

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

Notice NAP-182

For: State and County Offices

Entering Signature Dates for 2015 NAP Approved Yields

Approved by: Deputy Administrator, Farm Programs



1 Overview

A Background

The web-based approved yield software shall be used for maintaining producer and COC representative signature dates. County Office personnel are responsible for recording both producer and COC representative signature dates, as captured on the CCC-452.

Approved yield signature dates are used:

- in the given year by:
 - NAP application for payment
 - Summary of Coverage (SOC)
 - premium calculation
- in subsequent years by approved yields.

According to the National summary report, signature dates are missing in the web application for approximately 35 percent of the 2015 approved yields.

B Purpose

This notice provides:

- instructions for obtaining COC representative signature
- the reasons for entering signature dates timely and the impact of not entering them
- the use of automated signature dates
- information about the tools available to State and County Office users to monitor progress of entering dates.

Disposal Date	Distribution
July 1, 2016 3-21-16	State Offices; State Offices relay to County Offices

2 Signature Dates

A Obtaining COC Representative Signature

3-NAP, subparagraph 178 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 (Rev. 2), 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 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 3-NAP, paragraph 178
- multiple approved yields on the same unit according to 3-NAP, paragraph 180.

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 process checks for a “Completed” approved yield before allowing the user to complete the application for payment process. If the approved yield is not in a “Completed” status, the application for payment process will show the yield as missing and will not allow the user to record a COC approval date.

The SOC process checks for “Completed” approved yields to use in calculating a producer’s production guarantee, estimated dollar per acre guarantee, and/or estimated premium for covered crops. If an approved yield is not in a “Completed” status, SOC will show the approved yield as “missing” and not calculate the production guarantee, estimated dollar per acre guarantee, and/or estimated premium and instead show these amounts as “pending”.

2 Signature Dates (Continued)

C Uses of Automated Signature Dates (Continued)

The premium calculation software checks for “Completed” approved yields to calculate covered crop premiums. If an approved yield is not in a “Completed” status, the premium management and premium billing systems will not be able to calculate a producer’s premium for collection and/or billing purposes.

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.

D Canceled Approved Yields

Approved yields may be listed on the Canceled Report because of changes to NCT data.

Approved yields in “Canceled” status will not be available for the processes covered in subparagraph C.

Approved yields listed on the Canceled Report with a reason of NCT Modification should be reactivated, printed, and new signatures obtained if the approved yield was adjusted because of the NCT data change.

E Unsigned and Canceled Reports

Multiple reports are available to help monitor the entry of signature dates. Reports are covered in 3-NAP, paragraph 184.

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

- Unsigned Report
- Canceled 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
- Canceled 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.

2 Signature Dates (Continued)

F Reasons for Not Entering Signature Dates

The primary reasons for not entering signatures dates include:

- the producer refused to sign CCC-452
- CCC-452 was sent out for signature and was not returned.

3 Action

A State Office Action

State Offices shall:

- ensure that County Offices are:
 - notified of the contents of this notice
 - reviewing the Unsigned Report
 - reviewing the Canceled Report
 - reviewing the County Summary Report
 - updating signature and signature dates, as appropriate
- review the contents of the State Summary Report.

B County Office Action

County Offices shall:

- follow the instructions in this notice and 3-NAP for updating signature dates
- review the Unsigned Report for the county
- review the Canceled Report for the county
- review the County Summary Report for the county.