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

For: State and County Offices

2015 and 2016 NAP Interim Payment Software

Approved by: Acting Deputy Administrator, Farm Programs

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1 NAP Interim Payment Processing

A Background

Automated NAP payment software to incorporate the 2014 Farm Bill provisions is not currently available; therefore, an interim payment process has been developed so that 2015 and 2016 NAP payments may be issued. When the automated NAP payment process is available, the NAP interim payment process will be disabled.

The NAP interim payment process will be used to issue 2015 and 2016 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 2015 and 2016 payments. The payment amounts determined using the Payment Calculator Worksheets will be issued using the NAP interim payment process.

B Purpose

This notice:

- informs State and County Offices that the NAP interim payment process will continue to be used for 2015 payments and will be updated to allow 2016 payments to be issued on or around June 1, 2016

- provides:

  - prerequisites for issuing 2015 and 2016 NAP payments using the interim payment process

  - instructions for issuing 2015 and 2016 NAP payments using the interim payment process

  - instructions for using the NAP Payment Calculator Worksheets for 2015 and 2016 NAP.

Disposal Date	Distribution
December 1, 2016	State Offices; State Offices relay to County Offices

1   NAP Interim Payment Processing (Continued)

C   NAP Payment Provisions

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

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

D   Review of 2015 NAP Payments and Common Findings

The National Office conducted reviews of 2015 NAP payments issued using the interim payment process. Based on the reviews, several discrepancies were found because of the manual process that resulted in improper payments. The common findings are as follows.

Program Area	Discrepancy
CCC-576 and CCC-576A	Entire acreage within the unit and payment grouping is not included.
CCC-576A	Unharvested payment factors and prevented planting factors are not correct.
	Automated worksheet not being used.
	Incorrect acres or production is loaded into the CCC-576A worksheet.
	Numbers are being transposed (such as acres, yield. and payment rate).
	Incorrect NCT price is being used in payment calculation.
Prompt Payment Interest	Prompt payment interest has not been issued according to 63-FI.
Sequestration Rate	Incorrect approval date was entered in the payment software causing the incorrect sequestration rate to be used in the payment process.

Applicable State Office program chiefs, program specialists, and DD's must review these findings and ensure that County Offices follow applicable program procedures. DD's must review the first five NAP applications for payment in a crop year before issuing payments to ensure that the County Offices are processing payments correctly.

1   NAP Interim Payment Processing (Continued)

E   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 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 DMP)	1-NAP (Rev. 2), Exhibit 55.
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: CCC-576A (06-18-08) is obsolete. Currently, there is not a worksheet for CCC-576A (10-19-15). 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).

2   Prerequisites for Issuing NAP Payments in the Interim Payment Software

A   CCC-576, Certification and Application for Payment

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

Before processing Applications for Payment, County Offices must determine if CCC-576 (dated 05-05-15) was used. If an 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 payment can be issued

- access and print page 2 of a blank CCC-576 (dated 05-05-15) from the FFAS Employee Forms/Publication Online 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 signed CCC-576.

Exception: A signature is **not** required on CCC-576, Part H, for producers who originally elected on the CCC-576 to have grazed forage payments determined using independent assessments.

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

   B   Mandatory Use of CCC-770 NAP Checklist

   To prevent improper payments, CCC-770 NAP (09-03-15) **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 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

   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   NAP Interim Payment Software

   A   Introduction

   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   Frequency of Payment Processing

   NAP interim payments are processed nightly for the following:

   - payment amounts recorded through the 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.

4   Recording a Payment

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 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.

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.

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							

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

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)

[Add Commodity]

[Submit] [Cancel]

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							

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

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)

[Add Commodity]

[Submit] [Cancel]

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.

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 deleting or removing a line item.	The "Delete" option will be displayed for line items that were already 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 is added to the record, it must be deleted/removed and re-entered.
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.	**Note:** Total all carrying capacities to the planting period for the pay crop and type. For example, carrying capacities 21 and 31 would be totaled together and entered as planting period 01.

4   Recording a Payment (Continued)

     C   Record a Calculated Payment Screen (Continued)

Field/Button	Description	Action
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, Page 2, 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. **Note:** 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.
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.
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.	

4   Recording a Payment (Continued)

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							
ⓘ	• **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
						Total	**6501**

Confirm   Back   Cancel

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.

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 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.

4   Recording a Payment (Continued)

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.

IF previously recorded payment amounts are…	AND previously recorded payment amounts were…	THEN the…
modified	**not** 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	**not** sent to NPS because of a nonpayment condition	• payment amount will be deleted. • ystem 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.
	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 NAP payments for:

- yield based crops without HMP, CMP or DMP
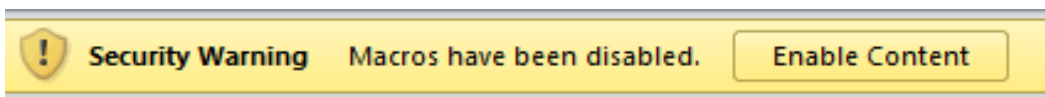- value loss crops
- grazing crops.

Note: CCC-576A (10-19-15) is 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**". **Note:** This step needs to be performed **every time** 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.

NAP Payment Calculator Worksheets (Continued)

B Accessing and Saving Worksheets (Continued)

Step	Action
5	Save the document by doing the following: • CLICK "[File]", scroll down and CLICK "**Save As**" • CLICK "**Excel Macro Enabled Workbook**" • navigate to user's desktop • CLICK "**Save**". 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 calculators 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 of NAP payment calculator worksheets. **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**" [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**".
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 "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 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-EZ, CCC-576B, and CCC-576C).

NAP Payment Calculator Worksheets (Continued)

D Saving NAP Payment Calculator Worksheets

Step	Action
1	CLICK "", 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. **Note:** State Offices may create a subfolder if preferred, but the subfolder **must** be located within **S:\Service Center\FSA**. 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.