator unusable and could potentially create a security breach.</p>

NAP Payment Calculator Worksheets (Continued)

B Accessing and Saving Worksheets (Continued)

Step	Action
5	<p>Save the document by doing the following:</p> <ul style="list-style-type: none"> <li>• CLICK “ <p><b>Note:</b> The NAP payment calculators are for FSA internal use <b>only</b> and will <b>not</b> be distributed.</p> </li></ul>

C Creating Folders for NAP Payment Calculators Worksheets

The following table provides instructions for creating folders to enable saving of NAP payment calculator worksheets. **These instructions only need to be completed one time.**

Step	Action
1	<p>Do either of the following:</p> <ul style="list-style-type: none"> <li>• on the desktop, DOUBLECLICK “My Computer” </li> <li>• at the bottom left corner of user’s screen, RIGHT CLICK “Start”  and CLICK “Explore”.</li> </ul>
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”.
6	A new folder will be placed in the “S:\Service_Center\FSA” folder, with the default name of “New Folder”.
7	The new folder must be renamed. RIGHT CLICK, “New Folder” and CLICK “Rename”.
8	Rename the folder as “2015_CCC-576A_Worksheets”, “2015_CCC-576B_Worksheets”, “2015_CCC-576C_Worksheets”, 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 1 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, CCC-576B, and CCC-576C).

NAP Payment Calculator Worksheets (Continued)

D Saving NAP Payment Calculator Worksheets

Step	Action	
1	<p>CLICK “2</p>	<p>Navigate to “S:\Service Center\FSA\2015_CCC-576A_Worksheets”, “2015_CCC-576B_Worksheets”, or “2015_CCC-576C_Worksheets”, as applicable.</p> <p><b>Note:</b> State Offices may create a subfolder if preferred, but the subfolder <b>must</b> be located within S:\Service Center\FSA\.</p> <p>In the “File name:” block, enter the file name as, “NAP_2015_{County name}_{State abbr}_{Producer name}_{Unit number}_{#of#}”.</p> <p><b>Notes:</b> “{County name}” is the name of the county where the unit is physically located.</p> <p>“{State abbr}” is the 2-alpha State abbreviation, such as “MD” for Maryland, where the unit is physically located.</p> <p>“{Producer name}” is the name of the producer for which the worksheet is being completed.</p> <p>“{Unit number}” is the unit number for which the worksheet is being completed.</p> <p>“{#of#}” is the worksheet number out of the total number of worksheets completed for a specific producer and unit within a State and county.</p>